

Safeguarding & Child Protection Policy

Version: 2.5

Effective Date: Sept 2026

Review Date: Sept 2027 (or sooner if legislation or statutory guidance changes)

Policy Owner: Designated Safeguarding Lead (DSL)

Approved By: Director, Tutor Doctor Essex

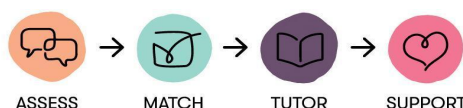
Document Control

Version	Date	Author	Summary of Changes	Approved By
2.0	July 2024	Tutor Doctor Essex	Initial policy issued	Director
2.1	June 2025	Tutor Doctor Essex	Updated in line with KCSIE 2025	Director
2.3	April 2026	Tutor Doctor Essex	Expanded safeguarding guidance and governance updates	Director
2.4	July 2026	Tutor Doctor Essex	Policy streamlined, duplicate content removed, governance updated, appendices revised and terminology standardised.	Director
2.5	Sep 2026	Tutor Doctor Essex	Policy updated for KSCIE 2026, expanded guidance on lone working and mobile phone usage	Director

What's New in Version 2.5

This policy has been reviewed to reflect current statutory safeguarding guidance and strengthen arrangements for consistent safeguarding practice. Key changes include:

- Updated references to **Keeping Children Safe in Education (KCSIE) 2026** and other current safeguarding guidance.
- Added requirements for staff, tutors, contractors and volunteers to read and confirm their understanding of this policy and **Part One of KCSIE** during onboarding and annually thereafter.
- Added guidance on the use of **mobile phones and smart devices** during tuition and when working within external settings.
- Added requirements for tutors working in **schools, community venues and other external settings** to familiarise themselves with relevant site-specific safeguarding and emergency procedures.
- Added guidance relating to **lone and remote working**, including compliance with relevant risk assessment and safeguarding arrangements.
- Strengthened arrangements for monitoring **low-level concerns** to identify patterns or wider safeguarding concerns.
- Strengthened protection from **detriment or retaliation** where safeguarding or whistleblowing concerns are raised in good faith.
- Updated arrangements for **policy communication, staff confirmation and annual review**.
- Updated relevant references to related Tutor Doctor Essex policies and procedures.



Related Policies

This policy should be read alongside the following Tutor Doctor Essex policies:

- Staff Code of Conduct
 - Tutor Code of Conduct
 - Safer Recruitment Policy
 - Online Safety Policy
 - Behaviour Policy
 - Data Protection Policy
 - Complaints Policy
 - Whistleblowing Policy
 - Health & Safety Policy
 - Attendance Policy
 - Home Tuition and Lone Working Policy
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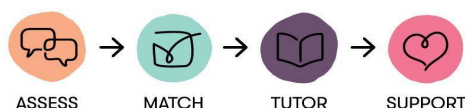
1. Introduction

1.1 Policy Statement

Tutor Doctor Essex is committed to safeguarding and promoting the welfare of every child and young person who receives our services. We believe that all children have the right to learn in a safe, supportive and respectful environment where they are protected from harm and their wellbeing is promoted.

Safeguarding is everyone's responsibility. Every member of staff, tutor, volunteer and contractor working on behalf of Tutor Doctor Essex has a duty to recognise concerns, respond appropriately and report them without delay.

This policy applies to all staff, tutors, volunteers, contractors and agency workers engaged by Tutor Doctor Essex, whether tuition is delivered in a student's home, a community venue or online.



1.2 Purpose

The purpose of this policy is to:

- safeguard children and young people from abuse, neglect, exploitation and harm;
 - ensure all safeguarding concerns are recognised and acted upon promptly;
 - provide clear procedures for reporting and managing concerns;
 - support staff in understanding their safeguarding responsibilities;
 - promote a culture where safeguarding is embedded within everyday practice.
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1.3 Legal Framework

This policy is informed by current safeguarding legislation and statutory guidance, including:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- Children Act 1989 and Children Act 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Prevent Duty Guidance

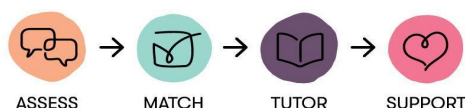
Tutor Doctor Essex will review this policy whenever statutory guidance changes or where learning from safeguarding practice identifies the need for amendment.

1.4 Our Safeguarding Commitment

Tutor Doctor Essex is committed to:

- maintaining a culture where safeguarding is prioritised;
- listening to children and taking all concerns seriously;
- working in partnership with parents, schools, local authorities and other agencies where appropriate; including Essex Safeguarding Children Board (ESCB)
- ensuring all staff receive appropriate safeguarding training;
- operating safer recruitment procedures;
- maintaining clear safeguarding reporting arrangements;
- responding proportionately and promptly to safeguarding concerns.

Where a child is suffering, or is likely to suffer, significant harm, the welfare of the child will always take precedence over all other considerations.



1.5 Scope

This policy applies whenever Tutor Doctor Essex provides educational services, including:

- home tuition;
- online tuition;
- tuition delivered in schools;
- community venues;
- alternative provision;
- examination invigilation and educational support activities.

All adults working on behalf of Tutor Doctor Essex are expected to comply with this policy alongside the organisation's Code of Conduct and associated safeguarding procedures.

2. Roles and Responsibilities

2.1 All Staff, Tutors, Volunteers and Contractors

Everyone working on behalf of Tutor Doctor Essex has a responsibility to safeguard and promote the welfare of children and young people.

All staff must:

- place the welfare of the child at the centre of all decisions;
- read and comply with this policy and related safeguarding procedures;
- complete safeguarding training and refreshers as required;
- remain alert to signs of abuse, neglect, exploitation and other safeguarding concerns;
- report any safeguarding concern immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL);
- record concerns factually, accurately and without delay;
- maintain appropriate professional boundaries;
- never promise confidentiality to a child making a disclosure;
- cooperate with safeguarding investigations and referrals where required.

