

Safeguarding Training & Induction Policy

Policy Owner: Joe Robinson (Designated Safeguarding Lead)

Applies to: All tutors, staff, contractors and associates

Delivery model: Online 1-to-1 and small-group tuition

Review cycle: Annually or following safeguarding updates

Next review date: February 2027

1. Purpose

Robinson Tuition is committed to protecting personal data and complying with UK GDPR and data protection legislation.

This policy sets out the procedure to follow in the event of a data breach.

2. What Is a Data Breach?

A data breach includes any incident resulting in:

- Loss of personal data
- Unauthorised access to personal data
- Accidental disclosure of personal data
- Data being sent to the wrong recipient
- Loss or theft of devices containing personal data

Personal data may include:

- Student names and contact details
 - Parent contact details
 - Safeguarding records
 - Tutor records
 - Session information
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3. Immediate Actions

If a data breach is suspected or confirmed:

1. The individual must report it immediately to the DSL at:
joe@robinsontuition.com
2. Steps must be taken to:
 - Contain the breach
 - Recover data where possible
 - Prevent further unauthorised access

No attempt should be made to conceal a breach.

4. Assessment of Risk

The DSL will assess:

- The type of data involved
 - The sensitivity of the data
 - The number of individuals affected
 - The potential risk to individuals
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5. Reporting to the ICO

Where required under UK GDPR:

- The Information Commissioner's Office (ICO) will be notified within 72 hours of awareness of the breach.

Affected individuals will be informed where there is a high risk to their rights and freedoms.

6. Record Keeping

All data breaches, regardless of severity, will be:

- Logged
- Dated
- Reviewed
- Stored securely

This log will include actions taken and lessons learned.

7. Prevention

Robinson Tuition minimises data breach risk by:

- Restricting access to sensitive information
- Using secure platforms
- Limiting data storage on personal devices
- Providing data protection guidance to tutors