



Top Class Tuition

Aspirantes ad excellentiam

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Child Protection/Safeguarding Policy

Top Class Tuition fundamentally believes that every child has the right to feel safe and be protected in every possible way by senior members of society. It maintains that every child is a valued individual and an important member of the community in which (s)he lives.

Top Class Tuition provides a forum to arrange one-to-one and class-based academic tuition to people of all ages.

As such, we assert that every member of our team has an ingrained duty to take measures to protect children from harm, be it physical, emotional or other.

- We commit ourselves, as far as we are able, to nurture, safeguard and protect all children that come under our tutelage in any capacity.
- We undertake that we will provide a safe and comfortable environment for children at any and all of our external venues. This is where classes are held by *Top Class Tuition* at venues that do not include the pupil's home.
- We recognise that, in the private environ of the home, safeguarding is the responsibility of the parent/guardian and the tutor. However, we pledge to liaise fully with them should a situation arise wherein a child's safety is compromised.
- We fully comprehend the specific needs of and potential barriers to those children from minority ethnic groups, with learning difficulties and who are disabled and take account of this in our teaching style and the advice we provide.
- We assert that we will exercise all due care and discrimination in the selection, training and appointment of teachers working with children and/or vulnerable adults, not least in ensuring that all those appointed for classes and courses have provided evidence of Disclosure and Barring Service clearance to work with children and young and vulnerable people. (Those sessions which are arranged between Student / Pupil and Tutor

remain the responsibility of the Student / Pupil and/or parent / guardian. The Tutors are not employed by us but by the Student / Pupil or parent / guardian and as such we are not able to take responsibility for them.)

- We decree that we will, without delay, make any necessary and appropriate referrals to the Independent Safeguarding Authority and that we will respond with immediacy to any claims, concerns or allegations that a child is at risk of being harmed; in so doing we will co-operate fully with the police and social care services and support their investigations.
- We will challenge any abuses of power by members of our team.
- We will liaise with the appropriate bodies to provide pastoral care to anyone who has suffered abuse.
- We will make any relevant referrals to the proper authorities regarding any applicant or team member whom we believe to pose a risk to children.
- We strive to work in full accordance with United Kingdom laws and practices related to safeguarding and child protection.

This policy is adopted as of 28th November, 2014. Copies are available upon request. This policy will be reviewed regularly.

Signed:



Matthew Shelley

Safeguarding Officer (also incumbent in the same position as part of St. Matthew's Parochial Church Council, Bethnal Green)