

Title



Caption

Education With Lauren

Safeguarding & Child Protection Policy

Organisation: Education With Lauren

Owner/Lead Practitioner: Lauren Robson

Role: Advanced DSL Lead & Safeguarding Trainer

Kent County Council Supplier Number: 331533

1. Safeguarding Statement

Education With Lauren is fully committed to safeguarding and promoting the welfare, health and wellbeing of all children and young people accessing educational services.

Every child has the right to feel safe, protected, valued and listened to regardless of age, disability, gender, ethnicity, religion, identity or background.

At Education With Lauren, safeguarding is viewed as everyone's responsibility. All educational provision, tutoring, assessment work and home education support is delivered within a child-centred safeguarding framework which prioritises emotional wellbeing, physical safety, dignity and the prevention of harm.

This policy applies to:

- One-to-one tutoring
- Home education provision
- Educational assessments
- SEND support services
- Online educational sessions
- Off-site educational support

- Face-to-face educational provision
 - All staff, volunteers or professionals working under Education With Lauren
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2. Legal Framework

This policy is written in accordance with:

- Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - The Children Act 1989 and 2004
 - Education Act 2002
 - Safeguarding Vulnerable Groups Act 2006
 - Equality Act 2010
 - GDPR and Data Protection Act 2018
 - Prevent Duty Guidance
 - Kent Safeguarding Children Multi-Agency Partnership procedures
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3. Designated Safeguarding Lead (DSL)

DSL Name: Lauren Robson

Role: Advanced DSL Lead & Safeguarding Trainer

The Designated Safeguarding Lead is responsible for:

- Managing safeguarding concerns
- Recording safeguarding disclosures
- Liaising with external agencies
- Referring concerns to Children's Services where appropriate
- Maintaining safeguarding records securely
- Ensuring all safeguarding training remains current
- Managing safer recruitment expectations where applicable
- Ensuring safeguarding procedures are followed consistently

In the event of immediate danger or emergency:

- Call 999

- Contact Kent Children's Services
 - Contact Local Authority Designated Officer (LADO) if required
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4. Types of Abuse

Education With Lauren recognises the following categories of abuse:

Physical Abuse

Physical harm caused deliberately to a child.

Emotional Abuse

Persistent emotional maltreatment affecting emotional development, confidence or wellbeing.

Sexual Abuse

Forcing or encouraging a child to take part in sexual activities.

Neglect

Failure to meet a child's basic physical and emotional needs.

Additional Safeguarding Concerns

Including but not limited to:

- Child exploitation
- County lines
- Online abuse
- Grooming
- Radicalisation
- Domestic abuse
- Female genital mutilation (FGM)
- Honour-based abuse
- Mental health concerns
- Peer-on-peer abuse
- Bullying

- Self-harm
 - Attendance concerns
 - Emotional Based School Avoidance (EBSA)
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5. Recognising Safeguarding Concerns

Possible indicators may include:

- Sudden behavioural changes
- Withdrawal or anxiety
- Unexplained injuries
- Poor hygiene
- Fearful presentation
- Sexualised behaviour
- Persistent tiredness
- Changes in eating habits
- Emotional dysregulation
- Disclosure from child
- Poor attendance or avoidance
- Regression in behaviour or learning

Concerns will always be taken seriously and never ignored.

6. Responding to a Disclosure

If a child makes a disclosure:

- Stay calm and listen carefully
- Do not promise confidentiality
- Reassure the child they were right to speak
- Avoid leading questions
- Record information factually
- Report concerns immediately to the DSL
- Contact appropriate agencies if required

Written records must include:

- Date
 - Time
 - Exact words used where possible
 - Observations
 - Actions taken
 - Signature
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7. Online Safety

Education With Lauren recognises the importance of safeguarding children online.

Measures include:

- Professional communication only
- Sessions delivered in appropriate environments
- Appropriate use of technology
- Secure password protection
- GDPR-compliant record storage
- Appropriate parent awareness for online sessions
- No private social media contact with pupils

All online tutoring sessions should remain professional, transparent and educationally focused.

8. Safer Working Practice

All adults working under Education With Lauren are expected to:

- Maintain professional boundaries
- Prioritise safeguarding at all times
- Use professional language and conduct
- Avoid inappropriate relationships with pupils or families
- Maintain confidentiality
- Follow safeguarding procedures

- Use professional communication methods only
- Avoid personal social media contact with pupils
- Dress appropriately for educational provision
- Report safeguarding concerns immediately

Failure to follow professional expectations may result in removal from provision.

2. ONLINE SAFETY & REMOTE LEARNING POLICY

Purpose

Education With Lauren recognises the importance of safeguarding children online and maintaining professional standards during remote learning.

