

Safeguarding Policy for Whitemere Tutoring

Introduction

Whitemere Tutoring is committed to safeguarding and promoting the welfare of all individuals, particularly those who are vulnerable. This policy outlines our approach to safeguarding and ensuring the safety and well-being of children, young people, and vulnerable adults who are involved in our services or activities. We recognise that safeguarding is everyone's responsibility, and we are dedicated to providing an environment where individuals can thrive free from harm.

1. Purpose of the Policy

The purpose of this policy is to:

- Ensure that safeguarding practices are embedded within Whitemere Tutoring.
- Provide clear guidelines on the responsibilities of staff, volunteers, and other relevant individuals in safeguarding vulnerable people.
- Promote a culture of safety and well-being.
- Prevent abuse, neglect, or harm to any individual in our care.

2. Scope

This policy applies to all staff, volunteers, contractors, and anyone working on behalf of Whitemere Tutoring, including partners, suppliers, and any other individuals who come into contact with vulnerable people during the course of their work.

3. Safeguarding Principles

We are committed to the following principles:

- **The welfare of the individual is paramount.**
All decisions and actions should be taken with the primary consideration of the individual's safety, welfare, and well-being.
- **We will act in the best interest of individuals.**
We will ensure that vulnerable individuals receive the protection they need and their voices are heard.

- **Confidentiality and sharing of information.**

We will maintain confidentiality as appropriate but recognise that in cases of safeguarding concerns, information must be shared with relevant authorities.

- **Prevention of harm.**

We will take steps to prevent abuse and neglect, and where concerns arise, they will be addressed promptly and appropriately.

- **Zero tolerance to abuse.**

We have a zero-tolerance approach to any form of abuse, neglect, or exploitation.

4. Definitions of Abuse

Abuse can take many forms, including but not limited to:

- **Physical abuse** – the intentional use of force against someone.
- **Sexual abuse** – any form of sexual activity without consent, or exploitation.
- **Emotional or psychological abuse** – the use of manipulation, threats, or intimidation to harm someone.
- **Neglect** – the failure to provide for a person's basic needs, including food, shelter, and medical care.
- **Financial abuse** – the exploitation of a person's resources for personal gain.
- **Discriminatory abuse** – abuse based on race, gender, age, disability, sexual orientation, or other factors.

5. Responsibilities

All staff and volunteers have a role to play in safeguarding. Specific responsibilities include:

- **Safeguarding Lead/Designated Safeguarding Person:**

Anna Prudente-Poulton is the designated person responsible for overseeing safeguarding practices, reporting concerns, and ensuring compliance with this policy.

- **Staff and Volunteers:**

All staff and volunteers must follow the procedures outlined in this policy, attend training, and report any safeguarding concerns promptly.

6. Safeguarding Procedures

If you suspect or are concerned that an individual is at risk of harm, you should:

1. **Report concerns immediately** to the designated safeguarding lead or designated safeguarding person.
2. **Record** any observations or disclosures accurately, noting date, time, and the nature of the concern.
3. **Follow organisational protocols** for reporting and referral, which include providing support and guidance to the individual concerned.
4. **Act swiftly** in urgent cases to prevent further harm, including contacting appropriate authorities such as local safeguarding boards, police, or social services.

7. Recruitment and Training

We are committed to ensuring that our recruitment processes are safe and that all individuals who work with vulnerable people are appropriately vetted. This includes:

- **Criminal Record Checks:** All staff and volunteers who work with vulnerable individuals will undergo DBS (Disclosure and Barring Service) checks or equivalent background checks.
- **Safeguarding Training:** All staff and volunteers will receive safeguarding training appropriate to their roles. Refresher training will occur regularly.

8. Code of Conduct

All staff, volunteers, and other individuals involved in our services are expected to adhere to a code of conduct that includes:

- Treating everyone with respect, dignity, and equality.
- Maintaining professional boundaries at all times.
- Reporting any behaviour that may raise concerns regarding safeguarding.

9. Partnership Working

We will work collaboratively with statutory and voluntary organisations to safeguard individuals. This includes:

- Reporting concerns to the appropriate authorities.
- Working with other professionals (e.g., social workers, healthcare providers) to ensure the safety of the individual.

10. Monitoring and Review

This policy will be regularly reviewed and updated to ensure it reflects current legislation, best practices, and lessons learned. All safeguarding practices will be monitored to ensure effectiveness, and feedback from staff, volunteers, and individuals will be considered in reviews.

11. Contact Information

In case of a safeguarding concern, the following contact details are available:

- **Designated Safeguarding Lead:** Anna Prudente-Poulton
- **Local Authority Safeguarding Team:** Shropshire Council, 0345 678 9021
- **Emergency Services:** 999

12. Conclusion

Safeguarding is at the heart of everything we do at Whitemere Tutoring. We are committed to providing a safe and supportive environment for all individuals and will take all necessary steps to ensure their well-being is protected. This policy is part of our wider commitment to ensuring that all individuals in our care have the opportunity to live healthy, happy, and fulfilling lives, free from harm.

Signature



Anna Prudente-Poulton

Tutor

29 September 2026

