



Safeguarding Policy

Safeguarding Policy for First Class Education

1. Introduction and Policy Statement

First Class Education is committed to safeguarding and promoting the welfare of all children in our care, particularly those aged 7–11 years old. Our mission is to create a safe, nurturing, and secure learning environment. We expect all staff, tutors, volunteers, and associates to uphold these safeguarding principles and to take any concerns seriously.

2. Scope

This policy applies to all employees, tutors, volunteers, and any other individuals representing or working on behalf of First Class Education during home tutoring sessions, educational enrichment days, and related activities.

3. Definitions

Safeguarding: Protecting children from abuse, harm, and neglect, ensuring their well-being.

Child Abuse: Any act (or failure to act) which causes harm or risk of harm to a child. This includes physical, emotional, sexual abuse, and neglect.

Vulnerable Child: Any child who may be at risk of abuse or neglect due to their circumstances.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL):

Acts as the primary point of contact for any safeguarding concerns.

Coordinates investigations, liaises with external agencies, and ensures prompt action.

Louise Edwards, Business owner, 60 Cherry Garden Road, Great Waltham, Essex, CM3 1DJ.

All Staff, Tutors, and Volunteers:

Must be vigilant and proactive in recognizing and reporting any concerns.

Ensure that interactions with children remain professional and appropriate at all times.

Follow the reporting procedures outlined in this policy without delay.

5. Recruitment and Training

Recruitment:

All staff and volunteers are subject to thorough background screening (e.g., DBS checks or local equivalent) before engagement.

Recruitment practices ensure that only individuals who demonstrate a commitment to safeguarding are employed.

Training:

Regular safeguarding training will be provided and refreshed annually.

Training covers identifying signs of abuse, proper conduct with children, and the correct procedures for reporting concerns.

6. Code of Conduct (for all staff and volunteers)

Always maintain professional boundaries with children.

Use appropriate language and behaviour in all interactions, ensuring the child feels safe and respected.

Physical contact, if necessary for support or guidance, must be appropriate, with clear consent and documented where applicable.

Avoid any situations that may be misinterpreted as inappropriate or that compromise the child's safety.

7. Reporting and Responding to Concerns

Immediate Action:

If a child is in immediate danger or harm is suspected, contact emergency services immediately (e.g., 999 or your local emergency number).

Internal Reporting:

Any safeguarding concerns should be reported immediately to the DSL via:

Email: info@firstedu.co.uk, header any email as :Safeguarding concern.

Phone: 07791495298

A written record of the concern should be maintained, including details such as date, time, nature of concern, and any steps already taken.

Investigation:

The DSL will assess the concern promptly, initiating an investigation if necessary.

All reports will be treated confidentially and handled in line with our commitment to the child's welfare.

Follow-Up:

After the investigation, a response outlining the outcome and any remedial actions will be provided to the concerned party as appropriate.

8. Managing Allegations Against Staff

Any allegations made against a staff member, tutor, or volunteer will be treated with the utmost seriousness.

A formal investigation will be conducted, ensuring fairness and confidentiality throughout the process.

During investigations, necessary measures will be taken to protect all parties, including temporary removal of the individual if required.

9. Safe Environment and Risk Management

All locations used for tutoring and enrichment activities will be regularly assessed for safety hazards.

Risk assessments will be documented, and appropriate safety measures implemented to prevent incidents.

Supervision ratios will be maintained to ensure every child is adequately supervised.

10. Confidentiality and Record-Keeping

All safeguarding records and reports will be kept securely, with access limited to authorised personnel only.

Information is shared only on a need-to-know basis and in accordance with data protection laws.

Any disclosure of personal data will be handled sensitively and lawfully.

11. External Agencies and Support

The DSL will liaise with local child protection services, law enforcement, or other relevant agencies if a concern cannot be managed internally.

Contact details for external safeguarding agencies are known to staff and will be used whenever necessary to ensure a child's safety.

12. Policy Review

This policy will be reviewed annually or following any significant safeguarding incident to ensure its effectiveness and compliance with current legislation and best practices.

Amendments will be communicated promptly to all staff, volunteers, and stakeholders.

13. Communication and Implementation

All staff, tutors, and volunteers will receive a copy of this safeguarding policy upon joining and will be required to confirm their understanding and commitment to its principles.

The policy is available for parents, guardians, and children upon request, promoting transparency and trust in our safeguarding practices.

Effective Date: 01/01/2025

Review Date: "Annually"

Review Date: 25.10.26

By adhering to this safeguarding policy, First Class Education reinforces its commitment to protecting every child in our care, ensuring that they have a safe, positive, and enriching experience.