

Safeguarding Policy for Boost Your Grades

1. Introduction

Boost Your Grades is a science tuition service operated by Louise Heaton, the sole trader, and is committed to ensuring the safety, well-being, and protection of all students participating in its educational services. This safeguarding policy outlines the steps taken to protect students during online tuition sessions.

As a provider of educational services, I prioritise creating a safe, supportive, and respectful environment for all students, ensuring that they feel comfortable and secure. This policy applies to all aspects of tuition.

2. Purpose

The purpose of this Safeguarding Policy is to:

- Promote the welfare and safety of students.
- Prevent and address any incidents of abuse, neglect, or harm.
- Provide clear guidelines on how safeguarding concerns should be handled.
- Ensure that the tutor has a clear understanding of her roles and responsibilities in safeguarding students.

3. Roles and Responsibilities

Louise Heaton (the Tutor):

As the sole tutor, Louise Heaton holds the responsibility for maintaining a safe learning environment for students at all times. This includes:

- Creating and maintaining a safe, respectful, and inclusive atmosphere.
- Being vigilant to any signs of abuse, neglect, or harm, whether emotional, physical, sexual, or neglect-related.
- Taking appropriate action if concerns are raised, following the steps outlined in this policy.

4. Safeguarding in Online Tuition

When tuition takes place online, Louise Heaton will:

- Use a secure, reputable online platform (such as Zoom or Microsoft Teams) that complies with data protection regulations and has suitable privacy features.
- Ensure that all virtual sessions are conducted with the camera and microphone enabled for both the tutor and student (unless a specific adjustment is agreed with the student's parents or guardians).
- Encourage parents or guardians to be present in the room during the tuition session if appropriate, especially for younger or vulnerable students.
- Provide clear expectations about online behaviour, including the importance of treating each other with respect and courtesy.
- Ensure all students and their families are aware of the boundaries and conduct expected during online sessions.
- Monitor the start and end of each session, keeping a log of any issues or concerns that arise.

- Keep communication lines open with parents or guardians regarding any safeguarding concerns or other issues affecting the student's well-being.

5. Identifying and Responding to Concerns

If Louise Heaton has concerns about a student's welfare, she will:

- Address the concern in a confidential and sensitive manner, maintaining the student's dignity.
- Share any concerns with the student's parents or guardians as soon as possible, unless doing so would place the student at risk.
- If necessary, contact the appropriate authorities, such as social services or local safeguarding boards, for guidance and further action. Louise will ensure that she knows how to make referrals to local authorities or other safeguarding bodies.
- Document any concerns, actions taken, and communications, keeping records secure and confidential.

6. Preventative Measures and Education

- **Online Safety:**
Louise will educate students about online safety, ensuring they understand how to report inappropriate behaviour or concerns during online sessions. She will encourage students to be aware of internet safety risks, including maintaining privacy and avoiding sharing personal information.
- **Respect and Boundaries:**
The tutor will maintain clear and consistent expectations regarding respectful behaviour. Any incidents of bullying, discrimination, or inappropriate conduct will be addressed promptly.

7. Reporting Procedures

If any safeguarding concerns arise, the following steps will be taken:

1. **Step 1:** Report the concern to the appropriate individual (usually a parent or guardian) immediately.
2. **Step 2:** If the concern is serious or relates to potential abuse, report the issue to the relevant authorities (e.g., local safeguarding board, social services, or the police).
3. **Step 3:** Record the incident and any follow-up actions, ensuring that the confidentiality of the student is maintained.

8. Confidentiality

All information related to safeguarding concerns will be treated with the utmost confidentiality. Information will only be shared with individuals or agencies where required by law, or in situations where the safety or well-being of a student is at risk.

9. Training and Development

Louise Heaton will regularly engage in relevant safeguarding training to ensure she remains up-to-date with the latest practices and regulations. This training will include recognising signs of abuse, understanding the responsibilities of a tutor, and knowing how to respond to safeguarding concerns.

10. Policy Review

This Safeguarding Policy will be reviewed annually to ensure its effectiveness and alignment with the latest safeguarding best practices. Any changes to the policy will be communicated to students and their families.

11. Contact Details for Safeguarding Concerns

For any safeguarding concerns or queries, parents and guardians can contact Louise Heaton directly at louiseheaton@boostyourgrades.co.uk

Signed:

Louise Heaton

Date: 14.01.25