

Miss Barnes Tutoring

SAFEGUARDING AND CHILD PROTECTION POLICY

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INTRODUCTION

Miss Barnes Tutoring exists to provide tuition to children in mainstream education, home education, Education Otherwise Than At School (EOTAS) and alternative provisions. Alongside this, it also provides a service between self-employed private tutors and prospective students, and assists in sourcing experienced and reputable tutors for companies, institutions, and Local Authorities.

All tutors we work with are self-employed and are responsible for the conduct of their own tuition. The majority of students using our service are in the primary aged phase, and tuition arranged through the business occurs mostly in the client's home on a one-to-one basis.

STATEMENT OF COMMITMENT

Miss Barnes Tutoring is committed to safeguarding and promoting the welfare of all children and young people. We believe that every child has the right to feel safe, valued, and respected, and to have their welfare and wellbeing promoted at all times.

We recognise our responsibility to provide an environment in which children are protected from harm, abuse, and neglect, and to take action to ensure they are safe both within and outside our setting, including online.

We expect all tutors to share this commitment and to uphold a culture of vigilance, transparency, and accountability.

Our safeguarding practice is underpinned by statutory guidance, including *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, and local safeguarding partnership procedures. We are dedicated to continuous improvement in safeguarding practice through regular training, reflection, and review.

DEFINITIONS

“Child” is defined as a person who has not yet reached their 18th birthday (i.e. is under 18)

The term **“young person”** is sometimes used as an additional label when describing children, recognising that it is a common term for those aged between 18 and 16.

“Adult at risk” is defined by the Care Act 2014 as an adult aged 18 or over who (a) has needs for care and support (whether or not the authority is meeting any of those needs), (b) is experiencing, or is at risk of, abuse or neglect, and c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The term **“Child Protection”** refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm (*Working together to safeguard children*, 2023).

“Safeguarding And Promoting The Welfare Of Children” - Defined for this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework (Working together to safeguard children, 2023).

SCOPE AND PURPOSE

This policy is intended to promote the welfare of children and adults at risk, and to ensure that safeguarding is central to all our work.

It provides guidance for the self-employed tutors we introduce or work with, supporting them to follow our approach to safeguarding and to maintain the highest standards of professional conduct.

This policy applies to anyone working with, or on behalf of, the business. We expect all tutors we introduce to comply with this policy, wherever possible and appropriate, and to take prompt, proportionate, and effective action whenever a safeguarding concern arises.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- Adults may also be at risk, for a variety of reasons including (but not limited to) age and disability, and are deserving of the same care, attention and protection.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a designated child protection lead for children and young people.

- Adopting child protection and safeguarding best practice through our policies and procedures for tutors.
- Follow the organisation's Code of Conduct, which outlines safe working practices for all sessions, including home and online tutoring.
- Providing effective management for tutors through supervision, support, training and quality assurance measures so that all tutors know about and follow our policies, procedures and codes of conduct confidently and competently.

LEGAL AND STATUTORY FRAMEWORK

Our safeguarding policy is informed by, and complies with, the key legislation, statutory guidance and national standards that govern the protection and welfare of children and adults at risk in England, including:

- **Children Acts 1989 and 2004** – establishing the duty to safeguard and promote the welfare of children.
- **Education Act 2002 (Sections 175/157)** – requiring educational settings and those providing education services to make arrangements to safeguard and promote the welfare of children.
- **Working Together to Safeguard Children (2023)** – statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (2024)** – statutory guidance for schools, colleges, and anyone working with or on behalf of children.
- **Prevent Duty (2015, updated 2023)** – duty under the Counter-Terrorism and Security Act 2015 to prevent children and young people from being drawn into terrorism.
- **Data Protection Act 2018 and UK GDPR** – regulating the handling of personal information to protect the rights and privacy of individuals.
- **Equality Act 2010** – protecting children and adults from discrimination and promoting equality of opportunity.
- **Human Rights Act 1998** – embedding the rights and freedoms of all individuals in UK law.
- **Local Safeguarding Partnership Procedures** - We follow the safeguarding procedures of our local safeguarding partnership, including their thresholds guidance, referral pathways and escalation processes. These procedures underpin all action taken when a concern about a child's safety or welfare arises.
- **Non-school Alternative Provision Standards (DfE 2025)** - We recognise the publication of the Department for Education's *Non-school Alternative Provision: Voluntary National Standards (2025)*. Although these standards are currently non-statutory, we are committed to maintaining awareness of their development and to

meeting or exceeding their expectations within our safeguarding and quality-assurance practice.

