

Atkinson Private Tuition Safeguarding Policy

Purpose and Scope

The purpose of a safeguarding policy is:

- to protect the children and young people who receive tutoring services from Atkinson Private Tuition, from harm.
- to respond to any allegations and/ or any concerns relating to the welfare of a child or young adult for whom you provide tutoring services to.

This policy applies to anyone working on behalf of Atkinson Private Tuition. This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols.

Responsibilities

Atkinson Private Tuition has a responsibility for the safety and wellbeing of our students. This responsibility includes:

- ensuring the tutor has a DBS check completed each year or remains on the Update Service;
- ensuring that the tutor undertakes appropriate safeguarding training at least once every two years;
- endeavouring to keep up-to-date with any new information about safeguarding and child protection and updating this policy accordingly to include any changes;
- reporting safeguarding concerns correctly to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures.

Recruitment

As an independent tutor, the tutor will commit to retaining a DBS check on the update service.

Reporting Safeguarding Concerns

If a student tells me that they or another child is being abused I will:

- show that I have heard what they are saying, and that I take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions.
- I will not interrupt when a child is recalling significant events and will not make a child repeat their account;

- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
- record what I have been told, as soon as I can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure. I will contact the Safeguarding Lead for the relevant Local Authority.

If I am concerned that the child is in immediate danger, I will call the police.

If I have suspicions of a safeguarding or welfare concern in relation to one of my students, I will contact the Safeguarding Lead for the relevant Local Authority.

Useful Contact Details

Kirklees Safeguarding Children Partnership

Duty and Advice – Quick Reference Numbers	
<p>The following are phone numbers for Children’s Services Duty and Advice Team.</p> <p>If you have an <u>immediate</u> concern for a child’s safety, call the police on 999</p>	
For professionals (24 hours):	01484 414 960
For members of the public (9am-5pm office hours):	01484 456848
For members of the public, outside of 9am-5pm office hours:	Please call the relevant services
If you are a child:	01484 456848 or Child Line: 0800 1111 (calls are free)

Last Reviewed: 4.1.2026