



Safeguarding Policy

Effective Date: October 2024

1. Introduction

[Third Space Education] ("Company", "we", "our", "us") is committed to safeguarding and promoting the welfare of children and young people who engage with our services. This Safeguarding Policy outlines our responsibilities and the procedures we follow to ensure the safety and well-being of all our students. This policy is in accordance with the Children Act 1989 and 2004, the Education Act 2002, and Keeping Children Safe in Education 2023.

2. Scope

This policy applies to all employees, tutors, volunteers, and any other individuals working on behalf of Third Space Education. It covers all activities and interactions involving children and young people under the age of 18.

3. Definitions

Child: Any person under the age of 18.

Safeguarding: Protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

Abuse: A form of maltreatment of a child, which can be physical, emotional, sexual, or neglect.

4. Roles and Responsibilities

4.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Overseeing the implementation of the safeguarding policy and procedures
- Acting as the main point of contact for safeguarding concerns
- Providing support and training to staff and tutors on safeguarding issues
- Liaising with local authorities and other agencies as needed

4.2 Staff and Tutors



All staff and tutors are responsible for:

- Being aware of and following this safeguarding policy
- Attending safeguarding training and updates as required
- Reporting any concerns about a child's welfare to the DSL immediately
- Maintaining appropriate boundaries and professional conduct at all times

5. Training and Awareness

All staff and tutors will receive safeguarding training during their induction and regular updates thereafter. This training will include:

- Recognizing signs of abuse and neglect
- Understanding the procedures for reporting concerns
- Promoting a safe environment for children

6. Reporting and Responding to Concerns

6.1 Recognising Concerns

Staff and tutors should be vigilant for signs of abuse and neglect, which may include:

- Unexplained injuries or bruising
- Changes in behaviour or mood
- Fear of certain individuals or situations
- Neglect of personal hygiene or appearance

6.2 Reporting Concerns

Any concerns about a child's welfare should be reported to the DSL immediately.

6.3 Responding to Concerns

The DSL will:

- Assess the information and determine the appropriate course of action
- Record the concern and any subsequent actions taken
- Refer the matter to the appropriate authorities if necessary, such as children's social care or the police

7. Safe Recruitment

We are committed to safe recruitment practices to ensure that all individuals working with children are suitable and do not pose any risk. This includes:

- Conducting thorough background checks, including DBS checks, on all staff and tutors
- Verifying professional references and qualifications



- Conducting interviews to assess suitability for the role

8. Code of Conduct

All staff and tutors must adhere to the following code of conduct:

- Maintain professional boundaries at all times
- Avoid physical contact with students, except in situations where it is necessary for the child's safety
- Use appropriate language and behaviour
- Never share personal contact details or engage in social media interactions with students
- Report any breaches of this code of conduct to the DSL immediately

9. Online Safety

We recognize the importance of safeguarding children in online environments. To this end:

- Tutors will use secure, approved platforms for online tutoring sessions
- Staff and tutors will receive training on online safety and best practices
- Parents will be provided with guidelines on ensuring their child's online safety during tutoring sessions

10. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation or guidance. The review will consider any changes in our operations or feedback from staff, tutors, and stakeholders.

11. Contact Information

Designated Safeguarding Lead:

Name: Sarah Williamson

Email: hello@thirdspaceeducation.co.uk

Phone: 07969 059866

By adhering to this policy, we aim to create a safe and supportive environment for all children and young people engaged with our services.