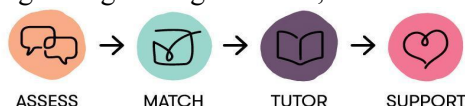
Failure to report a safeguarding concern may place a child at risk and may result in disciplinary action.

2.2 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has overall responsibility for safeguarding within Tutor Doctor Essex.

The DSL will:

- lead safeguarding practice across the organisation;
- receive, assess and manage safeguarding concerns;



- decide when referrals to Children's Social Care, the Police or other agencies are required;
- maintain confidential safeguarding records;
- provide safeguarding advice and support to tutors and staff;
- ensure safeguarding training is appropriate and up to date;
- review safeguarding practice and lessons learned;
- liaise with schools, local authorities and other safeguarding partners where appropriate.

The DSL has the authority to take immediate safeguarding action where necessary to protect a child.

2.3 Deputy Designated Safeguarding Lead (DDSL)

The Deputy Designated Safeguarding Lead supports the DSL in carrying out safeguarding duties and acts on behalf of the DSL when required.

The DDSL may:

- receive safeguarding concerns;
- provide advice to tutors and staff;
- maintain safeguarding records;
- support safeguarding investigations;
- liaise with external professionals where delegated by the DSL.

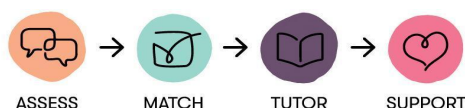
Ultimate responsibility for safeguarding remains with the DSL.

2.4 Director

The Director is responsible for ensuring Tutor Doctor Essex maintains effective safeguarding arrangements.

The Director will ensure:

- safeguarding policies are reviewed at least annually;
 - safer recruitment procedures are implemented;
 - sufficient safeguarding training is provided;
 - appropriate resources are available to support safeguarding;
 - allegations against adults are managed appropriately;
 - safeguarding is monitored as part of organisational governance.
 - Risk assessments are in place
 - Lone working arrangements are clear
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2.5 Tutors

Tutors are often the adult who spends the most one-to-one time with a child and may therefore be the first person to notice a safeguarding concern.

Tutors must:

- remain vigilant throughout every session;
- create a safe, respectful and professional learning environment;
- report concerns immediately in accordance with this policy;
- never investigate concerns themselves;
- keep factual records of any concern;
- follow Tutor Doctor Essex's Code of Conduct at all times;
- maintain professional boundaries during face-to-face and online tuition.

Tutors must always act in the best interests of the child and must never delay reporting a concern.

2.6 Working in External Settings

Tutors may provide services in schools, colleges, community venues and other external settings. Before commencing work, tutors must familiarise themselves with relevant site-specific procedures.

This includes, where applicable:

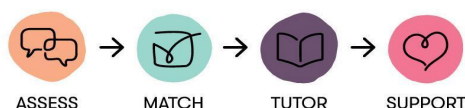
- the setting's safeguarding and child protection procedures;
- the name and contact details of the setting's Designated Safeguarding Lead;
- arrangements for reporting safeguarding concerns;
- fire and evacuation procedures;
- lockdown or emergency procedures; and
- any other procedures relevant to the location.

Tutors must follow any agreed site-specific safeguarding arrangements while also complying with Tutor Doctor Essex safeguarding reporting procedures.

Where there is uncertainty about which procedure should be followed, the tutor must seek advice from the Tutor Doctor Essex DSL or DDSL without delay. A safeguarding concern must never go unreported if there is uncertainty about which organisation is responsible for taking further action.

2.7 Lone and Remote Working

Tutors who work alone or remotely with children and young people must comply with Tutor Doctor Essex Lone and Remote Working arrangements and all relevant risk assessment procedures.



Appropriate arrangements must be in place regarding the location and timing of sessions, emergency contact details, communication arrangements and awareness of relevant procedures within the setting.

Tutors must follow agreed safeguarding and professional boundary arrangements when delivering one-to-one provision and must report any safeguarding concern without delay in accordance with this policy.

2.8 Parents and Carers

Tutor Doctor Essex values positive relationships with parents and carers and will work collaboratively wherever it is appropriate to do so.

However, where informing a parent or carer may place a child at increased risk of harm, advice will be sought from Children's Social Care or the Police before information is shared.

Safeguarding Team

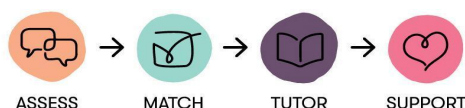
Role	Name	Contact
Designated Safeguarding Lead (DSL)	Laura Adams	ladams@tutordocor.co.uk /07870 573904
Deputy Designated Safeguarding Lead (DDSL)	Viv Durham	vdurham@tutordocor.co.uk / 07450 825188

3. Safer Recruitment

3.1 Commitment

Tutor Doctor Essex is committed to safer recruitment practices to help prevent unsuitable individuals from working with children and young people.

Recruitment processes are designed to promote safeguarding, identify potential risks and ensure all staff and tutors are suitable to work with children before they begin providing services.



3.2 Recruitment Checks

Before commencing work, all tutors, employees and relevant contractors will undergo appropriate pre-employment checks, which may include:

- Enhanced Disclosure and Barring Service (DBS) check, with Barred List check where appropriate;
- verification of identity;
- verification of right to work in the UK;
- verification of qualifications and professional status where required;
- employment history checks, including explanations for any gaps;
- references relevant to the role;
- online searches where appropriate as part of the recruitment process;
- confirmation that the individual is suitable to work with children.

No individual will begin regulated activity until all mandatory recruitment checks have been satisfactorily completed or an appropriate risk assessment has been undertaken where legally permitted.

