

Safeguarding Policy

September 2023



1. Overview

1.1 Mrs BC's Tutor Room and Birmingham 11+ Mock Examinations Services are committed to providing the highest standard of safeguarding. The safety of my clients is of paramount concern.

1.2 My website and any coordinating policies have all been designed to ensure students and tutors work together in a safe environment.

2. Legislation

2.1 My website and coordinating policies have been developed to ensure compliance with all relevant safeguarding legislation.

2.2 This safeguarding policy should be read in conjunction with Mrs BC's Tutor Room's Terms and Conditions.

3. Aims of Policy

3.1 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services seeks to provide the best service possible and provide a safe experience in which children can learn.

3.2 This policy aims to ensure the safeguarding of all users of Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services (including students, parents, myself as a tutor or examiner, any other tutors or examiners that may work on behalf of Mrs BC's Tutor Room or Birmingham 11+ Mock Examinations Services) whilst they:

(i) engage with my website or sessions;

(ii) participate online or in-person;

(iii) whether tuition is carried out at the parent's/guardian's home or at the business premises.

3.3 Alongside this policy, users of Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services (including students, parents, myself as tutor/examiner, any other tutors/examiners that work on behalf of Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services) must comply with the The Tutors' Association [Child Protection Policy](#), whether or not they are a member of The Tutors' Association, and all relevant legislation and government guidance (available to download at Mrs BC's Tutor Room website)

3.4 If any User has a concern regarding child protection, they must contact Mrs BC's Tutor Room immediately.



3.5 Contravention of any of the terms contained within this policy may result in immediate removal of access to and permanent barring from my services.

4. Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services Responsibilities

4.1 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will take precautions considered reasonable to protect Students' information.

4.2 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will record all online lessons and in-person lessons/examinations (aside from where any unforeseen malfunction of the recording equipment occurs) and store these recordings for a minimum of 28 days and a maximum of 1 year. These recordings remain the property of Mrs BC's Tutor Room.

4.3 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services may review any online lessons/examinations at any time for the purposes of improving service or where a Complaint or Safeguarding Report has been made.

4.4 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will deal with reports of possible illegal activity promptly, focusing on the safety and wellbeing of Users. Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will allow access to UK law enforcement of any recording where a criminal offence may have occurred in relation to a specific Lesson.

4.5 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will regularly review this policy and the Terms and Conditions to ensure they are best suited to safeguarding all users.

4.6 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services may cancel Lessons if no parent or legal guardian is present during a Lesson with a Learner who is under 18 and they or the Learner do not feel comfortable to continue.

4.7 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will take every precaution to ensure that work can be carried out in a safe environment and is responsible for taking out and maintaining its own insurance policies.

4.8 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure the physical environment is safe (at the business's own premises).

4.9 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure that the work environment does not display any inappropriate images or documents when conducting a session at the business's own premises. Age-appropriate materials will be used at all times.

4.10 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will treat students fairly and without prejudice or discrimination; whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.



4.11 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure all reasonable steps are taken to protect children from harm, discrimination and demeaning treatment and to respect their rights.

4.12 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will value students and take their contributions seriously.

4.13 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure its works in partnership with parents and children – which is essential for the protection of children.

4.14 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure any language used is appropriate and not offensive or discriminatory.

4.15 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will ensure that any contact or communication with the Student is appropriate to its role as Tutor.

4.16 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will keep a record of any safeguarding concerns and will report serious safeguarding concerns or illegal activity immediately to the relevant authorities.

5. Parents/Responsible Adults and Student Responsibilities

Any reference to Students in this section is a reference to students who are under the age of 18 years of age.

5.1 Students must be at least 18 years old to book sessions for themselves or another learner. Learners under the age of 18 must be represented by a parent or legal guardian who gives consent for them to receive tuition. Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services is not responsible for any dispute regarding parental consent.

5.2 Parents/guardians of students must ensure that all of their personal details and contact information are accurate and up-to-date.

5.3 Parents/guardians of students must exercise their own judgement regarding the accuracy of the information provided on the Website. Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services cannot guarantee that all of the content on the Website is complete, accurate or up-to-date.

5.4 Parents/guardians of students must use their own judgement about the services detailed on the Website.

5.5 Parents/guardians and Students are solely responsible for the material they or the Learner they represent post on social media platforms, including messages sent, and they must not post defamatory, offensive or illegal material in relation to Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services.

5.6 Parents/guardians and Students may ONLY record sessions or parts of sessions with the prior consent of the Tutor on each separate occasion. Recordings and/or screenshots must not be posted on social media without prior consent of Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services. PLEASE READ IN CONJUNCTION WITH MRS BC's TUTOR ROOM TERMS & CONDITIONS.

5.7 Students must immediately report to Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services any defamatory, offensive or illegal material they view on our Website.

5.8 The parent/legal guardian will always be responsible for the physical environment of the pupil during the session in their home, ensuring it is safe and appropriate.

5.9 The parent/legal guardian will always be responsible for the welfare of the student during sessions at the Students' home.

5.10 If tutoring in the home, the parent/legal guardian will be present or available (not necessarily in the same room) during a tutor session so any concerns encountered by the student or tutor can be reported as soon as possible.

5.11 Parents/guardians and Students are responsible for their own security in conjunction with our services, both online and offline.

5.12 Any Student having a lesson with Mrs BC's Tutor Room who is the parent or legal guardian of a child/children under the age of 18 will be responsible for the welfare of their own child/children.

5.13 Should the parent/legal guardian of a Student being tutored/taking part in mock examinations at Mrs BC's Tutor Room business premises decide not to stay on the premises during tuition time, they must ensure their mobile telephones are switched on and set to audible in case Mrs BC's Tutor Room needs to make contact due to emergency. This also applies to mock examinations being carried out at a location other than at Mrs BC's Tutor Room.

5.14 The parent/legal guardian will ensure that the Tutor will be treated with respect and fairness by the student and will not be subjected to abusive, inappropriate behaviour or language.

5.15 Parents/guardians and Students must ensure no improper suggestions are made to the Tutor.

5.16 The parent/legal guardian will be responsible for making any reasonable checks to ensure Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services is suitable for the student (including, if required, reviewing the DBS certification documentation).

5.17 The parent/legal guardian will ensure the Student (under the age of 18) has no means of communication with the tutor outside the Online messaging and lesson sessions. All communication should be via the parent/legal guardian.



5.18 Mrs BC's Tutor Room/Birmingham 11+ Mock Examinations Services will immediately report to the parent/guardian any unsolicited communications from the student.

6. Updating Policies and Procedures

6.1 This Safeguarding Policy and our Procedures will be reviewed by Mrs BC's Tutor Room on a regular basis to ensure it is adequate and relevant to safeguarding standards. This will be carried out annually (in September) if not altered otherwise in the interim.