



Safeguarding and Child Protection Policy

Policy Review Date: March 2026

Next Review Date: March 2027

Safeguarding Lead: Elena Sullivan



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1. Purpose and Scope

The purpose of this safeguarding policy is:

- To protect the children and young people who receive tutoring services from **The Learning Pod** from harm.
- To respond appropriately to any allegations or concerns relating to the welfare of a child or young person receiving tutoring services.
- To outline the training and procedures in place to ensure safeguarding responsibilities are understood and upheld at all times.

This policy applies to anyone working on behalf of The Learning Pod.

The Learning Pod recognises that safeguarding and promoting the welfare of children is everyone's responsibility. All children, regardless of age, disability, gender, race, religion or belief, sexual orientation, or background, have the right to equal protection from harm.

This policy will be reviewed annually or sooner if there are changes to safeguarding legislation or local procedures.

2. Responsibilities

As an independent tutor and sole practitioner, **Elena Sullivan** is the designated safeguarding lead (DSL) for The Learning Pod.

The Learning Pod recognises its responsibility for the safety and wellbeing of all students. This includes:

- Holding an enhanced DBS certificate.
- Undertaking appropriate safeguarding and child protection training at least every two years.



- Keeping up to date with current safeguarding legislation, including *Keeping Children Safe in Education (KCSIE)*.
- Following procedures set out by the relevant Local Authority Safeguarding Partnership.
- Maintaining clear, confidential and accurate records of any safeguarding concerns.
- Ensuring tutoring sessions are conducted in a safe, professional environment.

The Learning Pod operates in Ashton-in-Makerfield and follows the procedures set by:

Wigan Safeguarding Children Partnership

If tutoring students from other local authorities, safeguarding concerns will be reported to the Local Authority in which the child resides.

3. Safer Recruitment

The Learning Pod is currently a sole-trader tutoring service.

- An enhanced DBS check is held and kept up to date.
- Proof of identity and qualifications are maintained on file.
- If The Learning Pod expands and additional tutors are recruited, all staff will:
 - Undergo an enhanced DBS check prior to starting work.
 - Provide references.
 - Complete safeguarding training before delivering sessions.



4. Creating a Safe Environment

The Learning Pod is committed to providing a safe learning environment by:

- Ensuring sessions take place in a visible, appropriate space.
- Maintaining professional boundaries at all times.
- Keeping communication with parents transparent.
- Avoiding one-to-one communication with children via personal social media accounts.
- Ensuring online tutoring, if used, takes place via secure platforms with parental knowledge.

Parents remain responsible for their child before and after sessions.

5. Reporting Safeguarding Concerns

5.1 If a child discloses abuse:

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

- Listen carefully and take what they say seriously.
- Allow them to speak freely without interruption.
- Avoid asking leading questions.
- Reassure them that they have done the right thing by telling me.
- Explain that I cannot promise confidentiality because some information must be shared to keep them safe.



- Make a written record as soon as possible using the child's exact words where possible.
- Record the date, time, location and any other relevant details.

I will then:

- Contact the Safeguarding Lead for the relevant Local Authority.
- If a child is in immediate danger, contact the police on 999.

5. 2 If I suspect abuse or have safeguarding concerns:

If I observe signs or behaviours that raise concern, I will:

- Record my concerns factually and objectively.
- Not investigate the matter myself.
- Contact the Safeguarding Lead for the relevant Local Authority.
- Contact emergency services if the child is at immediate risk of harm.

6. Confidentiality

Safeguarding information will be shared only on a need-to-know basis.

Records will be:

- Stored securely.
- Kept confidential.
- Shared only with appropriate safeguarding professionals.



7. Useful Contact Details

Wigan Safeguarding Children Partnership

[Insert phone number]

[Insert website link]

Wigan Council Children's Services

[Insert number]

Police (non-emergency): 101

Emergency: 999

If a student resides outside Wigan, the safeguarding concern will be reported to their Local Authority.

8. Training

The Learning Pod will:

- Complete safeguarding training at least every two years.
- Refresh knowledge annually through reading *Keeping Children Safe in Education*.
- Maintain a record of training certificates.

9. Policy Review

This policy will be reviewed annually or earlier if legislation changes.

Signed:

Elena Sullivan

The Learning Pod

Date: 28.3.26