3.3 Single Central Record (SCR)

Tutor Doctor Essex maintains a Single Central Record (SCR) to record the completion of required recruitment and safeguarding checks for all relevant staff and tutors.

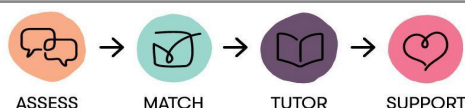
The SCR is regularly reviewed to ensure records remain accurate, complete and up to date.

3.4 Induction

All new staff and tutors will receive an induction appropriate to their role before working independently with children.

This includes:

- safeguarding responsibilities;
- recognising and reporting safeguarding concerns;
- professional boundaries and expected conduct;
- the identity and contact details of the DSL and DDSL;
- relevant Tutor Doctor Essex safeguarding procedures and policies.



3.5 Training

All staff and tutors must complete safeguarding Level 2 training appropriate to their role before working with children. Level 3 training will be required for those undertaking designated safeguarding responsibilities (DSL and DDSL).

Safeguarding training will be refreshed annually and updated whenever significant legislative or procedural changes occur.

Additional training may include in-depth SEND and Trauma informed practice to support their role.

3.6 Professional Conduct

All adults working on behalf of Tutor Doctor Essex are expected to maintain high standards of professional conduct and to follow the organisation's:

- Staff Code of Conduct;
- Tutor Code of Conduct;
- Online Safety Policy;
- Low-Level Concerns Procedure;
- Whistleblowing Policy.

Concerns regarding professional conduct will be managed promptly and, where appropriate, may result in disciplinary action or referral to external agencies.

4. Recognising Safeguarding Concerns

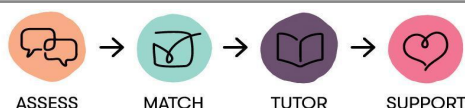
4.1 Recognising Concerns

Safeguarding concerns can arise in any setting and may affect any child or young person, regardless of their age, gender, ethnicity, disability, religion, sexual orientation or family circumstances.

Concerns may arise from:

- a child's behaviour, appearance or emotional wellbeing;
- a disclosure made by a child or another person;
- changes in attendance, engagement or presentation;
- information shared by parents, schools or other professionals;
- observations made during tuition sessions.

Abuse may consist of a single incident or a pattern of behaviour over time. Staff and tutors are **not expected to investigate or confirm abuse**. Their responsibility is to recognise concerns, record factual information and report concerns promptly to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).



4.2 Categories of Abuse

The four main categories of abuse are:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

A summary of each category, together with common indicators, is provided in **Appendix B**. Staff should remember that children may experience more than one form of abuse at the same time.

4.3 Additional Safeguarding Risks

Staff and tutors should also be aware of safeguarding issues that may place children at risk of harm, including:

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- County Lines
- Serious Violence
- Child-on-child abuse
- Harmful sexual behaviour
- Domestic abuse
- Online abuse and grooming
- Radicalisation and extremism (Prevent)
- Honour-based abuse, including forced marriage and female genital mutilation (FGM)
- Modern slavery and human trafficking
- Missing education
- Mental health concerns where these may indicate or contribute to safeguarding risks

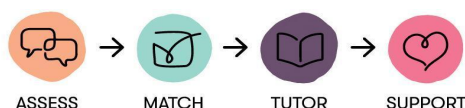
The presence of one or more of these factors does not necessarily mean abuse has occurred; however, they should always be considered when assessing a child's welfare.

4.4 Community-Based Safeguarding Risks

Community-Based Safeguarding Risks

Tutor Doctor Essex recognises that safeguarding concerns are not limited to tuition sessions and may arise within the wider community. Children and young people may experience abuse, neglect, exploitation or harm in a variety of settings, including at home, online, within their local community or through peer relationships.

All staff and tutors must remain alert to indicators of community-based risk and understand that safeguarding concerns should be reported regardless of where the risk originates.



Where tuition takes place in community venues such as libraries, community centres or other agreed public locations, tutors must:

- follow the appropriate Community Venue Risk Assessment;
- deliver tuition only in approved locations agreed by Tutor Doctor Essex;
- position themselves in suitable public areas while maintaining the student's privacy and dignity wherever possible;
- remain vigilant to safeguarding concerns involving the student or others present;
- report any safeguarding concern, incident or disclosure arising before, during or after a session immediately in accordance with this policy;
- report any health and safety or security concerns relating to the venue;
- not transport students unless specifically authorised by Tutor Doctor Essex and the parent or carer, and an appropriate risk assessment is in place.

Where a community venue is considered unsuitable or unsafe, tuition must not proceed. Tutors should withdraw from the situation where it is safe to do so and notify Tutor Doctor Essex immediately so that alternative arrangements can be made.

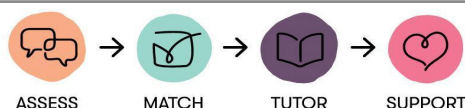
4.5 Children More Vulnerable to Harm

Some children may be at greater risk of abuse, neglect or exploitation because of their individual needs, family circumstances or lived experiences. These children may face additional barriers to recognising abuse, making a disclosure or accessing support.

Particular consideration should be given to children who:

- have special educational needs and/or disabilities (SEND), including social, emotional and mental health (SEMH) needs;
- are young carers;
- are looked after, previously looked after, living in kinship care or subject to a Child Protection Plan;
- are missing education, have poor attendance or are at risk of becoming missing from education;
- are experiencing domestic abuse, trauma, bereavement or other adverse childhood experiences (ACEs);
- are at risk of child criminal exploitation (CCE), child sexual exploitation (CSE), county lines involvement, serious violence or other forms of exploitation;
- are vulnerable to online abuse, grooming, radicalisation or extremism;
- are affected by substance misuse within the family or their own substance misuse;
- are living in temporary accommodation, experiencing family instability or housing insecurity;
- have communication difficulties, limited English or other barriers to communicating concerns;
- are lesbian, gay (LGB) or are questioning their gender.

