

# Safeguarding Policy

Last Updated: 08 October 2025

## 1. Introduction

Applied Science Tutoring is committed to ensuring the safety and welfare of all children and vulnerable adults who use our online tutoring services. This Safeguarding Policy outlines our approach to safeguarding and the procedures we have in place to protect our users from harm.

## 2. Scope

This policy applies to all staff, tutors, volunteers, and anyone working on behalf of Applied Science Tutoring. The policy has been put in place to ensure (but not exclusively):

- The prevention and reduction of the incidence of abuse.
- Ensure the processing of issues of concern through disclosure and discovery
- Protect people from harm
- Provide an open platform so people can raise safeguarding concerns
- Process allegations or incidents so they can be reported to the relevant authorities

## 3. Definitions

- Child: A person under the age of 18.
- Vulnerable Adult: A person aged 18 or over who is unable to protect themselves from harm or exploitation due to disability, age, or illness.
- Abuse: Includes physical, emotional, sexual abuse, neglect, and exploitation.

## 4. Our Commitment

We are committed to:

- Ensuring the welfare and safety of all children and vulnerable adults.
- Creating a safe and welcoming environment for learning.
- Providing appropriate training and support for staff and tutors.
- Taking prompt action in response to any safeguarding concerns.

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## 5. Roles and Responsibilities

Designated Safeguarding Lead (DSL) – **Paula Messam**

Responsible for overseeing safeguarding practices and responding to concerns. Staff and Tutors must adhere to this policy and report any concerns to the DSL and attend regular safeguarding training.

## 6. Safe Recruitment

We follow strict recruitment procedures to ensure that all staff and tutors are suitable to work with children and vulnerable adults. This includes:

- Conducting enhanced DBS (Disclosure and Barring Service) checks. All new tutors joining the platform will be required to have an updated Enhanced DBS Check with Child Barring Service, unless they are registered on the DBS Update Service prior to starting on the platform.
- Verifying identity and qualifications. Tutor will be required to provide proof of identification during their live interview. This will be verified by the interviewer during the live interview.
- Obtaining references. All tutors are required to submit a minimum of 2 reference checks before gaining access to the platform.
- Safeguarding training will be held as a mandatory element of all inductions for staff and tutors.
- Monitoring of working practice of is undertaken via observation not less than once per year and professional development via online courses

## 7. Code of Conduct

All staff and tutors are expected to:

- Maintain appropriate boundaries and professional behaviour.
- Avoid one-on-one online sessions without parental or guardian awareness.
- Use only company-approved platforms for tutoring sessions.
- Report any concerns about a child's or vulnerable adult's welfare.

## 8. Reporting Concerns

Any concerns about the welfare of a child or vulnerable adult must be reported immediately to the DSL. This includes:

- Signs of abuse or neglect.
- Disclosures made by the child or vulnerable adult.
- Inappropriate behaviour by staff or tutors.

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All Safeguarding concerns will be investigated within 24 hours of receiving the report. To help the team respond and refer appropriately requires:

- Recording of any concern documents so they can be used in court cases and inquests as evidence.
- Reports should be objective and detailed.
- The DSL is alerted as soon as possible. It can take several hours to deal with even urgent concerns.

## 9. Responding to Concerns

When a concern is reported, the DSL will:

- Record the concern accurately and securely.
- Take appropriate action, which may include contacting local authorities or child protection services.
- Keep the individual who raised the concern informed of actions taken.

Once a disclosure has been made or a concern has been shared, the Safeguarding Team will consider the information, if necessary, taking advice, and will make a decision to either:

- Keep detailed records of the concern with no further action at this time
- Make a child protection referral to Children's Social Care
- Report any concerns about unsafe practice by any of its directors, staff or tutors to the Disclosure and Barring Service (DBS)

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

Once the decision is made to make a referral the Safeguarding Team will contact the relevant Children's Social Care Team and make a telephone referral. This must be followed up in writing within 24 hours.

## Emergency responses

Where a child is identified at immediate risk of harm then tutor will immediately contact the Designated Safeguarding Lead who will in turn contact the Police for the areas where the risk is located using 999.

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## 10. Online Safety

We take online safety seriously and have measures in place to protect users, including:

- Using secure, monitored platforms for tutoring sessions.
- Providing guidance on safe internet use.
- Educating staff, tutors, children, and parents about online risks and safe practices.

The Data Controller for Applied Science Tutoring is:

Paula Messam

Email: [appliedsciencetutoring@outlook.com](mailto:appliedsciencetutoring@outlook.com)

ICO Number: CSN9634501

## 11. Training and Awareness

All staff and tutors receive regular safeguarding training, which includes:

- Recognizing signs of abuse and neglect.
- Understanding the reporting process.
- Staying updated on safeguarding policies and procedures.

## 12. Monitoring and Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation and best practices. Feedback from staff, tutors, and users will be considered in the review process.

## 13. Contact Information

For any safeguarding concerns or questions, please contact our Designated Safeguarding Lead:

**Paula Messam**

**Designated Safeguarding Lead**

[appliedsciencetutoring@outlook.com](mailto:appliedsciencetutoring@outlook.com)