



Safeguarding Policy

At Literary Learn, I will ensure that I follow the correct procedures to keep my students safe and will respond appropriately to any safeguarding concerns.

Purpose:

This safeguarding policy has been put in place to:

- protect the children and young people who receive tutoring from **Literary Learn** from harm;
- respond to any allegations and/or any concerns relating to the welfare of a child or young adult.

This policy will be reviewed and updated on an annual basis or earlier if there is a change in safeguarding protocols. Information in this document follows Safeguarding protocols for England, which can be found in the 'Safeguarding Children in Education Document' (2024)¹

DBS certificate:

As an independent tutor, I will use a third party to complete my own DBS check on an annual basis. **Link to current DBS certificate.**

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;

¹ Further information and guidelines can be found in Keeping safe in education (2024)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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

Responsibilities:

I recognise that I have a responsibility for the safety and wellbeing of my students.

This responsibility includes:

- Ensuring that I have a DBS check completed each year;
- Ensuring that I undertake 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) procedures². In the event of a safeguarding concern, I will notify the Local Authority Safeguarding Lead for the appropriate county.

Equality and disability:

I recognise that I have a responsibility to ensure that every student is treated equally regardless of their race, religion, or disability.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419150/Good_practice_by_Local_Safeguarding_Children_Boards.pdf

This responsibility includes:

- recognising that groups and individuals have differences, such as culture, race, religion and sexual orientation,
- Valuing diversity and ensuring that practices support belonging for everyone.

I will follow guidelines outlined in more detail in the following documents:

- Special educational needs code of practice: 0 to 25 years (2015)³
- Equality Act (2010)⁴
- Children and Families Act (2014)⁵

Useful Contact Details:

- Children's Advice and Duty Service: (CADS) 0344 800 8021
- Norfolk Safeguarding lead: Kelly Waters - Senior Adviser, Safeguarding, Tel: 01603 307729 Email: kelly.waters@norfolk.gov.uk
- Suffolk safeguarding lead:
<https://www.suffolksp.org.uk/concerned#gsc.tab=0>
- Norfolk Police: 101
- For overseas students: (please refer to the attached document and the contact details in the appendix:)
[https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_\(Revised_2020\)_Eng_2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_(Revised_2020)_Eng_2Nov2021.pdf)

As an online tutor, I work with students across different Local Authorities, and have included my local authority numbers above. If there were a concern relating to one of my students, I would need to make contact with the Safeguarding Lead for the local authority of the student's home town.

³ <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

⁴ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

⁵ <https://www.legislation.gov.uk/ukpga/2014/6/contents>

Documents:

Further information and guidelines can be found in:

- [Children and Families Act 2014](#)
- [Equality Act 2010](#)
- [International students under 18: guidance and good practice](#)
- [Keeping children safe in education - GOV.UK](#)
- [Good practice by Local Safeguarding Children Boards - GOV.UK](#)
- *Procedural Guide Code Procedures (Hong Kong, 2020):*
[https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_\(Revised_2020\)_Eng_2Nov2021.pdf](https://www.swd.gov.hk/storage/asset/section/652/en/Procedural_Guide_Core_Procedures_(Revised_2020)_Eng_2Nov2021.pdf)
- [SEND code of practice: 0 to 25 years - GOV.UK](#)