Staff should always consider the child's individual circumstances, exercise professional curiosity and report any safeguarding concerns without delay.



4.6 Professional Curiosity

Professional curiosity is the ability to identify when something may not be right and to ask appropriate questions or seek clarification where it is safe to do so.

Staff and tutors should not ignore changes in a child's behaviour, appearance or circumstances simply because there is no obvious explanation. Seemingly minor concerns, when considered alongside other information, may indicate that a child requires support or protection.

Where concerns remain, they must be reported to the DSL or DDSL without delay.

4.7 Early Help

Early Help aims to identify and address emerging concerns before they escalate into more serious safeguarding issues.

Where appropriate, Tutor Doctor Essex will work collaboratively with parents, schools, local authorities and other professionals to support children and families through early intervention.

Where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm, safeguarding procedures will take precedence over Early Help, and an immediate referral will be made in accordance with this policy.

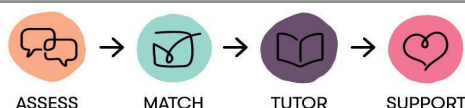
5. Responding to Safeguarding Concerns

5.1 Responding to a Disclosure

If a child makes a safeguarding disclosure, staff and tutors must:

- remain calm and listen carefully;
- reassure the child that they have done the right thing by speaking up;
- avoid asking leading questions or investigating the concern;
- explain that the information cannot be kept confidential and must be shared with those who can help;
- record the disclosure as soon as possible, using the child's own words wherever practicable; and
- report the concern immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Staff must never promise to keep a safeguarding disclosure secret.



5.2 Immediate Risk

Where a child is believed to be at immediate risk of harm, staff must take immediate action to safeguard the child.

This may include contacting:

- the DSL or DDSL;
- Emergency Services (999); or
- Children's Social Care,

depending on the circumstances.

If the DSL or DDSL cannot be contacted and delay would place a child at greater risk, staff must act in the child's best interests and make the appropriate referral. The DSL should be informed as soon as practicable.

5.3 Reporting Concerns

All safeguarding concerns, regardless of their perceived seriousness, must be reported to the DSL or DDSL without delay.

Concerns may arise from:

- observations made during tuition;
- conversations or disclosures;
- changes in behaviour, attendance or presentation; or
- information received from another person or agency.

Staff should never assume that someone else has reported a concern.

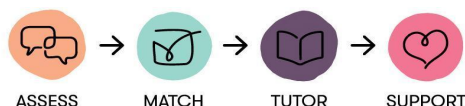
The safeguarding reporting procedure is summarised in **Appendix A – Safeguarding Concern Management Flowchart**.

5.4 Recording Concerns

All safeguarding records must be:

- factual, accurate and completed as soon as possible;
- clearly distinguish between fact, observation and professional opinion;
- include relevant dates, times and those involved;
- record the child's own words wherever possible; and
- be submitted using Tutor Doctor Essex's safeguarding reporting procedures.

Safeguarding records will be stored securely and managed in accordance with the Data Protection Policy.



5.5 Action by the DSL

Following receipt of a safeguarding concern, the DSL (or DDSL acting on their behalf) will assess the information and determine the most appropriate course of action.

This may include:

- seeking further information;
- consulting with Children's Social Care or other safeguarding professionals;
- making a referral to Children's Social Care, the Police or other appropriate agencies;
- supporting an Early Help response;
- monitoring the concern where statutory thresholds are not met; and
- maintaining accurate safeguarding records.

The welfare of the child will always be the paramount consideration.

5.6 Information Sharing

Tutor Doctor Essex recognises that effective safeguarding relies on timely, lawful and proportionate information sharing.

Information will only be shared with those who need to know in order to safeguard a child and in accordance with data protection legislation and statutory safeguarding guidance.

Concerns must not be discussed with others unless there is a legitimate safeguarding reason for doing so.

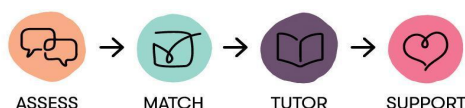
5.7 Concerns About Adults

Concerns regarding the conduct of a member of staff, tutor, volunteer or contractor must be reported immediately to the Director or DSL and managed in accordance with the **Allegations Against Adults and Low-Level Concerns** procedures.

Where appropriate, referrals will be made to the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA) or the Police.

6. Online Safety

6.1 Commitment



Tutor Doctor Essex recognises that technology plays an important role in education but also presents safeguarding risks. We are committed to promoting the safe, responsible and appropriate use of technology during all tuition sessions.

Online safety is an integral part of safeguarding and applies whenever Tutor Doctor Essex staff and tutors use digital technology to communicate with or teach children and young people.

All Tutor Doctor Essex staff commit to keep up to date with statutory guidance via available training.

6.2 Expectations for Tutors

All tutors are expected to:

- deliver online tuition using approved platforms wherever possible;
- maintain professional boundaries at all times;
- communicate with students only through approved channels;
- ensure online sessions take place in an appropriate environment;
- dress appropriately and maintain professional standards throughout online sessions;
- report any safeguarding concerns arising during online tuition immediately to the DSL or DDSL;
- follow the Tutor Doctor Essex Online Safety Policy and Code of Conduct.

Tutors must not:

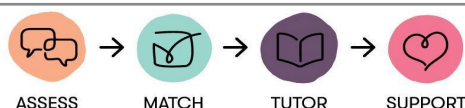
- communicate with students through personal social media accounts;
 - exchange personal contact details unless authorised by Tutor Doctor Essex;
 - record online sessions without prior authorisation and appropriate consent;
 - engage in inappropriate online communication with students.
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6.3 Online Safeguarding Risks

Staff and tutors should remain alert to online safeguarding risks, including:

- online grooming;
- cyberbullying;
- inappropriate or harmful online content;
- coercion or exploitation through digital platforms;
- online sexual abuse or harassment;
- radicalisation and extremist material;
- the misuse of artificial intelligence (AI) and emerging technologies.

