Home Tuition – Safeguarding and Child Protection Policy | TCC

Introduction

At the **Training & Computing Consultants (TCC)**, we provide home tuition as one of our many services. When doing so, our highest priority is the safety and well-being of all persons receiving such tuition. This **Safeguarding Policy** outlines the measures we take to 1) protect tutees and tutors from harm; 2) ensure that a secure learning environment prevails and 3) promote a culture of respect, professionalism and transparency.

1) **Purpose of Our Safeguarding Policy**

Our home tuition safeguarding policy is designed to:

    a) Protect tutees, as well as tutors from abuse, neglect, or harm during tuition sessions.

    b) Ensure a clear framework for identifying and addressing child protection concerns.

    c) Promote professional conduct**,** clear boundaries and a safe environment for learning.

2) **Scope of This Safeguarding Policy**

This policy applies to all home tuition services offered by TCC, whether conducted:

- In the tutee's home.
- At another designated location approved by the parent or guardian.
- During online tutoring sessions, where relevant.

3) **Key Definitions**

    a) **Child**: Any person under the age of 18.

    b) **Tutee**: Any person being instructed by a tutor.

    c) **Abuse**: Any form of physical, emotional, or sexual conduct that results in actual or potential harm.

4) **Principles**

    a) **Best Interests of the tutee:** The welfare of the tutee is paramount.

    b) **Zero Tolerance:** Any form of abuse, harm, or inappropriate behaviour is not tolerated.

    c) **Confidentiality:** Information regarding tutees and their families will be handled sensitively and shared only when necessary to protect the child.

Code of Conduct for Tutors

All TCC tutors adhere to a strict code of conduct to create a safe and respectful environment:

1) **Professionalism and Respect:**

    a) Maintain a caring and professional relationship with children and their families.

    b) Tutors must conduct themselves using appropriate language and behaviour at all times.

2) **Transparency and Accountability:**

    a) Deliver lessons in visible, open spaces—preferably in areas where parents or guardians can observe.

    b) Avoid private or secluded settings.

3) **No Physical Contact:**

    a) Refrain from physical contact with tutees unless necessary (e.g., preventing harm).

    b) Respect personal boundaries at all times.

4) **Safe Digital Interactions:**

    a) For online tuition, use secure platforms and maintain professional communication.

    b) Ensure parents or guardians are aware of virtual lesson times and content.

5) **Safeguarding Measures:**

    a) **Background Checks:** We will ensure that DBS checks are carried out on all TCC tutors and will provide evidence of such when requested.

    b) **Training:** We stay informed about child protection principles and best practices.

    c) **Parental Presence:** Parents or guardians are encouraged to remain nearby during sessions, especially for younger children.

    d) **Environment:** Tuition will take place in a safe, well-lit and comfortable environment.

6) **Responding to Concerns:**

    If TCC tutors have any concerns regarding the safety or welfare of a child, they will:

    a) Document the concern in detail, including dates, times and any observations.

    b) Discuss the concern with the parent or guardian, unless this may place the child at further risk.

    c) Report the concern to appropriate authorities if there is evidence of abuse or neglect, in line with local legal requirements.

7) Communication with Parents/Guardians:

We will maintain open and honest communication with parents or guardians, ensuring they are aware of the child's progress and any concerns that may arise.

8) Review and Updates:

This policy will be reviewed annually, or as needed to ensure it remains current and effective. Updates will reflect changes in legal requirements or best practices in child protection.