

cheltenham tutors

An education service

Safeguarding information for parents

We take safeguarding very seriously because it is about keeping your child safe and well. We want to share with you the information that you may want to know regarding our safeguarding practices.

What is safeguarding?

Safeguarding is keeping the child safe in their body, mind and emotions. It is about ensuring that the child is safe and protected and that all adults caring for the child are attentive to the child's welfare and know what to do if they have a concern.

What safeguarding practices do we have in place?

To ensure that the pupil is always kept safe and well, these are our practices:

1. The tutoring session should always take place in a communal place (e.g. the lounge)
2. Headphones should not be worn so that what is being said can be heard
3. All communication between the pupil and the tutor will go through the parent/carer.
No emails will be shared and no phone numbers will be taken. The tutor will not engage with the pupil on social media of any kind.
4. If the pupil completes homework set by the tutor, it will be emailed to the tutor using the parent's/carer's email, not the child's email. All communication will pass through the parent/carer.
5. No recordings will be made of the session. The only information stored by *Cheltenham Tutors* is the pupil's first name, school year and personal progress.
6. Any concerns that they tutor has about the child's welfare will be shared with the parent, unless the concern relates to the parents. In this case the concern will be passed to the DSL (Designated Safeguarding Lead) at the child's school or, if the school is not known, then that the LADO (Local Authority Designated Officer).
7. The tutor will not promise confidentiality to the pupil if he/she asks for it. If the pupil chooses to disclose something, the tutor will listen but will pass the information onto the relevant person/people if the child is deemed to be at risk.

For a more information about our safeguarding policy, please see our website.

<https://cheltenhamtutors.co.uk/schools/>

If you have any questions regarding the above information, please do not hesitate to contact us.