SUPPORTING DOCUMENTS

This policy statement should be read alongside the following policy documents that can be accessed through the link, or on our website <https://www.missbarnestutoring.co.uk/policies-and-documents>:

- **Keeping Children Safe in Education** (Part 1 as a minimum)
- Miss Barnes Tutoring **Safer Recruitment Policy**
- Miss Barnes Tutoring **Data Protection Policy (Tutors)**

ROLE DESCRIPTION FOR THE DESIGNATED SAFEGUARDING LEAD

Purpose of the Role

- To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the business.
- To promote the safety and welfare of children and young people involved in the business's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing the business's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Miss Barnes Tutoring's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Miss Barnes Tutoring's activities are responded to appropriately.
3. Make sure that everyone working with or for children and young people at Miss Barnes Tutoring understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who use the business's services, and their parents, know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who uses the business's services, and ensure reports are stored securely.
6. Take the lead on responding to information that may constitute a child protection concern, including concerns that an adult involved with Miss Barnes Tutoring may present a risk to children or young people. This includes:
 - a) assessing and clarifying the information - not investigating
 - b) making referrals to statutory organisations as appropriate
 - c) consulting with and informing the relevant members of the organisation's management
 - d) following the organisation's safeguarding policy and procedures.

7. Liaise with, pass on information and receive information from statutory child protection agencies such as:
 - a) the Local Children's Safeguarding Partnership (LSCP)
 - b) the Local Authority Designated Officer (LADO)
 - c) the police.
8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 (10am-4pm, Mon-Fri) or emailing help@nspcc.org.uk.
9. Consult the Multi Agency Safeguarding Hub when support is needed.
10. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
12. Be familiar with and work within inter-agency child protection procedures developed by any educational settings we work in (e.g. schools) and share these with Miss Barnes Tutoring tutors working in those places - seeking the name and contact details of the safeguarding lead in the setting and how to report any concerns, then sharing this with Miss Barnes Tutoring tutors before they start work.
13. Make the setting aware that Miss Barnes Tutoring also has safeguarding policies, and part of working together means that, as well as reporting concerns to them, tutors may make reports to Miss Barnes Tutoring as well, and these may be passed on to other authorities. Share DBS status of tutors with any settings they may go to work in - this should be made clear to all tutors when working for Miss Barnes Tutoring.
14. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
15. Attend training in issues relevant to child protection and share knowledge from that training with everyone who works with children and young people at Miss Barnes Tutoring.
16. Attend team meetings, supervision sessions and management meetings if necessary.
17. Ensure adequate time, funding, training and support are provided to fulfil the DSL role effectively.
18. Make themselves available (or ensure coverage) to respond to safeguarding concerns during all operating hours or as appropriate for the organisation.
19. Retain ultimate responsibility for safeguarding and child protection, even when some duties are delegated to others.

RESPONDING TO CONCERNS ABOUT THE WELFARE OF A CHILD OR ADULT AT RISK

Miss Barnes Tutoring takes safeguarding seriously, and tutors will have undertaken relevant training to recognise signs that a child or adult's welfare may be at risk. All tutors have a responsibility to report any safeguarding concern about a child, young person, or member of staff immediately. Accurate, timely, and factual reporting ensures that appropriate action is taken quickly and that everyone is protected. All safeguarding concerns will be investigated within 24 hours of receiving the report.

Procedure for Reporting Concerns

If a child, young person, or any person is in immediate danger, call 999 (for a person in the UK).

When to Report

- Whenever you are worried about a child's safety or well-being.
- If a child tells you something concerning or shows signs of possible harm, abuse, or neglect.
- If you have a concern about the behaviour or conduct of another tutor or adult towards a child.
- Even if you are unsure, you must still report it - do not investigate or wait to see if things improve.

How to Report

- Complete the [Safeguarding Form](#) at your earliest convenience.
- Include clear, factual information only.
- Send the completed form to the Designated Safeguarding Lead (DSL) as soon as possible - the same day wherever possible.
- Phone the DSL immediately after sending to confirm the referral has been received.
- If the concern involves another tutor or staff member, still report it directly to the DSL.
- If the concern is about the DSL, tutors should report directly to the [Local Authority Designated Officer \(LADO\)](#)
- **If you are providing tuition on school premises, you must report concerns immediately to the school's DSL before reporting to Miss Barnes Tutoring.** After complying with the school's reporting procedures, the tutor should then follow the reporting procedures above.

Key Points to Remember

- Act promptly - safeguarding concerns should never be delayed.
- Do not promise confidentiality to a child - explain that you may need to share what they've said to keep them safe.
- Do not ask leading questions; any questions should be very open and not suggestive of anything.
- Do not question or investigate the concern yourself.
- Keep all information secure and confidential - only share with the DSL or LADO.

- Send and confirm receipt of your referral immediately after the concern arises.
- Reporting concerns about colleagues is a professional duty, not disloyalty - it helps keep children and staff safe.
- All reports must be clear, factual, and objective, avoiding assumptions or opinions. For example, if a person was crying the report should state that they were crying, *not* that they were sad or upset as this is an interpretation of the situation.

