

SAFEGUARDING AND CHILD PROTECTION - ONE PAGE GUIDE

OUR COMMITMENT

We follow Keeping Children Safe in Education (KCSIE) and the Children Act. Safeguarding is a priority in both face-to-face and online tuition.

OUR AIMS

- Promote safe learning environments
- Act promptly if a child is at risk
- Provide clear guidance for all staff
- Protect children online and offline

ONLINE SAFETY

- Only use approved platforms
- No sharing of personal contact details
- No private social media connections
- Sessions must not be recorded unless pre-approved

WHO THIS APPLIES TO

- All Learn to Shine staff, tutors, directors, volunteers, contractors
- All children and families using our services

TYPES OF ABUSE TO WATCH FOR

- Physical
- Emotional
- Sexual
- Neglect
- Peer-on-peer abuse
- Online abuse
- Radicalisation & extremism
- County lines & exploitation

TUTOR CODE OF CONDUCT

- Maintain professional boundaries
- Use only official channels to communicate
- Do not promise confidentiality
- Report all concerns immediately
- No private messages or friend request

IF YOU HAVE A CONCERN OR RECEIVE A DISCLOSURE

1. Listen and stay calm
2. Don't promise to keep it a secret
3. Record details in the child's own words
4. Report to DSL as soon as possible
5. Don't investigate or confront anyone involved



DESIGNATED SAFEGUARDING LEAD (DSL)

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Full policy available upon request

Learn to Shine
Brighten your Future!