Expectations

- Secure online platforms must be used
- Parents should remain aware of online sessions
- Sessions must remain educationally focused
- Tutors must use professional accounts only
- Appropriate backgrounds and environments must be maintained
- Sessions should never be conducted in bedrooms where possible
- No inappropriate recording or screenshots permitted

Online Safety Risks

Potential online risks include:

- Cyberbullying
- Grooming
- Exposure to harmful content
- Inappropriate communication
- Online exploitation

Any safeguarding concerns arising online will be managed in line with safeguarding procedures.

3. SAFER RECRUITMENT POLICY

Education With Lauren is committed to safer recruitment practices.

All adults working with children must provide:

- Enhanced DBS certification
- Identity verification
- Qualification evidence
- Professional references
- Safeguarding training evidence
- Right to work documentation

A Single Central Record should be maintained where staff are employed.

4. LOW-LEVEL CONCERNS POLICY

Education With Lauren recognises the importance of recording and responding to low-level concerns.

Low-level concerns may include:

- Boundary concerns
- Inappropriate language
- Over-familiarity
- Unprofessional conduct
- Inappropriate communication

All concerns should be recorded factually and reviewed appropriately.

5. WHISTLEBLOWING POLICY

All adults working under Education With Lauren have a duty to report unsafe practice.

Concerns may relate to:

- Safeguarding failures
- Unsafe behaviour
- Professional misconduct
- Poor practice

Concerns should be reported immediately to the DSL or relevant external agencies where appropriate.

6. BEHAVIOUR & REGULATION POLICY

Education With Lauren promotes relational, trauma-informed and SEND-aware approaches to behaviour.

Behaviour is viewed as communication.

Approaches include:

- Positive reinforcement
- Emotional regulation support
- Predictable routines
- Calm communication
- De-escalation strategies
- Sensory-aware practice

Physical intervention should only ever be used where there is immediate risk of harm.

7. GDPR & DATA PROTECTION POLICY

Education With Lauren is committed to protecting personal information securely.

Information stored may include:

- Parent contact details
- Educational reports
- Medical information

- Safeguarding records
- Assessment data

All records will:

- Be securely stored
 - Remain GDPR compliant
 - Be shared only where necessary
 - Be password protected where digital
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8. SEND & INCLUSION POLICY

Education With Lauren is committed to inclusive educational practice.

Support may include:

- Neurodivergent-informed teaching
- Differentiation
- Emotional regulation support
- Adaptive teaching strategies
- Sensory considerations
- EHCP awareness

All pupils should feel safe, valued and supported.

9. HEALTH & SAFETY POLICY

Education With Lauren is committed to maintaining safe educational environments.

Risk assessments should consider:

- Lone working
- Fire safety
- Medical needs
- Online safety
- Off-site provision
- Home-based provision

Any accidents or incidents must be recorded appropriately.

10. COMPLAINTS POLICY

Education With Lauren aims to resolve concerns professionally and fairly.

Complaints should:

- Be raised respectfully
- Be investigated fairly
- Be responded to promptly
- Be recorded securely

Safeguarding concerns should follow safeguarding procedures immediately.

11. SAFEGUARDING CONCERN FORM

Date:

Child Name:

Concern Reported By:

Nature of Concern:

Exact Words Used:

Actions Taken:

Signature:

12. BEHAVIOUR INCIDENT FORM

Date:

Child Name:

Incident Description:

Triggers Identified:

Actions Taken:

Outcome:

Staff Signature:

13. ACCIDENT FORM

Date:

Child Name:

Nature of Injury:

First Aid Given:

Parent Contacted:

Signature:

14. BODY MAP TEMPLATE

Body map diagrams should be attached for recording visible injuries or safeguarding concerns.

Include:

- Date
 - Child name
 - Description of marks/injuries
 - Location of injury
 - Exact disclosure where applicable
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15. TUTOR INDUCTION CHECKLIST

- DBS Checked
 - Safeguarding Policy Read
 - KCSIE Read
 - Online Safety Reviewed
 - Emergency Procedures Reviewed
 - Code of Conduct Signed
 - Qualifications Verified
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16. PARENT REGISTRATION FORM

Child Name:

DOB:

School:

Parent Contact:

Medical Needs:

Diagnoses:

Emergency Contact:

Consent Signatures:

17. MEDICAL INFORMATION FORM

Medical Conditions:

Medication:

Allergies:

Emergency Procedures:

GP Details:

18. EMERGENCY CONTACT FORM

Primary Contact:

Secondary Contact:

Relationship to Child:

Telephone Numbers:

19. ONLINE LEARNING CONSENT FORM

I consent for my child to participate in online educational sessions delivered by Education With Lauren.

Parent Signature:

Date:

20. PHOTOGRAPHY CONSENT FORM

I consent / do not consent to photographs being used for educational purposes.

