BROCKWELL TUTORS

Safeguarding Policy

Version 1.0

August 2026

Safeguarding Policy

1. Purpose

1.1 Brockwell Tutors is committed to safeguarding and promoting the welfare of all Students.

1.2 This Policy sets out the safeguarding responsibilities of the Agency and all Tutors engaged by the Agency.

2. Scope

2.1 This Policy applies to all Tutors engaged by the Agency, whether delivering Lessons online or in-person.

2.2 All Tutors are expected to read, understand, and comply with this Policy alongside the Tutor Agreement and the Tutor Handbook.

3. Responsibilities

3.1 The Agency shall:

- Recruit suitable Tutors, including obtaining appropriate references and DBS documentation where required
- Provide Tutors with safeguarding guidance and policies
- Respond appropriately to safeguarding concerns reported by Tutors
- Maintain appropriate records of safeguarding concerns and actions taken

3.2 The Tutor shall:

- Prioritise the safety and welfare of the Student at all times
- Comply with this Policy and the Tutor Handbook
- Maintain appropriate professional boundaries at all times
- Report any safeguarding concern relating to a Student to the Agency without undue delay

3.3 The Agency designates a Designated Safeguarding Lead ("DSL") responsible for receiving, recording, and acting upon safeguarding concerns. The DSL for Brockwell Tutors is Rohan Shah.

4. Recognising Safeguarding Concerns

4.1 Safeguarding concerns may arise where a Tutor has reason to believe that a Student may be experiencing or at risk of abuse, neglect, or other harm.

4.2 Tutors are not expected to investigate concerns or determine whether abuse has occurred. Their responsibility is to recognise concerns, record factual observations where appropriate, and report them to the Agency.

5. Reporting Concerns

5.1 Where a Tutor has a safeguarding concern relating to a Student, the Tutor shall:

- Prioritise the immediate safety of the Student
- Record the relevant facts objectively
- Report the concern to the Agency without undue delay

5.2 If a Tutor believes that a Student is at immediate risk of serious harm, the Tutor should contact the emergency services before notifying the Agency.

5.3 Tutors should not promise confidentiality to a Student where safeguarding concerns are disclosed.

5.4 Where a safeguarding concern relates to an allegation against a Tutor, rather than a concern about a Student's welfare more generally, the Agency shall additionally consider whether the matter should be referred to the Local Authority Designated Officer (LADO) for the relevant local authority, in accordance with statutory guidance, and shall take such further action as is appropriate, including suspending the Tutor from further Assignments pending the outcome.

6. Professional Conduct

6.1 To help safeguard Students, the Tutor shall:

- Conduct themselves professionally at all times
- Communicate respectfully with Students, Clients, and the Agency
- Deliver Lessons in a safe and appropriate environment, whether online or in-person
- Avoid any conduct that may place the Tutor or a Student at risk

6.2 Where Lessons are delivered online, the Tutor shall additionally:

- Deliver Lessons using a platform approved or agreed with the Agency
- Communicate with Students only through channels agreed with the Agency or the Client, and not via personal messaging platforms or social media
- Ensure a parent or guardian is reasonably contactable during online Lessons involving younger Students
- Report any technical or safeguarding difficulty arising from online delivery to the Agency without undue delay

7. Review

7.1 The Agency may amend this Policy from time to time to reflect changes in legal requirements, safeguarding guidance, or the Agency's operations.

7.2 Tutors will be notified of any material changes and are expected to comply with the updated version of this Policy.