

# **Sage Tuition - Safeguarding Policy**

## **Purpose and Scope of this Policy**

Sage Tuition is committed to safeguarding and promoting the welfare of all students who use our services. This safeguarding policy outlines our commitment to ensuring a safe environment for children and young people who engage in our tuition services. We are dedicated to protecting children from harm, abuse, neglect, and exploitation and to promoting a safe, inclusive learning environment.

This policy applies to anyone working on behalf of Sage Tuition, including senior managers, paid contractors, parents and students.

We will report any safeguarding concerns to the relevant authorities should we judge that this is necessary to safeguard a child. By engaging our services, you agree to these kinds of referrals and understand that the authority may then follow up directly with you.

## **Policy Statement**

We believe that all children, regardless of age, gender, disability, race, religion, or belief, have a right to equal protection from harm. We aim to create a safe and supportive environment for learning, where students feel valued and protected. This policy is based on UK safeguarding guidance.

## **Roles and Responsibilities**

**Designated Safeguarding Lead (DSL):** The DSL is responsible for managing all safeguarding concerns, overseeing policy adherence, and acting as the first point of contact for all safeguarding issues. Contact details for the DSL will be provided to all staff, students, and parents/guardians.

**Tutors and Staff:** All tutors and staff are responsible for adhering to the safeguarding policy and reporting any concerns. They will be advised to complete regular safeguarding training, understand our policies, and operate in compliance with local and national safeguarding guidance.

## Safer Recruitment and Vetting

To ensure the safety of our students, we will implement robust recruitment processes, including:

- Enhanced DBS checks for all staff and volunteers.
- Barred list checks where legally required.
- Verification of identity, employment history, and references.
- Professional conduct checks.
- Mandatory safeguarding induction prior to working with students.
- Tutors must be qualified teachers or suitably vetted educators.

## General

We will seek to keep children and young people safe by:

- Making sure that children, young people and their families know where to go for help if they have a concern.
- Providing guidance and assistance to all our tutors involved in 1:1 and small group tuition with children on safeguarding best practice.
- Ensuring that any concerns or disclosures are escalated to the appropriate authorities.
- Valuing, listening to and respecting children.
- Recruiting and selecting employees safely, ensuring all necessary checks are made.
- Having a reporting system in place for our tutors to raise any concerns.
- Providing this document to parents.

## Code of Conduct & Professional Boundaries

Staff must:

- Maintain appropriate physical and professional boundaries
- Never have private contact with a student outside the centre
- Use only centre-approved communication methods
- Never transport a child without prior authorisation
- Avoid being alone with a student in a closed room without visibility
- Use positive, professional language
- Avoid physical contact unless necessary to prevent harm

### Lesson protocol

- The student must always have their camera on for at least the first few minutes of an online lesson.
- Students are expected to maintain classroom level behaviour during tutoring sessions.
- For online sessions we recommend that children are located in a shared space (not their bedroom) during sessions and are supervised by parents / parents are within earshot of their child.
- For students under 18, it is expected that an adult will remain in the house with them for the duration of their lesson.
- Students must be fully clothed during online and face to face sessions.
- Any behavioural or safeguarding concerns will be discussed with parents and passed to the DSL lead by the tutor.
- If any serious safeguarding or behaviour issues take place, tutors should terminate the lesson immediately and report to Sophie Tunnicliff. If the tutoring in the home has been on behalf of a school or local authority, then the school or local authority will be consulted and informed.

### Communication

- Tutors must maintain a professional relationship with students at all times and should not engage in any personal interactions outside of tutoring sessions.
- Tutors and students should communicate only through the Employment Business (Sage Tuition Ltd). Personal contact information, including social media accounts, should not be exchanged.
- Tutors must not directly contact students.
- Preventing the sharing with attending children of any private details beyond the first name of any Sage Tuition employee or associate.

### Photographs and Recordings

- Lessons must NOT be recorded, unless permission has been given by the parent.
- If a parent requests that lessons are recorded, this information should be shared with Sophie Tunnicliff.
- Photographs/screenshots must not be taken unless permission has been given by the parent.

### Working with Parents and External Agencies

Sage Tuition recognises the importance of collaboration in safeguarding. We are committed to working with parents, guardians, and relevant authorities to protect our students' welfare.

- Parental Communication: We will keep parents informed of their child's participation in tutoring sessions, any issues that may arise, and any safeguarding concerns as appropriate.
- External Agencies: If required, we will work with local authorities, social services, or law enforcement to address serious safeguarding concerns.

### Legislation & Guidance:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- The Children Act 1989 & 2004
- Education Act 2002
- UK GDPR & Data Protection Act 2018
- Prevent Duty 2015
- Safer Recruitment Statutory Guidance

## Reporting a Concern

Any member of staff who has a safeguarding concern must:

1. Listen — Do not interrupt
2. Reassure — Do not promise confidentiality
3. Record — Write what was said, using exact words where possible
4. Report — Immediately inform the DSL

If a child is in immediate danger:

Call 999 and inform the DSL as soon as possible.

