

## **Safeguarding Policy for Bright Owl Tutoring**

### **Purpose**

The purpose of this safeguarding policy is to:

- Protect children and young people using our tutoring services.
- Address any concerns or allegations regarding a child's welfare.
- Ensure ongoing safeguarding training for Ms. Catherine at Bright Owl Online Tutoring.

This policy may be updated at any time.

### **Responsibilities**

Ms. Catherine at Bright Owl Tutoring is dedicated to the safety and well-being of her students by:

- Completing an annual DBS check and participating in the update service.
- Undertaking regular safeguarding training.
- Staying informed about safeguarding and child protection information and updating the policy as necessary.

### **Reporting Concerns**

If a child reports abuse or if there are safeguarding concerns, Ms. Catherine will:

- Listen and take their allegations seriously.
- Allow the child to talk without prompting or asking leading questions.
- Let them speak without interruption.
- Avoid making the child repeat their account.
- Reassure the child that they can share their worries.
- Be honest about her inability to keep secrets if safety is at risk.
- Explain the actions that will be taken in an age-appropriate manner.
- Record the conversation as soon as possible, using the child's exact words.
- Note the date, time, place, and people present.
- Inform the police if the child is in immediate danger.

By adhering to this policy, Bright Owl Tutoring ensures a safe and supportive environment for all students.