

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 of this Policy

Robinson Tuition is committed to safeguarding and promoting the welfare of children.

This policy sets out:

- The safeguarding training requirements for adults working with children
- The induction process for new tutors and staff
- How training requirements are applied proportionately based on the nature of provision delivered

The policy ensures that all adults working on behalf of Robinson Tuition:

- Understand their safeguarding responsibilities
- Know how to recognise and report concerns
- Maintain professional boundaries
- Deliver online tuition safely and appropriately

This policy is aligned with:

- **Keeping Children Safe in Education (latest version)**
 - **Working Together to Safeguard Children**
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2. Scope

This policy applies to:

- All tutors, staff, contractors and associates engaged by Robinson Tuition
 - All provision delivered to students under the age of 18
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3. Proportionate Training Model

Robinson Tuition applies safeguarding training requirements **proportionately**, based on the context and nature of the provision delivered.

Tutors are categorised as follows:

Category A – School-Facing Tutors

Tutors delivering:

- School-commissioned tuition
- Local-authority-referred provision
- Looked After Children (LAC)

- Alternative Provision (AP)
 - Intervention programmes commissioned by schools or MATs
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Category B – Private-Only Tutors

Tutors delivering:

- Tuition commissioned directly by parents or carers
 - No school, MAT or local authority involvement
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4. Safeguarding Training Requirements

4.1 Category A – School-Facing Tutors

Tutors delivering school-commissioned provision are required to complete:

- Safeguarding awareness training aligned with **Keeping Children Safe in Education**
- Prevent awareness training
- Online safety awareness training relevant to remote tuition

Training must be:

- Completed as part of induction
- Refreshed regularly (normally annually)

Evidence of completion is recorded by Robinson Tuition.

4.2 Category B – Private-Only Tutors

Tutors delivering private-only tuition are required to:

- Complete safeguarding induction provided by Robinson Tuition
- Receive guidance on safeguarding expectations and professional boundaries
- Be familiar with Robinson Tuition safeguarding policies and procedures

Formal safeguarding certification is **strongly encouraged** but not mandatory for private-only tutors unless their role changes.

5. Designated Safeguarding Lead (DSL) Training

The Designated Safeguarding Lead:

- Completes advanced safeguarding training appropriate to the DSL role
 - Undertakes regular safeguarding updates in line with statutory guidance
 - Maintains up-to-date knowledge of safeguarding legislation and best practice
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6. Induction Process

All tutors and staff must complete safeguarding induction before delivering tuition.

Induction includes:

- Introduction to Robinson Tuition safeguarding policies
- Reporting procedures and DSL contact details
- Code of Conduct and professional boundaries
- Online safety expectations
- Low-level concerns and whistleblowing arrangements

Induction completion is recorded.

7. Ongoing Awareness and Updates

Robinson Tuition ensures that:

- Safeguarding expectations are reinforced regularly
 - Updates to statutory guidance are communicated to relevant tutors
 - Additional training is provided where safeguarding risks are identified
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8. Training Records and Evidence

Robinson Tuition maintains:

- A safeguarding training log
- Records of training completion and renewal dates
- Evidence of DSL training and updates

Records are:

- Stored securely
 - Managed in line with data protection requirements
 - Available for audit by schools or local authorities upon request
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9. Monitoring and Review

The Designated Safeguarding Lead:

- Monitors compliance with training requirements
 - Reviews training needs regularly
 - Updates this policy in line with statutory guidance
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10. Review of Policy

This policy is reviewed:

- Annually

- Following updates to safeguarding legislation or guidance
- Following any significant safeguarding incident