

Safeguarding Policy

Tom Wicks Tutoring

Tutor / Business Name:	Tom Wicks / Tom Wicks Tutoring
Contact Email:	tomwickstutoring@gmail.com
Policy Review Date:	August 2026 (Annual Review)

1. Statement of Intent

As a lone independent tutor providing private educational services, I am committed to creating a safe, respectful, and supportive environment for all students. The welfare of the child or young person is paramount. I adhere to rigorous safeguarding practices to ensure students are protected from harm, neglect, physical or emotional abuse, and exploitation during both in-person and online sessions.

2. Vetting and Professional Standards

- **Enhanced Background Check:** I hold an up-to-date Enhanced DBS (Disclosure and Barring Service) certificate registered on the DBS Update Service and can provide proof upon request.
- **Professional Boundaries:** I maintain strictly professional relationships with all students at all times. Physical contact is avoided except in situations requiring necessary first aid.
- **Personal Data & Privacy:** All student data, contact information, and academic records are stored securely in compliance with UK GDPR / Data Protection regulations and are never shared with third parties without parental consent.

3. In-Person Tuition Protocols (Tutee's Home Only)

All in-person tuition takes place exclusively within the student's home. I do not provide tuition at my personal residence or in isolated private settings.

- **Parent/Guardian Presence:** A parent, guardian, or designated responsible adult (aged 18+) must remain in the property for the entire duration of every session.
- **Location within the Home:** Sessions must take place in a communal or open area (e.g., dining room, living room, home study) with the door left open. Bedrooms are not suitable learning environments.
- **Arrival and Departure:** I will arrive and depart promptly at the agreed session times. I will not transport students in my personal vehicle under any circumstances.

4. Online Tuition Protocols

- **Supervision:** An adult must be present in the home during online sessions and accessible to the student if needed.

- **Environment:** Both the tutor and the student must participate from an appropriate communal space (not a bedroom). Backgrounds should be neutral or blurred.
- **Dress Code:** Both tutor and student must be fully and appropriately dressed for a formal learning session.
- **Platforms & Links:** Sessions will run via secure, password-protected video platforms (e.g., Zoom, Google Meet, Microsoft Teams). Links are sent directly to the parent/guardian or via approved parental communication channels.
- **Recording:** Lessons will not be recorded by either party without explicit, advance written consent from both the parent/guardian and the tutor.

5. Communication and Social Media Boundaries

- **Direct Messaging:** All communications regarding bookings, payments, feedback, and scheduling must go directly through the parent/guardian.
- **Contacting Students:** Direct messaging (SMS, WhatsApp, email) with students under 18 will only occur with explicit written parental consent and solely for academic purposes (e.g., sending homework files).
- **Social Media:** I do not connect with, follow, or accept friend requests from current under-18 students on any personal social media accounts.

6. Procedures for Reporting Safeguarding Concerns

If a student discloses information indicating they are at risk of harm, or if I observe signs of potential abuse or neglect:

1. **Immediate Safety:** If there is immediate, life-threatening danger, I will contact emergency services (999) without delay.
2. **Duty of Care:** I cannot promise absolute confidentiality to a student if a disclosure involves their safety or the safety of others. I will explain calmly that I have a duty to pass the information to someone who can help.
3. **Record Keeping:** I will make a clear, factual, and dated written record of the observation or disclosure within 24 hours.
4. **Reporting:** Where appropriate, I will raise the concern directly with the parent/guardian. If the concern involves the parent/guardian or suggests significant harm, I will report the matter directly to the relevant Local Authority Designated Officer (LADO), the Local Children's Social Care Team, or the NSPCC Helpline (0800 800 5000).

7. Parent/Guardian Agreement

By engaging my tutoring services, parents and guardians confirm they have read, understood, and agreed to adhere to the safeguarding expectations set out in this document.