

Rosanna Brown English Tuition

Safeguarding Policy 2026 – 2027

1. Policy Statement

Rosanna Brown English Tuition is committed to safeguarding and promoting the welfare of all children and young people. This policy applies to all students, including those in Key Stage 3 and GCSE programmes, and covers all online and in-person tuition, including 1:1 sessions, group tuition, and assessment review services.

- Safeguarding is defined as:
 - Protecting children from harm
 - Preventing impairment of health or development
 - Ensuring children grow up in safe and effective care
 - Taking action to enable all children to have the best outcomes
- This policy is informed by:
 - NSPCC safeguarding guidance
 - Keeping Children Safe in Education (KCSIE)
 - The Tutors' Association safeguarding standards and code of conduct

2. Why Safeguarding Is So Important

- Safeguarding is at the core of all tuition provided.
- Working with children and young people carries a responsibility to ensure that every learner is protected, supported, and able to learn in a safe environment. Safeguarding is not an administrative requirement; it is a fundamental professional duty that underpins all aspects of educational practice.
- At Rosanna Brown English Tuition, safeguarding is taken extremely seriously. The safety, wellbeing, and emotional welfare of every student always take priority over academic progress, scheduling, or commercial considerations.
- This means:
 - Concerns will always be listened to and acted upon without delay where necessary
 - Professional judgement will be exercised in line with recognised safeguarding frameworks
 - The tutor will not hesitate to take appropriate action if a child may be at risk
 - Safeguarding responsibilities override all other considerations when required
- The aim is to create an environment where students feel safe, respected, and able to engage confidently in their learning.

3. Tutor Safeguarding Credentials

- Rosanna Brown is a member of the Tutors' Association
- An Enhanced DBS check has been completed and appropriate safeguarding checks are maintained in line with professional tutoring standards
- Appropriate safeguarding training is undertaken and refreshed regularly in line with recommended professional standards
- The tutor understands and follows safeguarding responsibilities in line with UK best practice for private tuition providers

4. Safeguarding Principles

- All tuition is delivered in accordance with the following principles:
 - The welfare of the child is always paramount
 - All students have the right to learn in a safe, respectful environment
 - All concerns will be taken seriously and acted upon appropriately
 - Safeguarding is everyone's responsibility, including tutor, parents, and students
 - Professional boundaries are always maintained

5. Safeguarding for students under 18 years of age

- All tuition involving students under the age of 18 is delivered in accordance with professional safeguarding expectations designed to protect student welfare, maintain appropriate professional boundaries and promote a safe, respectful and supportive learning environment at all times.
- Parents or legal guardians remain responsible for ensuring that students are appropriately supervised, contactable and able to participate safely throughout tuition sessions.
- The tutor reserves the right to take any reasonable safeguarding action considered necessary in order to protect the wellbeing, safety or welfare of a student, including pausing or terminating a session, contacting parents or guardians directly, or referring concerns to appropriate safeguarding agencies or authorities where required.
- In order to help protect students under 18 across all tuition settings, including online, in-person and group provision, appropriate safeguarding measures may include:
 - Maintaining clear professional boundaries at all times
 - Delivering sessions only in safe, appropriate and professionally suitable learning environments
 - Requiring respectful behaviour, appropriate language and suitable clothing consistent with an educational setting
 - Ensuring parents or guardians remain reasonably contactable during sessions where appropriate
 - Using only approved professional communication and learning platforms for tuition-related contact
 - Restricting unauthorised access to sessions, learning materials and student information
 - Prohibiting unauthorised recording, photography, screenshots or sharing of session content or student participation
 - Monitoring behaviour and interactions within tuition sessions to help maintain a safe and respectful learning environment
 - Taking appropriate action where safeguarding, welfare, behavioural or professional concerns arise
 - Maintaining confidentiality and handling safeguarding concerns sensitively and in line with professional safeguarding responsibilities
 - Following relevant safeguarding, online safety and child protection guidance in line with current UK professional standards and statutory expectations

6. In-Person Tuition Safeguarding & Safety Procedures

- Where tuition is delivered in person, the following safeguarding expectations apply:

- The tutor will always conduct sessions in a safe, appropriate, and professional environment suitable for educational delivery
- Sessions will take place in agreed locations only, and never in informal or inappropriate settings
- Where tuition is delivered in a student's home, an appropriate open or shared family space is required (e.g. living room, study space)
- Where reasonably possible, tuition will take place in open, visible or appropriately supervised learning environments in order to maintain transparency and safeguarding best practice.
- The tutor will maintain clear professional boundaries at all times during in-person delivery
- Physical contact between tutor and student will be avoided except where reasonably necessary for immediate safety, emergency or safeguarding purposes
- The tutor will avoid any situation that could reasonably be misinterpreted or compromise safeguarding standards
- Where appropriate, sessions may be observed indirectly (e.g. open-door environments or nearby adult presence) to maintain transparency and safeguarding best practice
- Any safeguarding concern arising during in-person tuition will be acted upon immediately in line with this policy and relevant statutory guidance

7. Online Safety & Digital Learning

- Where tuition is delivered online, the following safeguarding measures apply:
 - Sessions take place only on approved platforms (e.g., Zoom, Google Meet, or similar secure systems)
 - Meeting links must not be shared with any third party
 - Students must use their own registered account details
 - The tutor may remove participants immediately if identity cannot be verified
 - Chat functions are used only for learning-related communication
 - Students and families are not permitted to record any part of the lesson (please see clause 9 below)
- The tutor may, where appropriate:
 - Monitor chat activity during sessions
 - End or pause sessions where safety concerns arise
 - Report safeguarding concerns in line with professional obligations

8. Group Tuition Safeguarding (Online & In-Person)

- Where tuition is delivered in group settings, additional safeguarding measures apply to protect all participants.