After You Report

- The DSL will review your referral and decide on the next steps by:
 - Clarifying and assessing the concern - the information collected by the DSL will help to categorise the type of behaviour and determine what further action may need to be taken
 - Consult with statutory agencies as required (Local Children's Safeguarding Partnership, LADO, police, or Social Services).
 - Make referrals to statutory services where appropriate.
 - Keep relevant members of the organisation's management informed.
 - Ensure records are securely stored in line with data protection law.
- You may be asked for additional information or clarification if needed.
- Always check that your referral email has been acknowledged and logged by the DSL by phone.
- The DSL will ensure that any concerns about staff are handled in line with the "Allegations Against Staff" policy and Part Four of KCSIE (2025).

External Support

- Tutors can seek advice from:
 - **Designated Safeguarding Lead**
 - **NSPCC**
 - **Local Multi-Agency Safeguarding Hub (MASH)**
 - **Local Authority Designated Officer**

Please find all contact information listed in the [Key Contacts Details](#) section.

RECORDING, CONFIDENTIALITY, AND INFORMATION SHARING

Sharing information is essential for identifying and addressing all forms of abuse and neglect. In order to meet a child's needs, Miss Barnes Tutoring recognises the importance of effective

information sharing between practitioners and local agencies. We actively share information at the earliest opportunity to help identify, assess, and respond to any risks or concerns regarding a child's safety and welfare, whether issues are newly emerging or the child is already known to local authority children's social care.

Miss Barnes Tutoring is mindful that the Data Protection Act 2018 and GDPR place responsibilities on organisations and individuals to handle personal information lawfully, fairly, and securely; however, these laws do not prevent the sharing of information when it is necessary to safeguard children. Concerns about sharing information should never outweigh the need to protect children's welfare and safety.

- *For full details on how we record and share Tutor information, please refer to Miss Barnes Tutoring **Data Protection Policy (Tutors)** found on our website – <http://www.missbarnestutoring.co.uk/policies-and-documents>.*
- *For full details on how we record and share client information, please refer to Miss Barnes Tutoring **Data Protection Policy (Clients)** found on our website – <http://www.missbarnestutoring.co.uk/policies-and-documents>.*

PREVENTING AND RESPONDING TO BULLYING

We recognise that bullying can take many forms. Anyone can engage in bullying behaviour and anyone can be bullied. It is important to remember that perpetrators can be adults but they can also be other children - there is no specific identity of a perpetrator.

When trying to prevent bullying, it is important to make it clear to others that we treat them equally and without judgement and to teach them that this is how everyone should be treated. Miss Barnes Tutoring tutors will always treat others, with respect - regardless of their identity.

If bullying is seen or disclosed it will be reported as a safeguarding concern to the relevant person. For example, the safeguarding lead at Miss Barnes Tutoring, or for the educational setting they are in.

KEEPING CHILDREN SAFE ONLINE

We recognise some of the work we do with children may take place online, and that keeping them safe online is equally as important as keeping them safe in person.

Miss Barnes Tutoring only ever interacts with children using their services through agreed means and times - arranged through a responsible adult - for example, a parent or carer, or through a school representative. Note that an adult may have vulnerabilities but still be able to arrange their own tuition - this should be considered when booking.

Tutors of Miss Barnes Tutoring will not contact children using their services through social media platforms or through their own personal profiles. Miss Barnes Tutoring will also advise tutors connecting to families through Miss Barnes Tutoring to follow this guidance.

Tutors will ensure that all resources shared with, or sent to, children are appropriate. Content should not include anything which could harm children or expose them to harm. For example, anything depicting illegal activity, violence or extreme views.

If sensitive topics arise in educational content, resources will be carefully chosen and will be checked by other tutors to ensure they are appropriate for purpose.

SAFER RECRUITMENT

We are committed to safeguarding children and young people by ensuring that everyone engaged to work with them is suitable. All tutors working with Miss Barnes Tutoring will be considered for recruitment without discrimination to their identity (race, sex, gender, age, disability, pregnancy/maternity, religious belief, or sexual orientation).

In line with KCSIE 2025, we:

- Require all tutors to complete full, extensive application forms.
- Carry out rigorous pre-engagement checks, including enhanced DBS (and barred list checks where relevant), identity and qualifications.
- Obtain full references for all tutors to verify previous experience and suitability to work with children.
- Set clear safeguarding requirements in contracts or agreements for self-employed tutors, including adherence to policies, reporting concerns, and safe working practices.
- Maintain a Single Central Record of all pre-employment checks for both employed and self-employed personnel.
- Provide guidance, overseeing the environment in which tutors work, without managing day-to-day practice for self-employed staff.

For full details **Safer Recruitment Policy** found on our website – <http://www.missbarnestutoring.co.uk/policies-and-documents>.