Any concerns identified during online tuition must be managed in accordance with this Safeguarding Policy.



6.4 Working with Parents and Carers

Where appropriate, Tutor Doctor Essex encourages parents and carers to support safe online learning by:

- providing a suitable learning environment;
- supervising younger children where appropriate;
- reporting any safeguarding concerns relating to online tuition.
- All parents and students are provided with our current Online safety guidance

6.5 Mobile Phones and Smart Devices

Tutor Doctor Essex is committed to maintaining safe, focused and appropriate learning environments.

Where tuition takes place within a school, college, home, library or other educational setting, tutors and pupils must follow the mobile phone and smart device arrangements of that setting.

Where a host setting restricts or prohibits pupil access to mobile phones during the school day, tutors must support and follow those arrangements during Tutor Doctor Essex provision.

Personal mobile phones and smart devices must not be used during tuition where this conflicts with the arrangements of the host setting or the agreed arrangements for the pupil.

Any agreed exception, including where a device is required for communication, accessibility, medical or other individual needs, must be considered on an individual basis and agreed with the relevant setting and, where appropriate, the parent or carer.

Tutors must follow Tutor Doctor Essex requirements regarding the professional use of personal devices, photography, audio or video recording, online safety, confidentiality and information security.

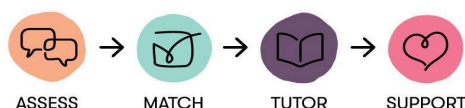
Any concerns regarding inappropriate use of a device, online safety, safeguarding, recording or sharing of images or information must be reported without delay in accordance with this policy.

7. Allegations Against Adults and Low-Level Concerns

7.1 Purpose

Tutor Doctor Essex is committed to creating a culture of openness, transparency and accountability. All concerns about the conduct of adults working with children will be taken seriously and managed fairly, promptly and in accordance with statutory guidance.

This section applies to all employees, tutors, volunteers, contractors and any other adult working on behalf of Tutor Doctor Essex.



7.2 Allegations That May Meet the Harm Threshold

An allegation may meet the harm threshold where an adult working with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviour that may have occurred inside or outside of work.

Any allegation meeting the harm threshold must be reported immediately to the Director and DSL. Advice will be sought from the Local Authority Designated Officer (LADO) before any internal investigation takes place.

Where appropriate, referrals will also be made to the Police, Children's Social Care, the Disclosure and Barring Service (DBS) or other relevant agencies.

7.3 Low-Level Concerns

A low-level concern is any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with the Tutor Doctor Essex Staff Code of Conduct but does not meet the harm threshold.

Examples may include:

- over-familiar behaviour;
- inappropriate language or humour;
- failure to maintain professional boundaries;
- communication outside approved procedures;
- behaviour that could be misinterpreted by a child or others.

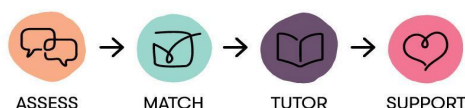
Low-level concerns should be reported to the Director or DSL as soon as possible. Concerns will be reviewed, recorded and managed proportionately to identify any patterns of behaviour and to support a positive safeguarding culture.

7.4 Reporting Responsibilities

All staff and tutors have a responsibility to report concerns about the conduct of another adult.

Concerns must not be ignored or investigated by the person raising them. Where there is any doubt, advice should be sought from the DSL.

Failure to report a safeguarding concern regarding an adult may place children at risk.



7.5 Confidentiality

Information relating to allegations or low-level concerns will be handled sensitively and confidentially.

Records will be retained securely in accordance with statutory guidance, data protection legislation and the Tutor Doctor Essex Data Protection Policy.

7.6 Learning and Improvement

Tutor Doctor Essex will review allegations and low-level concerns to identify learning opportunities, improve safeguarding practice and promote a culture where staff feel confident to raise concerns without fear of reprisal.

7.7 Whistleblowing

Tutor Doctor Essex encourages all staff, tutors, volunteers and contractors to raise concerns where they believe safeguarding practices, procedures or the conduct of colleagues may place a child or young person at risk.

Individuals raising concerns in good faith will be supported and treated fairly. Concerns will be managed sensitively, confidentially and in accordance with the Tutor Doctor Essex **Whistleblowing Policy**.

Where a safeguarding concern relates to the behaviour of an adult working with children, the procedures set out in this section must also be followed.

No person will suffer detriment or retaliation for raising a safeguarding or whistleblowing concern in good faith in accordance with Tutor Doctor Essex policies.

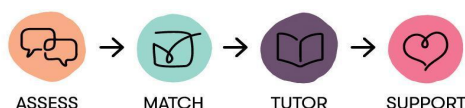
8. Confidentiality, Information Sharing and Record Keeping

8.1 Confidentiality

Tutor Doctor Essex recognises that safeguarding information is highly sensitive and must be handled appropriately.

Safeguarding information will only be shared with those who have a legitimate need to know in order to protect a child or young person. Staff must never promise confidentiality where safeguarding concerns are disclosed.

The welfare of the child will always take precedence over concerns about confidentiality.



8.2 Information Sharing

Effective safeguarding relies on timely, accurate and proportionate information sharing.

Tutor Doctor Essex will share safeguarding information with relevant agencies where it is necessary to protect a child or where there is a legal duty to do so.

Information sharing will be carried out in accordance with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Keeping Children Safe in Education 2026 (KCSIE); and
- Working Together to Safeguard Children.
- relevant local safeguarding partnership arrangements; and
- the Tutor Doctor Essex Data Protection Policy and Data Retention Schedule.

