The Travelling Tutor
Safeguarding Policy

1. Purpose & Core Principles

As a former Headteacher and SENCO with over 30 years of experience, I believe the safety and welfare of the child are paramount. This policy ensures that The Travelling Tutor operates with the highest standards of safeguarding, providing a secure environment for learning within the student's home.

2. Enhanced DBS Disclosure

- I hold a current Enhanced DBS Disclosure (including the barred list check).
- This certificate is available for inspection by parents/guardians at the start of the first session.
- I am registered with the DBS Update Service to ensure continuous monitoring.

3. Home-Based Tutoring Requirements

To ensure the safety of both the student and the tutor, the following conditions must be met:

- Adult Presence: A parent or responsible adult (over 18) must remain in the home for the entire duration of every session.
- Physical Environment: Lessons should ideally take place in a communal area (e.g., dining room or study). The door must remain fully open. At no point will learning ever take place in a bedroom - this is not a suitable environment.
- Communication: All communication regarding scheduling and progress will be conducted through the parent/guardian. I will not engage in private messaging or social media contact with students. They may follow The Travelling Tutor page as I will post learning updates and ideas but no messaging will take place.

4. Code of Conduct & Professional Boundaries

- I will maintain a strictly professional relationship with students at all times.

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- Physical contact is not permitted, except in rare circumstances (e.g., preventing an immediate injury) or as outlined in a specific Team Teach-informed risk assessment for students with complex needs.
- I will use professional equipment and will not take or store photographs/videos of students without express written parental consent for specific educational purposes.

5. Recognising and Reporting Concerns

- Observation: I am trained to recognise signs of physical, emotional, or sexual abuse, as well as neglect and radicalisation.
- Disclosure: If a child makes a disclosure to me, I will listen without judgment, reassure them, and record their words exactly as spoken. I will never promise "to keep a secret."
- Action: I will follow the local authority's safeguarding procedures. If I believe a child is at risk of significant harm, I will contact the Local Authority Designated Officer (LADO) or the police immediately.

6. Team Teach & SEN Considerations

Given my Team Teach (Level 2) training and National SENCO Award background, I am uniquely equipped to support children with complex needs. For students who may exhibit distressed behaviours, a bespoke Individual Risk Assessment will be created in partnership with the family to ensure safe, de-escalation-focused support.

7. Records & Confidentiality

All safeguarding concerns will be recorded in a secure, password-protected file in accordance with GDPR. Information will only be shared with relevant authorities if it is in the best interest of the child's safety.