

## Safeguarding Policy

### 1. Overview

- i. We are committed to providing the highest standard of safeguarding. The safety of our users is our paramount concern.
- ii. Our policies have all been designed to ensure students and tutors work together in a safe environment.

### 2. Legislation

- i. Our policies have been developed to ensure we comply with all relevant safeguarding legislation.
- ii. This safeguarding policy should be read in conjunction with our [Terms and Conditions](#)

### 3. Aims of Policy

- i. We aim to provide the best service possible and provide a safe experience in which children can learn.
- ii. This policy aims to ensure we safeguard all users whilst they engage with our Tutors and Lessons.
- iii. This policy outlines the responsibilities of all users and it is important that they have familiarised themselves with this policy and all our current and future policies.
- iv. Alongside this policy, users must comply with the The Tutors' Association [Child Protection Policy](#), and all relevant legislation and government guidance.
- v. If any User has a concern regarding child protection, they must contact "Miniteaching" immediately.
- vi. Contravention of any of the terms contained within this policy may result in immediate removal of access to and permanent barring from our services.

### 4. Miniteaching Responsibilities

- i. Miniteaching will decide when a Tutor's profile is appropriately complete to be posted live on the Website and accessible by other Users.
- ii. Miniteaching will use legal, safer recruitment to check the identity of all Tutors.
- iii. Miniteaching do not require every Tutor to have a background check to use the Website. Miniteaching will use reasonable endeavours to check the background of Tutors on their profile page in the General Tutors Directory on their Website. Background checks will be accepted if they are an enhanced check provided by the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland. Miniteaching cannot verify any claim made by

Tutors on their Tutors Directory page. It is entirely at the User's discretion as to whether they decide to contact a tutor on these pages.

- iv. Miniteaching require new Tutors to provide two contactable referees from people who are not related to them, in which the referees confirm that they are not family and agree that their reference may be shared with Students before their profile is set live on the Website. Miniteaching are not responsible for the accuracy of, or content within, these references.
- v. Miniteaching will protect all data in accordance with all relevant legislation and our Terms and Conditions and Privacy Policy
- vi. Miniteaching will monitor all postings on the Website. Miniteaching do so to stop misuse of the Website and to ensure we safeguard all users.
- vii. Miniteaching may review any Online Lessons at any time for the purposes of improving our service or where a Complaint or Safeguarding Report has been made. Tutors will record all online lessons and hold them for review for up to 28 days after the lesson has been taught.
- viii. Miniteaching will deal with reports of possible illegal activity promptly, focusing on the safety and wellbeing of Users. Miniteaching will allow access to UK law enforcement of any recording where a criminal offence may have occurred in relation to a specific Lesson.
- ix. Miniteaching will endeavour to ensure Complaints are considered promptly and in accordance with our Terms and Conditions.
- x. Miniteaching will regularly review all policies to ensure they are best suited to safeguarding all users.

#### **5. Student Responsibilities – Aged 18 and above**

- i. Students must be at least 18 years old to book a Tutor for themselves or another learner. Learners under the age of 18 must be represented by a parent or legal guardian who gives consent for them to receive tuition. Miniteaching is not responsible for any dispute regarding parental consent.
- ii. Students must ensure that all of their personal details and contact information are accurate and up-to-date.
- iii. Students must ensure that there is no inappropriate communication between themselves, a learner they represent and the Tutor outside the Website and report any unsolicited communications from the Tutor if appropriate.
- iv. Any Student who is the parent or guardian of a Learner under the age of 18 who has a Lesson with a Tutor should not leave the child in the sole care of that Tutor. They must be available for the Learner to report any inappropriate behaviour or concerns. Learners must report any concerns to a parent or legal guardian immediately.
- v. Students must ensure the physical environment is safe.
- vi. Students must ensure that Tutors are treated with respect and are not subjected to abusive behaviour or language.
- vii. Students must ensure no improper suggestions are made to, or by, the Tutor.
- viii. Students are responsible for their own security in conjunction with our services, both online and offline.
- ix. Students must report any Complaint in line with our Terms and Conditions.

- x. Students must report any safeguarding concerns or illegal activity immediately.

