



Safeguarding and Child Protection Policy

1. Policy Statement

Lighthouse Tuition South-West is committed to safeguarding and promoting the welfare of all children and young people we work with. We recognise our responsibility to protect children, including those with special educational needs (SEN), particularly in one-to-one or in-home tuition settings. This policy sets out how we ensure all learners are supported, respected, and kept safe.

2. Purpose and Scope

This policy applies to:

- All directors, administrative staff, and subcontracted tutors providing services on behalf of Lighthouse Tuition South-West.
- All educational services delivered in homes, online, or other private environments.

3. Designated Safeguarding Lead (DSL)

Sophie Hocking

Safeguarding Lead – Lighthouse Tuition South-West

Email: info@lighthousetuitionsouthwest.co.uk

All safeguarding concerns must be reported directly to Sophie Hocking without delay.

4. Legal Framework

This policy aligns with:

- Children Act 1989 & 2004
- Keeping Children Safe in Education (2023)
- Working Together to Safeguard Children (2018)
- SEND Code of Practice (2015)
- Data Protection Act 2018 & UK GDPR
- The Equality Act 2010

5. Subcontracted Tutor Requirements

All subcontracted tutors engaged by Lighthouse Tuition South-West must:

- Hold a valid Enhanced DBS check with child workforce clearance.
- Complete accredited safeguarding training (Level 1 or above).
- Provide copies of these documents prior to starting any work with students.
- Renew both their DBS check and safeguarding training annually.

Tutors are responsible for tracking their own compliance and submitting up-to-date evidence to the company.

Failure to maintain or present valid safeguarding documentation will result in suspension or termination of the contract.





6. Tutor Conduct and Responsibilities

Tutors must:

- Follow all professional boundaries during tuition.
- Never be left alone with a child behind closed doors in a private room.
- Tuition is never to be conducted in any bedroom.
- Only conduct sessions in appropriate, open spaces within the home.
- Notify parents and the DSL of any incidents or concerns immediately.
- Keep accurate session records and incident notes where necessary.

7. Recognising and Responding to Abuse

Abuse may take the form of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Online abuse or exploitation

If a child discloses abuse, tutors must:

- Stay calm, listen carefully, and never promise confidentiality.
- Reassure the child they've done the right thing.
- Record the facts clearly and promptly.
- Report the concern to Sophie Hocking (DSL) immediately.

In cases where a child is at immediate risk, contact emergency services (999) and then notify the DSL.

8. Children with SEN

Children with special educational needs may be more vulnerable. Tutors must:

- Understand the individual needs of each child.
- Adapt communication and lesson delivery to ensure comfort and safety.
- Raise any concerns or behavioural changes with the DSL and parent/carer.

9. Allegations Against Tutors

If a concern is raised about a tutor's conduct:

- It must be reported to the DSL immediately.
- The tutor's contract may be suspended pending investigation.
- The Local Authority Designated Officer (LADO) may be contacted for guidance.

10. Confidentiality and Data Security

All safeguarding matters must be treated with strict confidentiality. Records will be securely stored and shared only with appropriate individuals on a need-to-know basis, in accordance with GDPR regulations.





11. Policy Review and Training

This policy is reviewed annually or as legislation changes.

All subcontracted tutors are required to:

- Read and agree to this policy before commencing tuition.
- Complete refresher safeguarding training annually.
- Submit renewed DBS documentation each year.

Name of Tutor: _____

Signed by Tutor: _____

Date: _____

Signed on behalf of Lighthouse Tuition (South-West)

Director Name: _____

Signature: _____

Date: _____