Parent Signature:

Date:

21. SESSION NOTES TEMPLATE

Date:

Learning Focus:

Strengths:

Areas for Development:

Behaviour/Regulation Notes:

Next Steps:

22. ATTENDANCE TRACKER TEMPLATE

Date | Child Name | Time In | Time Out | Notes

23. RISK ASSESSMENT TEMPLATE

Activity:

Potential Risk:

Control Measures:

Level of Risk:

Reviewed By:

24. CPOMS-STYLE SAFEGUARDING LOG TEMPLATE

Date:

Child Name:

Concern:

Action Taken:

Agencies Contacted:

Outcome:

DSL Signature:

FINAL NOTE

All documentation should be:

- Reviewed regularly
- Stored securely
- Signed and dated where appropriate
- Shared appropriately with parents and professionals
- Updated in line with KCSIE and Kent safeguarding guidance

Robust safeguarding and compliance systems protect children, families and professional practice. Education With Lauren are expected to:

- Maintain professional boundaries
- Avoid inappropriate physical contact
- Avoid personal relationships with pupils
- Use professional communication methods only
- Maintain confidentiality
- Report safeguarding concerns immediately
- Hold valid DBS certification
- Follow safeguarding procedures consistently

Lone working risk assessments should always be considered.

9. SEND & Safeguarding

Education With Lauren recognises that children with SEND may:

- Be more vulnerable to abuse
- Have communication difficulties
- Struggle to disclose concerns
- Present behaviours linked to trauma or unmet need
- Experience increased emotional vulnerability

Safeguarding approaches will therefore always consider the child's communication profile, developmental level and additional needs.

10. Behaviour & Physical Intervention

Education With Lauren promotes positive relational behaviour support.

Physical intervention should never be used unless:

- A child is at immediate risk of harm
- Others are at immediate risk of harm
- It is proportionate, reasonable and necessary

Any incidents must be recorded immediately.

11. Confidentiality & Data Protection

Safeguarding information will be:

- Stored securely
- Shared only on a need-to-know basis
- Managed in line with GDPR regulations
- Retained appropriately

Education With Lauren recognises that safeguarding concerns override normal confidentiality where a child may be at risk of harm.

12. Complaints Procedure

Any safeguarding concerns or complaints regarding professional conduct should be reported directly to the DSL.

Where concerns relate to the DSL, referrals may be made directly to:

- Kent Children's Services

- Kent LADO
 - Police
 - NSPCC
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13. Policy Review

This policy will be reviewed annually or sooner if safeguarding legislation or guidance changes.

REQUIRED SAFEGUARDING & COMPLIANCE DOCUMENTS

The following documents should be held securely within your business safeguarding file.

Essential Safeguarding Documents

1. Safeguarding & Child Protection Policy

Main safeguarding policy outlining procedures and responsibilities.

2. Code of Conduct Policy

Professional expectations and staff conduct.

3. Behaviour Policy

How behaviour and emotional dysregulation are managed.

4. Online Safety Policy

Procedures for online tutoring and digital safeguarding.

5. Health & Safety Policy

Risk management procedures.

6. Risk Assessments

Including:

- Lone working
- Home-based provision
- Online learning
- Off-site visits
- Fire safety

7. Safer Recruitment Policy

If employing tutors or additional staff.

8. Whistleblowing Policy

How concerns regarding adults are reported.

9. GDPR & Privacy Policy

How data and records are stored securely.

10. Complaints Policy

Formal complaints process.

Essential Compliance Records

DBS Certificate

Enhanced DBS certificate for all adults working with children.

Safeguarding Training Certificates

Including:

- DSL Training
- Prevent Training
- KCSIE Training
- Online Safety

First Aid Certificate

Recommended where face-to-face provision is delivered.

Insurance Documents

Including:

- Public Liability Insurance
- Professional Indemnity Insurance

Qualifications File

Copies of:

- Degree certificates
 - QTS confirmation
 - SEND qualifications
 - Safeguarding qualifications
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Pupil Documentation

For each child you should securely hold:

- Registration form
 - Parent contact details
 - Emergency contacts
 - Medical information
 - Consent forms
 - Risk information
 - EHCP documents (if applicable)
 - Assessment reports
 - Safeguarding records
 - Session notes
 - Attendance records
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Recommended Consent Forms

Photography Consent

Online Tuition Consent

Emergency Medical Consent

Information Sharing Consent

Collection & Drop-Off Consent

Incident Recording Templates Needed

You should maintain templates for:

- Safeguarding concern forms
 - Behaviour incidents
 - Physical intervention logs
 - Accident forms
 - Body map forms
 - CPOMS-style concern logs
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Recommended Additional Policies

- Equality & Diversity Policy
 - SEND Policy
 - Attendance Policy
 - Missing Child Procedure
 - Fire Evacuation Procedure
 - Mental Health & Wellbeing Policy
 - Low-Level Concerns Policy
 - Mobile Phone & Device Policy
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14. Child-on-Child Abuse

Education With Lauren recognises that children can abuse other children.

