



CHISWICK TUTORING LTD

TEACHERS WHO TUTOR

Safeguarding Policy

1. Introduction

Welcome to the Chiswick Tutoring Ltd safeguarding policy.

Chiswick Tutoring Ltd ("the Company") provides tutoring services to children at their home or at the tutor's home. Therefore, it is important that there are certain safeguards in place to ensure the safety of your child. The policy reflects our approach to safeguarding and how we aim to protect your children.

This policy applies to anyone working on behalf of Chiswick Tutoring Ltd or connected to the work carried out by Chiswick Tutoring Ltd. However, our tutors are not employed by Chiswick Tutoring Ltd but we carry out checks that the tutors are qualified and experienced primary or secondary school teachers and competent to carry out this service. We recommend that you as the Guardian directly correspond with the tutor and that you request from them the appropriate safeguards to protect the Student or child from harm.

We will refer to you as the Guardian throughout the rest of this policy document. A Guardian is a parent or those with parental or caring responsibility of the Student or child. We will refer to the individual receiving the tutoring service as the Student. If a Student is under the age of 18 years old then we will refer to them as the Child ("together they will be referred to as the pupil").

Chiswick Tutoring Ltd:

- Recognise that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Ensure that all individuals who work with children in the Company will provide a positive and experience for children.
- Ensure that all individuals who work with children in the Company have undertaken the appropriate training, have had the relevant DBS checks and adhere to this policy.
- Provide the Guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.

2. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that is designed to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

3. Safeguarding pupils and teachers online

The Company recognises that remote learning may be appropriate from time to time and keeping pupils and teachers safe during remote education is essential. Tutors delivering remote education online should be aware that the same safeguarding principles will apply.

Guardians should ensure that they have regular conversations with their children about staying safe online.

The Company shall, on request, provide information on current resources to either to Guardians or Tutors.

4. Policies and Procedures

We ensure that:

- Our tutors must hold a satisfactory Disclosure and Barring Service (DBS) check.
- All activities or assignments involving children should be planned in advance to ensure they take into account the age range and ability of the participants.
- In no instance is a tutor permitted to have physical contact with a Student or Child save for in the following circumstances:
 - To prevent an accident or injury to themselves or anyone else.
 - Subject to prior written consent of the Guardian, to provide medical assistance to a nurse of a professional appointed by the Guardian to care for the Pupil's medical needs.
- A tutor must uphold the trust in the profession or teaching and maintain high standard of ethics and behaviour within the tutor lesson and during any communication outside of the tutor lesson with the Pupil. This will involve but is not limited to the following:
 - Showing tolerance and respect for others and treat the Pupil with dignity, building a relationship rooted with mutual respect, and at all times.
 - Observing proper boundaries appropriate to a teacher's professional position.
 - Promote appropriate professional behaviour, language and appearance.
 - Show empathy when the Pupil is distressed or stressed and informing the Guardian of the event as soon as possible.
- A tutor must not tolerate unsociable behaviour but should try to ensure good working relationships.
- A tutor has a strict duty never to subject any child to any form of harm or abuse. Unacceptable behaviour could be but is not limited to the following:
 - to cause distress by shouting or calling them derogatory names.
 - any physical contact of any kind, in particular allowing or engaging in inappropriate touching the tutor or Pupil.
 - to physically restrain them except to protect them from harming themselves or others.



- to take part in horseplay or rough games.
 - to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present).
 - to allow or engage in sexually suggestive behaviour within a person's sight or hearing, or make suggestive remarks to or within earshot.
 - to give or show anything which could be construed as pornographic.
 - to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the Guardian.
 - to engage with them online in an unacceptable manner.
- That appropriate risk assessments and security checks have been carried out against the tutor prior to any assignments.
 - That any equipment used by a tutor and Pupil is only used for the purpose it is intended and that the tutor has had adequate training on the same. Our insurance is up to date and adequate to cover such assignments.
 - All information in relation to the Pupil is highlighted confidential. Please refer to our privacy policy for further information.
 - A tutor cannot make any contact with a Pupil for any reason unrelated to the work or task assignment to that Pupil.
 - A tutor or anyone from Chiswick Tutoring Ltd cannot give a Pupil a gift or buy any item which may be seen as inducement or a bribe to enter a relationship with the person.

5. Suspicions of abuse

Any person who witnesses or suspects abusive behaviour towards a child should record the details and report it to one of the Chiswick Tutoring Ltd.

Any allegations of abuse made against anyone employed by Chiswick Tutoring Ltd will be investigated. A Chiswick Tutoring Ltd Director will appropriately record any allegation or reported incident and they will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary.

6. Communication of this policy

A copy of this policy has been provided to all tutors and a copy is available on the Chiswick Tutoring Ltd website.

7. Implementation of this policy

The Directors of Chiswick Tutoring Ltd have equal responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.



8. Contact details

If you have any questions about this safeguarding policy or our practices, please contact either Amy Cannon or Phillip Cannon the Directors of Chiswick Tutoring Ltd, in the following ways:

Full name of legal entity: Chiswick Tutoring Ltd

Email address: info@chiswicktutoring.co.uk

Postal address: 18-24 Turnham Green Terrace, Chiswick W4 1PQ

Telephone number: 0208 088 8766