Where appropriate, consent will be sought before sharing information. However, consent is not required where seeking it would place a child at increased risk of harm or where there is another lawful basis for sharing information.

8.3 Safeguarding Records

Tutor Doctor Essex maintains accurate safeguarding records supporting effective management of concerns.

Safeguarding records will:

- be factual, accurate and completed promptly;
- distinguish clearly between fact, observation and professional opinion;
- include dates, times and the names of those involved;
- record the child's own words wherever possible;
- be stored securely with access restricted to authorised personnel.

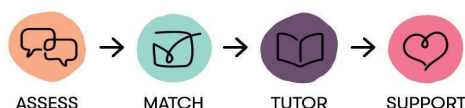
Safeguarding records are retained and disposed of in accordance with the Tutor Doctor Essex **Data Protection Policy** and **Data Retention Schedule**.

9. Monitoring, Review & Continuous Improvement

9.1 Commitment to Continuous Improvement

Tutor Doctor Essex is committed to maintaining the highest standards of safeguarding and promoting a culture where the welfare of children is everyone's responsibility. Safeguarding practice is regularly reviewed to ensure it remains effective, reflects current legislation and statutory guidance, and responds to the needs of the children and young people we support.

All staff and tutors are expected to contribute to a positive safeguarding culture by remaining vigilant, acting professionally, reporting concerns promptly and seeking advice whenever they are unsure.



9.2 Policy Review

This policy will be reviewed annually and sooner where required by changes to legislation, statutory guidance, local safeguarding arrangements or organisational learning.

The policy will also be reviewed following significant safeguarding incidents, allegations, low-level concerns, audits or other circumstances that identify a need to improve practice.

All staff, tutors, contractors and volunteers will be informed of significant changes to this policy. Where appropriate, additional safeguarding training, briefing or guidance will be provided.

Tutor Doctor Essex will maintain records of policy distribution and staff and tutor confirmation that they have read and understood the current policy and the current Part One of *Keeping Children Safe in Education*.

9.3 Monitoring Safeguarding Practice

Tutor Doctor Essex monitors safeguarding arrangements through:

- Regular team review of safeguarding records and all concerns.
- Monitoring safeguarding training and refresher training.
- Auditing recruitment and safer recruitment processes.
- Reviewing safeguarding procedures following incidents or feedback.
- Monitoring compliance with safeguarding policies and procedures.

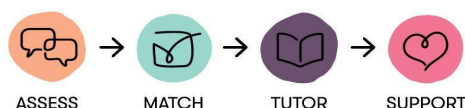
Findings from reviews are used to strengthen safeguarding arrangements and promote continuous improvement.

9.4 Learning Culture

Tutor Doctor Essex promotes an open and supportive safeguarding culture where staff and tutors are encouraged to:

- report concerns without delay;
- seek advice whenever uncertain;
- respectfully challenge unsafe practice where appropriate;
- learn from safeguarding incidents and emerging risks;
- place the welfare of children at the centre of all decision-making.

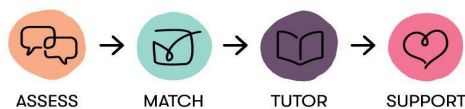
Safeguarding is recognised as an ongoing responsibility requiring continuous learning, reflection and professional curiosity.