## **6. Tutor Responsibilities**

- i. Tutors are not employees of Miniteaching and are solely responsible for their own actions both on and off the Website.
- ii. If Tutors contact Students who are under 18, they must ensure that these Students are represented by a parent or legal guardian who gives consent for the Student to receive tuition.
- iii. Tutors may cancel Lessons if no parent or legal guardian is present during a Lesson with a Learner who is under 18 and they or the Learner do not feel comfortable to continue.
- iv. Tutors are responsible for ensuring that the personal information they provide and their personal statements on the Website are accurate and in no way misleading. They must update this information promptly to maintain its accuracy.
- v. Tutors must immediately report to Miniteaching any defamatory, offensive or illegal material they view on our Website.
- vi. Tutors must disclose any criminal convictions or cautions they may have to Miniteaching, including any criminal convictions or cautions received at any time after having registered a tutor account on the Website and for as long as the Tutor remains registered.
- vii. Tutors must disclose any other relevant information which may lead Miniteaching to determine they are not suitable to tutor.
- viii. Tutors claiming to have a current DBS check, must be able to provide their number in order to work.
- ix. Tutors must use their own judgement about whether they wish to offer their tuition services to each individual Student.
- x. Tutors must take every precaution to ensure that they work in a safe environment and are responsible for taking out and maintaining their own insurance policies to cover the work they undertake.
- xi. Tutors must ensure that their environment does not display any inappropriate images or documents when conducting a session.
- xii. Tutors must treat students fairly and without prejudice or discrimination; whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.
- xiii. Tutors must ensure all reasonable steps are taken to protect children from harm, discrimination, and demeaning treatment and to respect their rights.
- xiv. Tutors must value students and take their contributions seriously.
- xv. Tutors must ensure they work in partnership with parents and children, essential for the protection of children.
- xvi. Tutors must ensure the language they use is appropriate and not offensive or discriminatory.
- xvii. Tutors must ensure no improper suggestions are made to, or by, the Student.
- xviii. Tutors must ensure that any contact or communication they have with the student is appropriate to their role as a Tutor and confined to the field for which they have been selected to tutor.

- xix. Tutors must ensure that there is no inappropriate communication between themselves and the Student in or outside of a lesson and report any unsolicited communications from the Student.
- xx. Tutors are responsible for their own security in conjunction with our services, both online and offline.
- xxi. Tutors must report any Complaint.
- xxii. Tutors must report any safeguarding concerns or illegal activity immediately.

## **7. Parent/Responsible adult responsibilities**

- i. The parent/responsible adult will be accountable for the selection of the tutor and make any reasonable checks to ensure the tutor is suitable for the student (including, if required, reviewing the tutor's CRB/DBS certification documentation).
- ii. The parent/responsible adult will ensure the student is fully aware of the Miniteaching's Safeguarding Policy.
- iii. The parent/responsible adult will always be responsible for the welfare of the student during the session.
- iv. The parent/responsible adult will always be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.
- v. The parent/responsible adult will be present or available during a tutor session, so any concerns encountered by the student can be reported as soon as possible, and ensure the student and tutor are behaving in an appropriate manner.
- vi. The parent/responsible adult will ensure that tutors will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language.
- vii. The parent/responsible adult will ensure that no improper suggestions are made by either the tutor or student.
- viii. The parent/responsible adult will ensure the student has no inappropriate communication with the tutor in, or outside, of tutoring sessions.
- ix. The parent/responsible adult will report any unsolicited communications between the tutor and student if appropriate.
- x. The parent/responsible adult will report any dispute with a tutor to Miniteaching, in accordance with procedures set out in this document.
- xi. The parent/responsible adult will report any inappropriate behaviour or illegal activity by a tutor in accordance with procedures set out in this document.

## **8. Reported Breach**

- i. Any Student or Tutor reported for a breach of our Safeguarding Policy will be immediately suspended from miniteaching services until the matter reported has been investigated by the appropriate authority. We will inform them of their suspension and seek guidance where required. The Student or Tutor reporting the breach may be informed of the resolution, if appropriate.
- ii. Miniteaching reserves the right to make a final decision on action taken for minor breaches of our Safeguarding Policy.

- iii. Any Student or Tutor reported for illegal activity whilst using the Minitaching Website may be barred from the service, reported to the police and any other relevant organisations.

#### **9. Updating our Policies and Procedures**

- i. This Safeguarding Policy and our Procedures will be reviewed by Minitaching on a regular basis to ensure it is adequate and relevant to safeguarding standards.