General expectations:

- Group sessions are structured, supervised learning environments
- The tutor maintains oversight of all communication and participation
- Clear behavioural expectations apply at all times

Online group tuition:

- Students must not privately message other participants
- Chat functions are monitored and restricted to learning purposes only
- Students must not share personal contact details

- The tutor may mute, remove, or restrict participants where necessary for safeguarding or behaviour management
- Students and families are not permitted to record any part of the lesson (please see clause 9 below)

In-person group tuition:

- Sessions will take place in appropriate, professional learning environments
- The tutor will maintain full supervision of group interaction
- Students are expected to behave respectfully toward peers at all times
- Any disruptive or inappropriate behaviour may result in immediate removal from the session

Safeguarding in group contexts:

- The tutor will take steps to ensure no student is isolated, targeted, or placed at risk
- Any concerns involving peer behaviour will be addressed promptly and appropriately
- Serious concerns may be escalated in line with safeguarding procedures
- The tutor will take reasonable steps to maintain confidentiality and safeguard student privacy within group learning environments.

9. Session Recording Policy

- The tutor may, where considered appropriate for safeguarding, educational review or quality assurance purposes, record sessions in accordance with this policy.
- Recording is treated with strict safeguarding and data protection controls.
- Where sessions are recorded by the tutor for safeguarding, quality assurance or educational review purposes, recordings will be stored securely and retained only for as long as reasonably necessary in line with safeguarding and professional practice expectations.
- Any tutor-made recordings remain the intellectual property of the tutor and may not be copied, downloaded, redistributed or shared externally.
- Any safeguarding, welfare, attendance, behavioural or pastoral concern relating to an individual student will always be communicated privately and directly with the relevant parent or guardian and will never be discussed within shared parent communication groups.

Tutor recordings:

- The tutor may record sessions for:
 - safeguarding purposes
 - quality assurance
 - professional review and training
 - educational review or revision purposes where considered appropriate by the tutor
- Recordings will:
 - be stored securely
 - be password-protected where applicable
 - be retained only for as long as necessary
 - comply with UK GDPR and Data Protection Act 2018

Student/family recordings:

- Students and parents are not permitted to record, photograph, screenshot, or screen-capture any session without explicit prior written permission
- This includes audio, video, chat content, and shared materials
- Unauthorised recording is considered a breach of safeguarding and intellectual property expectations

Student use of recordings:

- Any recording provided by the tutor is for the student's personal educational use only
- Recordings must not be:
 - Shared
 - Uploaded
 - Distributed
 - Edited
 - used for commercial purposes

10. Appropriate Behaviour & Conduct (Including Clothing)

- To maintain a safe and professional learning environment, the following expectations apply:

Student conduct:

- Students must behave respectfully at all times
- Disruptive, abusive, or inappropriate behaviour will not be tolerated
- The tutor may pause or end a session if behaviour compromises safety or learning
- Students must not take screenshots or photos of sessions or other students
- Sharing of images, recordings, or materials without permission is strictly prohibited
- Any breach may result in removal from sessions and safeguarding review

Appropriate clothing:

- Students must wear appropriate clothing suitable for an educational environment
- Clothing must not contain:
 - offensive language or imagery
 - discriminatory content
 - sexually suggestive material
- Students should be dressed appropriately as they would be for school-based learning
- This applies to both online and in-person sessions

Learning environment (online sessions):

- Students should participate from a suitable, quiet learning space
- Cameras should ordinarily remain on unless otherwise agreed
- Microphones should be switched off unless requested by the tutor
- Students should remain visible and engaged for the duration of the session

11. Safeguarding Concerns & Reporting

- The tutor has a professional duty to act on any safeguarding concern, which may include concerns relating to:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Online safety risks (which may include inappropriate contact, grooming, exploitation, cyberbullying, exposure to harmful content, coercion, online harassment or unsafe use of digital platforms)
- Radicalisation or exploitation
- Concerns may include both immediate safeguarding risks and lower-level concerns relating to professional boundaries, student welfare or inappropriate behaviour.
- Where a concern arises:
 - The tutor will follow Keeping Children Safe in Education and NSPCC-informed safeguarding procedures
 - Action may include contacting appropriate safeguarding services or designated authorities
 - Parents may be informed where appropriate, unless doing so increases risk to the child
 - All concerns are handled sensitively, confidentially, and professionally

12. Reporting Procedures

- Where a safeguarding concern is identified:
 1. The tutor records the concern securely
 2. Professional judgement is used to assess immediate risk
 3. If necessary, the tutor contacts relevant safeguarding services
 4. Records are maintained in line with professional safeguarding requirements

13. Professional Boundaries

- To ensure safeguarding and maintain professional standards:
 - Communication is limited to tuition-related matters only
 - Private or informal communication with students is not permitted outside agreed channels
 - The tutor does not connect with students on personal social media platforms
 - Contact is always made via official communication methods (email, WhatsApp business, or learning platforms)

14. Data Protection & Confidentiality

- All personal data is handled in accordance with UK GDPR
- Information is stored securely and only used for legitimate educational purposes
- Safeguarding disclosures are shared only with appropriate authorities when required
- Confidentiality is maintained unless there is a risk of harm
- Absolute confidentiality cannot be guaranteed where safeguarding concerns arise and information may need to be shared with appropriate safeguarding authorities in order to protect a child or vulnerable person

15. Policy Review

This safeguarding policy is reviewed regularly to ensure it remains aligned with:

- NSPCC guidance
- Keeping Children Safe in Education (latest updates)

- Tutors' Association safeguarding standards
- UK legal and data protection requirements
- Next review due September 2027.