Final Approval

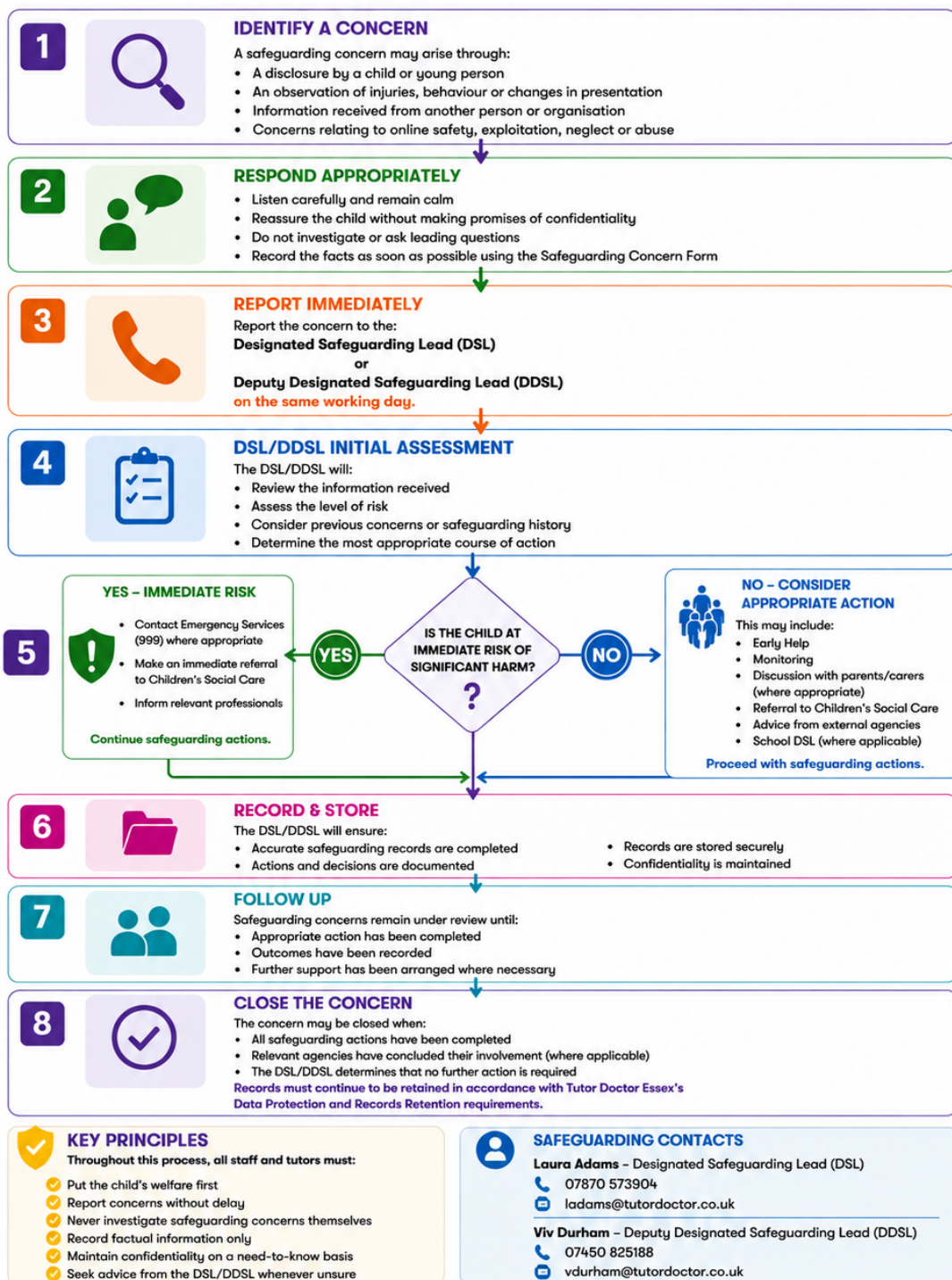
Policy Approval

Policy Title	Safeguarding & Child Protection Policy
Version	2.5
Approved By	Director
Approval Date	Sep 2026
Review Date	Sep 2027 (or sooner if statutory guidance changes)
Policy Owner	Designated Safeguarding Lead
Applies To	All staff, tutors, contractors and volunteers working on behalf of Tutor Doctor Essex



APPENDIX A

Safeguarding Concern Management Process



Appendix B – Categories of Abuse & Common Indicators

The indicators below are intended to support professional curiosity and should not be viewed in isolation. The presence of one or more indicators does not necessarily mean that abuse has occurred. Staff and tutors should always consider the child's circumstances as a whole and report any safeguarding concerns to the DSL or DDSL without delay.

Physical Abuse

Physical abuse is the deliberate use of physical force that causes, or is likely to cause, harm to a child.

Possible indicators include:

- Unexplained injuries or bruising.
 - Injuries inconsistent with the explanation given.
 - Frequent injuries or repeated accidents.
 - Fear of physical contact or going home.
 - Wearing clothing to conceal injuries.
-

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that adversely affects their emotional development and wellbeing.

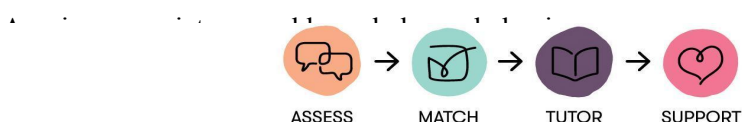
Possible indicators include:

- Low self-esteem or excessive self-criticism.
 - Withdrawal, anxiety or depression.
 - Extreme behaviour or emotional outbursts.
 - Delayed emotional development.
 - Lack of confidence or fear of making mistakes.
-

Sexual Abuse

Sexual abuse involves forcing or encouraging a child to participate in sexual activities, whether or not the child understands what is happening.

Possible indicators include:



- Reluctance to be alone with particular individuals.
 - Self-harm or unexplained emotional distress.
 - Pregnancy or sexually transmitted infections in young people.
-

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs.

Possible indicators include:

- Poor hygiene.
 - Inappropriate clothing for the weather.
 - Persistent hunger or tiredness.
 - Unmet medical or dental needs.
 - Poor attendance or repeated lateness.
-

Wider Safeguarding Risks

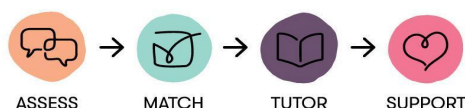
Staff should also remain alert to safeguarding concerns that may not fall neatly within the four categories of abuse, including:

- Child Criminal Exploitation (CCE)
 - Child Sexual Exploitation (CSE)
 - County Lines
 - Child-on-Child Abuse
 - Harmful Sexual Behaviour
 - Domestic Abuse
 - Online Abuse and Grooming
 - Radicalisation and Extremism (Prevent)
 - Honour-Based Abuse, including Forced Marriage and Female Genital Mutilation (FGM)
 - Modern Slavery and Human Trafficking
 - Serious Violence
 - Missing Education
-

Professional Curiosity

Staff and tutors should remain professionally curious and be prepared to question when something does not seem right.

A series of low-level concerns or changes in presentation may indicate that a child requires support or protection. All concerns should be reported in accordance with this policy.



Appendix C – Key Safeguarding Contacts

Tutor Doctor Essex Safeguarding Team

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Laura Adams	Tel: 07870 573904 Email: ladams@tutordocor.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Viv Durham	Tel: 07450 825188 Email: vdurham@tutordocor.co.uk

Emergency Contacts

Emergency Services

999 – Where a child or adult is at immediate risk of harm.

Police (Non-Emergency)

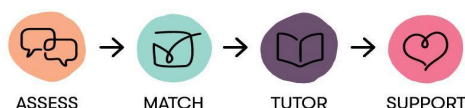
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Essex Safeguarding Contacts

Staff should refer to the **current Essex safeguarding guidance** for the most up-to-date contact details and referral routes.

- **Essex Children's Social Care** – Report concerns where a child may be suffering, or is at risk of suffering, significant harm.
- **Essex Child and Family Wellbeing Service (Early Help)** – Support for children and families requiring additional help before statutory intervention is necessary.
- **Essex Local Authority Designated Officer (LADO)** – For concerns or allegations relating to adults working with children.
- **Essex Safeguarding Children Partnership (ESCP)** – Multi-agency safeguarding procedures, guidance and resources.

