

Safeguarding and child protection:

Safeguarding means protecting children from abuse and neglect, preventing impairment of their health or development. For the purpose of this policy, a child is anyone under the age of 18.

Tutoring Learning Base Ltd. is committed to safeguarding and promoting the welfare of every child and young person who uses our services. We believe that every child has the right to learn in a safe, supportive, and respectful environment. All employees and subcontractors at TLB Ltd. are expected to share this commitment and act in the best interests of children at all times.

This policy aims to:

- Protect children from abuse, neglect, and exploitation.
- Provide clear procedures for reporting safeguarding concerns.
- Promote safe working practices.
- Ensure all staff understand their safeguarding responsibilities.
- Create a safe learning environment for all students.

Company director/ Designated Safeguarding Lead (DSL):

Tilly Brown (company director)

tilly@tutoringlb.co.uk

The DSL is responsible for:

- Receiving safeguarding concerns.
- Maintaining confidential records.
- Reviewing this policy annually.

Tutors must:

- Read this policy before working with students.
- Report concerns immediately to DSL.

Tutoring Learning Base

Empowering young minds. Building confidence.

E: enquiries@tutoringlb.co.uk

- Maintain professional boundaries.
- Never investigate concerns themselves.
- Treat every student with respect.
- Use appropriate language.
- Maintain professional relationships.
- Only communicate through approved company methods.

During online sessions: sessions must use approved platforms. Parents should be aware when sessions take place, tutors should work from a professional environment. Appropriate clothing must be worn (for both tutor and student), sessions must not be recorded, and any online safeguarding concern must be reported immediately.

No tutor should discuss safeguarding concerns with other tutors, parents or friends unless authorised.

All safeguarding records will be:

- Be stored securely
- Be accessible only to authorised personnel.

This policy will be reviewed annually unless there are changes in legislation, statutory guidance, or company procedures.