



Emma Lianne Tutoring — Safeguarding & Child Protection Policy

Last updated: January 2026

Owner: Emma Lianne Tutoring

Tutor Name: Emma Hockenhull (Qualified Teacher)

1. Policy Statement

Emma Lianne Tutoring is committed to safeguarding and promoting the welfare of all children who attend 11+ face-to-face group sessions. We believe every child has the right to learn in a **safe, supportive, and respectful** environment, and we take all reasonable steps to protect them from harm, abuse, neglect, and exploitation.

Safeguarding is everyone's responsibility. This policy outlines how concerns will be identified, reported, and acted upon.

2. Legal Framework

This policy is written in line with UK statutory guidance, including:

- **Keeping Children Safe in Education (KCSIE) 2023**
- **Working Together to Safeguard Children (2023)**
- **Children Act 1989 & 2004**
- **Education Act 2002**
- **NSPCC Guidance for Tutors**
- **Data Protection Act 2018 & UK GDPR**

Although Emma Lianne Tutoring is not a school, we follow best practice from the above.

3. Scope

This policy applies to:

- All face-to-face 11+ tutoring sessions
 - All children enrolled in sessions
 - Venue spaces used during sessions
 - Parents/carers attending drop-off and collection
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4. Roles & Responsibilities

Designated Safeguarding Lead (DSL):

Name: Emma Hockenhull

Email: info@emmaliannetutoring.co.uk

Role: Receives and responds to safeguarding concerns, maintains safeguarding records, communicates with parents and external agencies where required.

5. Commitment to Safe Practice

We ensure:

- All tutors hold an **enhanced DBS check**
- Attendance registers are taken at every session
- Drop-off and collection procedures are followed
- Children are never left unsupervised
- Sessions take place in an open, safe, and visible environment
- Mobile phones are not used by tutors during teaching time except for emergencies
- Toileting arrangements are safe and age-appropriate

Prohibited behaviours include:

- Any private one-to-one physical contact
 - Transporting children alone without prior written consent
 - Social media or personal phone contact with minors
 - Photography or videoing children without consent
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6. Drop-Off & Collection Procedures

- Children must be signed in by a parent/legal guardian
 - Only authorised adults may collect a child
 - Parents must inform the tutor if someone new will collect
 - Children will **not be released** to an unauthorised person
 - Late collections must be communicated to the tutor as soon as possible
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7. Physical Contact

Physical contact will **only** occur when necessary for:

- Health and safety (e.g., preventing falls)
- First aid (with consent where appropriate)

Tutors will always use professional judgement and act in the child's best interests.

8. Online Safety (if transitioned to remote sessions)

If remote tutoring occurs:

- Sessions will take place on secure platforms
 - Cameras must remain on unless agreed otherwise
 - Parents are encouraged to be nearby during online sessions
 - Recording sessions by children or parents is not permitted without tutor consent
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9. First Aid & Medical Needs

- Emma is trained in basic first aid
 - Minor first aid will be administered where necessary
 - Parents will be informed of any accident or incident
 - Emergency services will be contacted if required
 - Parents must inform tutors of medical conditions, allergies, or medication needs during registration
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10. Behaviour & Code of Conduct

Children must demonstrate:

- Respectful language and behaviour
- Safe conduct within the venue
- No bullying, threatening, or discriminatory behaviour

Bullying, including verbal or physical, will not be tolerated.

11. Identifying Safeguarding Concerns

Concerns may include:

- Physical injuries or unexplained bruising
- Disclosure from a child
- Sudden changes in behaviour or confidence
- Signs of neglect or inappropriate home circumstances
- Online grooming or inappropriate digital contact

Children may disclose verbally, through writing, or changes in behaviour.

12. Responding to Concerns

If a safeguarding concern arises, Emma will:

1. Listen and reassure the child
2. Record the concern factually (no assumptions)
3. Not promise confidentiality where a child is at risk
4. Contact safeguarding advice services (NSPCC / Local Authority) if required
5. Contact emergency services if a child is at immediate risk

Parents may be contacted **unless doing so increases risk to the child.**

13. Reporting Concerns Externally

Emma may consult:

- **Local Authority Children's Services**
- **NSPCC Helpline (0808 800 5000)**
- **Police (999 or 101)**

This will occur if a child may be at risk of significant harm.

14. Data Protection & Record Keeping

- Safeguarding records are stored securely
 - Only Emma (DSL) has access
 - Records will be factual, dated, and signed
 - Data will be retained in line with statutory guidance and GDPR
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15. Complaints & Allegations

Any complaint against a tutor will be taken seriously and may result in:

- Parental meeting
 - Suspension from tutoring activity
 - Referral to external agencies if needed
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16. Whistleblowing

Parents or children may report concerns about safeguarding practice directly to the DSL or externally via:

- NSPCC Whistleblowing Advice Line: **0800 028 0285**
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17. Policy Review

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

18. Contact Details

Designated Safeguarding Lead:

Emma Hockenhull

Email: info@emmalianetutoring.co.uk

Emergency: Police 999

Non-Emergency: 101

NSPCC Helpline: 0808 800 5000