



Safeguarding Policy

Purpose and Scope

The purpose of this safeguarding policy is:

- to protect the children and young people who receive tutoring services from Rebecca Corden (West Kent Tutor), from harm;
- to respond to any allegations and/or any concerns relating to the welfare of a child or young adult for whom I provide tutoring services to;
- to state the ongoing training I will undertake to ensure that safeguarding protocols are up-to-date and understood by all.

This policy applies to anyone working on behalf of Rebecca Corden (West Kent Tutor).

This policy will be reviewed and updated on an annual basis, or before if there is a change in safeguarding protocols.

Responsibilities

Rebecca Corden (West Kent Tutor) recognises responsibility for the safety and wellbeing of your students. This responsibility includes:

- Ensuring I have a DBS check on the update service
- Ensuring that I undertake appropriate safeguarding training at least once every two years
- Endeavouring to keep up-to-date with any new information about safeguarding and child protection, and updating this policy accordingly to include any changes
- Reporting safeguarding concerns correctly, to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures for Kent. Information found here: <https://www.kscmp.org.uk/>
- For students living outside of Kent, in the event of a safeguarding concern, I will notify their Local Authority Safeguarding Lead for the appropriate county.

Reporting safeguarding concerns

See below for the process that I will follow if (a) a child tells me that they are being abused or (b) I suspect that there are safeguarding concerns for a child who I tutor.

If a student tells me that they or another child is being abused I will:

- show that I have heard what they are saying, and that I take their allegations seriously;
- encourage the child to talk, without prompting them or asking them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account;
- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe;
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child;
- record what I have been told, as soon as I can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure.

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

It is not my responsibility to attempt to investigate the situation myself.

If I have suspicions of a safeguarding or welfare concern in relation to one of my students I will:

I will contact the Safeguarding Lead for the relevant Local Authority. If I am concerned that the child is in immediate danger, I will call the police.

Useful Contact Details

To report a concern in Kent: <https://www.kscmp.org.uk/guidance/worried-about-a-child>

If the child is in immediate danger, I will call the emergency services using 999.

KSCMP Out of Hours Services 03000 41 91 91.

NSPCC Advice line 0808 800 5000 or <https://www.nspcc.org.uk/>

Training

January 2026 PREVENT Training

May 2026 Safeguarding update

September 2025 FGM Awareness