This may include:

- Bullying
- Physical aggression
- Sexual violence or harassment
- Emotional abuse
- Online abuse
- Harmful sexual behaviour
- Coercion
- Peer exploitation

All concerns will be taken seriously and managed using a child-centred safeguarding approach.

15. Low-Level Concerns

Education With Lauren recognises the importance of recording and responding appropriately to low-level concerns regarding adults working with children.

A low-level concern may include:

- Inappropriate language
- Boundary concerns
- Over-familiarity
- Unprofessional conduct
- Behaviour which may not meet harm thresholds but causes professional concern

All concerns will be recorded, reviewed and managed appropriately.

16. Prevent Duty & Radicalisation

Education With Lauren acknowledges its legal duty under the Prevent Duty guidance to help prevent children and young people from becoming vulnerable to radicalisation or extremist ideology.

Concerns regarding radicalisation will be reported appropriately in line with safeguarding procedures.

17. Mental Health & Safeguarding

Education With Lauren recognises that mental health concerns may be an indicator that a child is suffering or at risk of harm.

Safeguarding approaches will always consider:

- Anxiety
- Trauma
- Emotional dysregulation
- Self-harm
- Depression
- EBSA
- Emotional wellbeing

Children presenting with persistent emotional distress will be appropriately supported and referred where necessary.

18. Allegations Against Adults

Any concerns or allegations regarding adults working with children will be treated seriously.

Concerns may be referred to:

- Local Authority Designated Officer (LADO)
- Police

- Children's Services

Professional boundaries must remain clear at all times.

19. Filtering, Monitoring & Online Safety

Education With Lauren recognises the importance of online safeguarding and digital monitoring.

Online provision must:

- Use secure platforms
- Maintain professional communication
- Ensure age-appropriate online interaction
- Monitor online risks appropriately
- Maintain GDPR compliance

Online safeguarding expectations apply equally to face-to-face and remote provision.

20. Safeguarding Training Expectations

All adults working under Education With Lauren are expected to maintain up-to-date safeguarding training.

Training should include:

- KCSIE updates
 - DSL training
 - Prevent training
 - Online safety
 - SEND safeguarding vulnerability
 - Professional boundaries
 - Child protection procedures
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21. Record Keeping & Information Sharing

Safeguarding records must:

- Be factual and professional
- Be stored securely
- Be dated and signed
- Be retained appropriately
- Be shared only where necessary

Education With Lauren recognises that safeguarding concerns override normal confidentiality expectations where a child may be at risk of harm.

22. Remote Learning Safeguards

Where remote or online learning takes place:

- Sessions should remain professional
 - Appropriate backgrounds and environments should be used
 - Parents should remain aware of online provision
 - Sessions should be educationally focused
 - Professional boundaries must remain clear
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23. Whistleblowing

Education With Lauren encourages all adults to report safeguarding or professional concerns without fear of consequence.

Concerns regarding unsafe practice, conduct or safeguarding failures should always be reported immediately.

24. Single Central Record (SCR)

Where additional tutors or staff are employed, Education With Lauren should maintain a Single Central Record including:

- DBS status
 - Identity checks
 - Qualification checks
 - Safeguarding training
 - Right to work checks
 - Professional references
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ADDITIONAL POLICIES TO CREATE

1. Staff Code of Conduct Policy

Should include:

- Professional boundaries
 - Communication expectations
 - Physical contact guidance
 - Social media expectations
 - Dress code
 - Conduct outside workplace
 - Use of mobile phones
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2. Online Safety & Remote Learning Policy

Should include:

- Platform expectations
- Recording guidance
- Parent visibility
- Camera use

- Cyber safety
 - Filtering and monitoring
 - Online safeguarding risks
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3. Safer Recruitment Policy

Should include:

- DBS checks
 - Interview procedures
 - Identity checks
 - Right to work checks
 - References
 - SCR procedures
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4. Low-Level Concerns Policy

Should outline:

- Recording procedures
 - Reporting concerns
 - Professional expectations
 - Escalation procedures
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5. Whistleblowing Policy

Should include:

- Reporting unsafe practice
 - Escalation routes
 - Protection for reporters
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6. Behaviour & Regulation Policy

Should include:

- Positive behaviour support
 - De-escalation
 - Trauma-informed approaches
 - Physical intervention guidance
 - SEND-aware behaviour support
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7. GDPR & Data Protection Policy

Should include:

- Secure storage
 - Data retention
 - Consent
 - Confidentiality
 - Digital storage expectations
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8. SEND Policy

Should include:

- Neurodivergent support
 - EHCP awareness
 - Inclusion approaches
 - Differentiation expectations
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9. Health & Safety Policy

Should include:

- Fire safety

- Lone working
- Risk assessments
- First aid
- Home provision safety