Note: External agency contact details may change. To ensure staff always use the correct referral routes, Tutor Doctor Essex maintains the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead contact details within this policy, while external safeguarding contacts should be accessed through the latest published Essex Safeguarding Children Partnership guidance and local authority resources.



National Safeguarding Contacts

- **NSPCC Helpline – 0800 800 5000**
- **Childline** (*for children and young people*) – **0800 1111**
- **Prevent** – Staff should seek advice or make referrals through the local Prevent team or Counter Terrorism Policing where there are concerns about radicalisation or extremism.

Reporting Expectations

All safeguarding concerns, regardless of their perceived seriousness, **must be reported to the DSL or DDSL as soon as possible and always on the same working day.**

Where a child is believed to be at **immediate risk of significant harm**, staff must contact the emergency services without delay and inform the DSL/DDSL at the earliest safe opportunity.

Staff should **never assume that someone else has reported a concern.** If in doubt, report it.

Related Documents

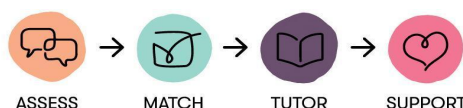
This appendix should be read alongside:

- Safeguarding Policy v2.5
- Appendix A – Safeguarding Concern Management Process
- Online Safety Policy
- Whistleblowing Policy
- Allegations Against Adults Policy

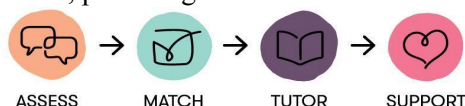
Appendix D – Safeguarding Definitions & Terminology

This appendix provides a quick reference to common safeguarding terms used throughout this policy. It should be read alongside the **Safeguarding & Child Protection Policy** and current **Keeping Children Safe in Education (KCSIE)** guidance.

Term	Definition
Safeguarding	The action taken to protect children from harm, prevent impairment of their health or development, ensure they grow up in safe and effective care, and enable them to have the best outcomes.
Child Protection	The part of safeguarding that focuses on protecting individual children who are suffering, or are likely to suffer, significant harm.
Designated Safeguarding Lead (DSL)	The member of staff with overall responsibility for safeguarding and child protection within Tutor Doctor Essex.
Deputy Designated Safeguarding Lead (DDSL)	A trained deputy who supports the DSL and carries out safeguarding responsibilities in their absence.



Term	Definition
Early Help	Support provided to children and families as soon as additional needs emerge, helping to prevent problems from escalating.
Professional Curiosity	The willingness to ask questions, seek clarification, observe changes and respectfully challenge where concerns arise, rather than making assumptions.
Significant Harm	The legal threshold that may require statutory intervention to protect a child from abuse or neglect.
Disclosure	Information shared by a child or another person indicating that a child may be experiencing abuse, neglect or another safeguarding concern.
Child in Need	A child who requires additional services to achieve or maintain a reasonable standard of health or development or to prevent significant impairment.
Child Protection Plan (CPP)	A multi-agency plan developed when a child is assessed as being at continuing risk of significant harm.
Looked After Child (LAC)	A child who is in the care of the local authority, including those placed in foster care or residential care.
Previously Looked After Child (PLAC)	A child who has left local authority care through adoption, a Special Guardianship Order or Child Arrangements Order.
Child Criminal Exploitation (CCE)	A form of abuse where a child is manipulated or coerced into criminal activity for another person's benefit.
Child Sexual Exploitation (CSE)	A form of sexual abuse where a child is manipulated or coerced into sexual activity in exchange for something they need or want, or for another person's gain.
County Lines	Criminal networks exploiting children and vulnerable people to transport, store or sell illegal drugs across different areas.
Peer-on-Peer Abuse	Abuse that occurs between children, including bullying, physical abuse, sexual harassment, sexual violence, harmful sexual behaviour and online abuse.
Harmful Sexual Behaviour (HSB)	Developmentally inappropriate sexual behaviour displayed by children that may be harmful to themselves or others.
Domestic Abuse	Any incident or pattern of controlling, coercive, threatening, violent or abusive behaviour between people aged 16 or over who are personally connected. Children may experience its impact directly or indirectly.
Prevent Duty	The statutory duty to have due regard to the need to prevent people from being drawn into terrorism or extremism.
Radicalisation	The process by which a person comes to support extremist ideologies or terrorism.
Local Authority Designated Officer (LADO)	The officer responsible for managing allegations and concerns about adults who work with children.
Low-Level Concern	A concern about an adult's behaviour that is inconsistent with the organisation's Code of Conduct but does not meet the threshold for an allegation of harm.
Whistleblowing	The process of raising concerns about unsafe, illegal or unethical practice where there is concern that safeguarding procedures are not being followed appropriately.
Record of Concern	The written record completed whenever a safeguarding concern is identified, providing an accurate and factual account of what has been



Useful Abbreviations

Abbreviation Meaning

CCE	Child Criminal Exploitation
CSE	Child Sexual Exploitation
CPP	Child Protection Plan
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead
ESCP	Essex Safeguarding Children Partnership
FGM	Female Genital Mutilation
HSB	Harmful Sexual Behaviour
KCSIE	<i>Keeping Children Safe in Education</i>
LAC	Looked After Child
LADO	Local Authority Designated Officer
PLAC	Previously Looked After Child
SEMH	Social, Emotional and Mental Health
SEND	Special Educational Needs and Disabilities

Appendix Review

This glossary is intended as a quick reference guide and does not replace statutory guidance or safeguarding training. Where there is any uncertainty regarding safeguarding terminology or procedures, staff and tutors should seek advice from the **Designated Safeguarding Lead (DSL)** or **Deputy Designated Safeguarding Lead (DDSL)** without delay.