If the DSL is unavailable:

Contact:

Wiltshire MASH

Telephone: 0300 4560108

Out of hours: 0300 4560100

## Low-Level Concerns & Staff Conduct

We follow KCSIE 2025's Low-Level Concerns guidance.

These include:

- Comments or actions that could be misinterpreted
- Minor breaches of boundaries
- Unprofessional behaviour

All low-level concerns must be reported to the DSL.

## **Allegations Against Staff**

If a child or adult makes an allegation, the DSL will:

- Contact the Local Authority Designated Officer (LADO) within 24 hours
- Follow statutory procedures
- Immediately remove the staff member from direct contact if needed
- Maintain confidentiality
- Keep accurate records

## **Recording & Information Sharing**

All safeguarding records are:

- Stored securely
- Time-stamped
- Shared only on a 'need to know' basis
- Retained according to statutory guidance

We follow UK GDPR, which allows information sharing for safeguarding purposes without consent when necessary to protect a child.

## **Prevent Duty**

We are committed to preventing radicalisation. Staff must report concerns related to:

- Extremist views or behaviours
- Online radicalisation
- Isolation or significant behaviour change
- Exposure to extremist content

Referrals may be made to Channel via Walsall MASH.

## **Photography & Social Media**

- Staff cannot take photos of students on personal devices
- Centre devices must be used when photography is required
- Photos are only taken with consent
- No student names will be shared publicly online

## **Health & Safety**

We maintain robust health and safety procedures, including:

- Risk assessments
- Fire evacuation plan
- Medical and allergy information
- First aid provision

### Policy Review

This policy will be reviewed annually or in response to legislative changes, safeguarding incidents, or feedback. The DSL is responsible for overseeing and implementing any updates.

### Contact details

**Sage Tuition DSL:** Sophie Tunnickliff: 07538 142492

**Email:** [contact@sagetuition.org](mailto:contact@sagetuition.org)

**Mash:** 0300 456 0108

**NSPCC Helpline:** 0808 800 5000

**Childline:** 08001111

Safe Guarding Policy to be reviewed: 7/5/2027

## **APPENDIX 1 – Categories of Abuse**

### **Categories of Abuse:**

#### **1. Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **2. Emotional Abuse (including Domestic Abuse)**

Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development and conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

#### **3. Neglect (the three types of Neglect)**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse.

#### **4. Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

## **APPENDIX 2 — Low-Level Concerns Flowchart (KCSIE 2025)**

Low-Level Concern Identified



Report immediately to the DSL

(Verbally + written record)



DSL logs concern



DSL reviews:

- Is it inconsistent with Code of Conduct?
- Could it be misinterpreted?
- Is it repeated behaviour?



DSL decides next step:

- Internal management guidance or training?
- Monitoring or supervision required?
- Escalate to LADO if threshold met?



Outcome recorded



Staff member informed



Ongoing monitoring if required

(If at ANY point the concern suggests harm or risk of harm → escalate to LADO within 24 hours.)

### APPENDIX 3 — DSL Concern Reporting Form (Blank Template)

Child's Name:		Time:	
DOB:		Tutor Reporting:	
Date of Concern:		Contact Details:	

#### Nature of Concern

(Include facts only — what you saw/heard. No assumptions.)

**Exact Words Used by Child** (if disclosure):

**Any Immediate Action Taken:**

**Are there previous concerns about this child?**

Yes  No

If yes, give brief details:

Signed (Tutor):	Date:
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DSL Section	
DSL Name:	
Action Taken: (Include referrals, contact with parents/school/MASH, advice sought.)	
Decision Rationale:	
Next Steps / Monitoring Required:	
Signed (DSL):	Date:

## **APPENDIX 4 — Incident Log Template**

Child's Name:		Time:	
Date of Concern:		Tutor Reporting:	

### **Type of Incident:**

- Safeguarding concern
- Behaviour
- Accident/injury
- Online safety issue
- Other (specify)

### **Details of Incident:**

(Factual record — no opinions. Inc where incident took place)

### **Actions Taken:**

### **Parent/Carer Informed?**

- Yes — who spoke and when:
- No — reason:

### **Any action necessary to prevent future accidents:**

Recorded By:	
Signed:	
Date:	

## **APPENDIX 5 — Induction Script for New Staff**

Welcome to Kip McGrath Aldridge. Before working with students, you must understand our safeguarding responsibilities.

Key Points:

1. Safeguarding is everyone's responsibility.
2. You must read:
  - o Safeguarding Policy
  - o KCSIE 2025 Part 1
  - o Staff Code of Conduct
3. Any concern, no matter how small, must be reported to the DSL immediately.
4. Keep clear professional boundaries.
5. Never use personal phones or social media with students.
6. Be vigilant during online lessons — follow our online safety protocol.
7. Record concerns factually using our DSL concern form.
8. If a child makes a disclosure:
  - o Listen
  - o Don't promise confidentiality
  - o Report
9. Understand low-level concerns and how to report them.
10. Ask if you are ever unsure — safeguarding takes priority over all other duties.

You must sign to confirm you have read and understood all safeguarding documents.

Signed:

Date: