



RSP Tutors – Safeguarding Policy

1. Introduction

RSP Tutors is committed to providing a safe, supportive, and high-quality learning environment for all students. This Safeguarding Policy outlines the responsibilities, procedures, and expectations that ensure the welfare of every child and young person who engages with our services.

Safeguarding is everyone's responsibility. All tutors, parents, and students must work together to maintain a safe and respectful learning environment.

2. Key Principles

- The welfare of the child is always the **highest priority**.
- All children, regardless of age, gender, ability, culture, language, or background, have the right to feel safe.
- Safeguarding concerns will always be taken seriously and responded to promptly.
- RSP Tutors promotes transparency, accountability, and professional boundaries in all interactions.

3. Responsibilities

RSP Tutors

- Ensures all tutors have undergone appropriate vetting, including an Enhanced DBS check (or equivalent for international tutors).
- Provides guidance and expectations for safe online and in-person working practices.
- Responds to safeguarding concerns in line with statutory guidance.
- Maintains secure systems for storing personal data in compliance with GDPR.

Tutors

- Must maintain professional boundaries at all times.
- Must report any safeguarding concerns immediately to RSP Tutors.
- Must not exchange personal contact details with students.
- Must use only approved communication channels and teaching platforms.
- Must ensure lesson content and behaviour are always appropriate.

Parents/Guardians

- Must ensure a responsible adult is present in the home during online lessons.
- Must provide accurate information about their child's needs, including any SEND or medical considerations.
- Must raise concerns promptly with RSP Tutors.

4. Online Safety

To ensure safe online learning:

- Lessons must take place on approved platforms (e.g., Zoom, Teams or Google Classroom).
- Students should join lessons from a communal or supervised space where possible.
- Cameras should remain on unless otherwise agreed for specific learning needs.
- Tutors will ensure their background is neutral and professional.
- Students must not record lessons without prior permission.
- Tutors will not use personal social media, messaging apps, or private numbers to communicate with students.

5. In-Person Tuition (Where Applicable)

- Lessons must take place in a safe, appropriate environment.
- A parent or responsible adult must be present in the home for students under 18.
- Tutors must not transport students in their personal vehicles.
- Tutors must not be left alone in the home with a student without another adult present.

6. Recognising and Responding to Concerns

Tutors are trained to be alert to signs of:

- Physical, emotional, or sexual abuse
- Neglect
- Bullying or online harassment
- Radicalisation or extremist behaviour
- Significant changes in behaviour or wellbeing

If a tutor has a concern:

1. They will record the concern factually and promptly.
2. They will report it to RSP Tutors' Designated Safeguarding Lead (DSL).

3. RSP Tutors will follow appropriate procedures, which may include contacting parents or referring to external agencies if necessary.

Concerns will always be handled sensitively and confidentially.

7. Designated Safeguarding Lead (DSL)

Rob Sadler Penn Founder, RSP Tutors Email: *[robsadlerpenn@rsptutors.co.site]*

The DSL is responsible for:

- Managing safeguarding concerns
- Liaising with parents and external agencies
- Ensuring tutors understand safeguarding expectations
- Reviewing safeguarding procedures annually

8. Data Protection and Confidentiality

- All personal data is stored securely and used only for educational and safeguarding purposes.
- Information is shared only when necessary to protect a child's welfare or when required by law.
- RSP Tutors complies fully with GDPR and UK data protection legislation.

9. Professional Boundaries

Tutors must:

- Use respectful, age-appropriate language.
- Avoid personal disclosures or inappropriate conversation topics.
- Maintain a professional tutor–student relationship at all times.
- Avoid giving gifts or engaging in private messaging with students.

Students must:

- Treat tutors with respect.
- Use appropriate language and behaviour during lessons.
- Follow online safety rules set by parents and RSP Tutors.

10. Policy Review

This policy is reviewed annually or sooner if legislation or best practice changes. Updated versions will be shared with all families and tutors.