CODE OF CONDUCT FOR CHILDREN AND TUTORS

We are committed to maintaining a safe and respectful environment for all children and tutors. In line with KCSIE 2025, our code of conduct ensures that everyone understands their responsibilities:

- **Respectful behaviour:** All tutors and children must treat each other with respect and maintain professional boundaries at all times.

- **Child protection first:** Tutors must follow safeguarding procedures, report concerns immediately, and never engage in behaviour that could harm a child.
- **Professional conduct:** Tutors must act professionally, avoid inappropriate contact, and follow the organisation's policies, including online safety.
- **Safe environment:** Children are expected to follow rules to ensure their own safety and the safety of others.
- **Use of technology:** All digital communications must be appropriate, monitored where necessary, and follow online safety guidance.
- **Compliance with agreements:** Tutors must adhere to the conditions of their engagement, including safeguarding policies and reporting responsibilities.

For full details, please refer to our Code of Conduct Policy found on our website - <http://www.missbarnestutoring.co.uk/policies-and-documents>.

MANAGING CONCERNS ABOUT OR ALLEGATIONS MADE AGAINST TUTORS.

Allegations made against tutors at Miss Barnes Tutoring will be taken seriously.

All allegations against tutors will be passed the LADO via the Local Children's Safeguarding Partnership (LCSP) - and the person the allegation has been made against may be suspended from their duties whilst the authorities investigate. Advice on this will be taken from the LCSP or other authorities who have been notified.

Whilst any investigations are taking place other tutors will not be informed of the nature of why the person is not working - this is to maintain confidentiality and allow the proper investigations to take place. If the authorities need to talk to other tutors, this should be kept confidential.

Any allegations proven to be truthful will lead to disciplinary action or dismissal, depending on the nature of the allegation and any historical incidents. Again, advice will be sought from the relevant authorities. Any truthful allegations may be passed on to future employers seeking a reference.

Any allegations proven to be false will remain on a record, but the outcome of any independent investigations will be included with it.

Any allegations must be taken seriously and investigated fully by the appropriate authorities. This ensures that we uphold our duty to safeguard children. It also helps to ensure that any false allegations are investigated and the truth can come out - clearing the name of the person concerned.

WHISTLEBLOWING AND COMPLAINTS

All staff should feel able to raise a complaint or concern regarding poor or unsafe practice and potential failures in Miss Barnes Tutoring's safeguarding measures, knowing that such concerns will be taken seriously by the Designated Safeguarding Lead.

Where a staff member feels unable to raise an issue with Miss Barnes Tutoring, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them through [Whistleblowing: Prescribed People and Bodies](#).

MANAGING CONCERNS ABOUT OR ALLEGATIONS MADE AGAINST OTHER CHILDREN - CHILD ON CHILD ABUSE

We recognise that perpetrators can be adults, but they can also be other children - there is no specific identity of a perpetrator.

If an allegation is made against a child, it will be reported as a safeguarding concern to the safeguarding lead at Miss Barnes Tutoring or the educational setting in which they are in. In some cases, it will be necessary to refer the matter to external authorities or agencies, such as social workers, the police or international authorities.

Any allegations must be taken seriously and investigated fully by the appropriate authorities. This ensures that we uphold our duty to safeguard children.

KEY CONTACT DETAILS

If a child, young person, or any person is in immediate danger, call 999 (for a person in the UK).

Designated Safeguarding Lead

Name: Paige Barnes

Role: Miss Barnes Tutoring Founder/Tutor

Phone: 07427183882

Email: paigebarnes1@hotmail.co.uk

NSPCC Helpline

Phone: 0808 800 5000 - Open 10am-4pm Monday to Friday

Email: help@nspcc.org.uk - email 24 hours a day

Website: <https://learning.nspcc.org.uk/safeguarding-child-protection>

Multi Agency Safeguarding Hub (MASH)

Phone: 0300 126 7000

Referral Form: [https://northamptonshire-](https://northamptonshire-self.achieveservice.com/en/service/Make_a_children_s_referral_to_Northamptonshire_s_M)

[self.achieveservice.com/en/service/Make_a_children_s_referral_to_Northamptonshire_s_M](https://northamptonshire-self.achieveservice.com/en/service/Make_a_children_s_referral_to_Northamptonshire_s_M)
ASH

Local Authority Designated Officer (LADO)

Referral Form: [https://northamptonshire-](https://northamptonshire-self.achieveservice.com/service/Report_a_concern_about_an_adult_working_with_children)

[self.achieveservice.com/service/Report_a_concern_about_an_adult_working_with_children](https://northamptonshire-self.achieveservice.com/service/Report_a_concern_about_an_adult_working_with_children)

Email: LADOConsultations@NCTrust.co.uk

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Policy Renewal: November 2026

Signed: Paige Barnes