

Safeguarding Policy

Introduction

Griffin Teaching is committed to providing a safe and supportive environment for all students and staff. This safeguarding policy outlines the procedures and measures we have in place to protect the welfare and well-being of our students. It covers areas including:

1. Safeguarding procedures
2. Data protection
3. Risk assessments
4. Background checks
5. Staff code of conduct
6. Staff support
7. Up to date record keeping (on medical and educational needs)
8. Review and Communication

1. Safeguarding procedures

1.1 Designated Safeguarding Lead (DSL)

We have an appointed Designated Safeguarding Lead (DSL) responsible for overseeing all safeguarding matters and acting as the main point of contact for all students, staff, and external agencies regarding safeguarding concerns.

1.2 Reporting Concerns

Any member of staff who has concerns about a student welfare or suspects or is aware of abuse must report it immediately to the DSL. Concerns may be raised verbally or through written report to the DSL.

1.3 Responding to concerns

The DSL will assess and evaluate all safeguarding concerns promptly. If necessary, they will take appropriate action, which may involve external agencies such as social services or the police, following local safeguarding procedures.

2. Data protection

2.1 Confidentiality and Data Security

We will handle all personal data in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018)¹. Personal information will be stored securely, accessible only to authorized personnel, and used solely for legitimate purposes related to the provision of Griffin Teaching services.

2.2 Consent

We will obtain appropriate consent before parents/guardians before collecting personal data of students. Parents/ guardians will be informed about the types of data collected, purposes of the data, and their rights regarding their child's data.

3. Risk Assessments

Griffin Teaching will conduct risk assessments of the premises, equipment, and activities to identify potential hazards. Measures will be implemented to minimise risk and any significant risks will be addressed promptly. Risk assessments will be reviewed and updated as necessary.

4. Background checks (DSB checks)

All tutors and staff working directly with students will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check or a Criminal Records Bureau (CRB) check, in compliance with legal requirements and safe recruitment practises.

5. Staff code of conduct

5.1 Professional Behaviour

All staff members must maintain high standards of professionalism, ensuring their behaviour and interactions with students are appropriate, respectful, and supportive. All staff must adhere to the company's code of conduct and follow professional boundaries.

5.2 Reporting Misconduct

Staff members are obligated to report any concerns or suspicions of misconduct, abuse, or breaches of the safeguarding policy immediately to the DSL.

¹ <https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20implementation%20of,used%20fairly%2C%20lawfully%20and%20transparently>

6. Staff support

All Staff Members will read and sign our safeguarding agreement to ensure staff members are knowledgeable and confident of the process and support in place.

7. Record keeping (Medical and Education Needs records)

We will maintain accurate and up-to-date records of student's medical conditions, allergies, and educational needs. This information will be securely stored and shared only with relevant staff members on a need-to-know basis to ensure the safety and well-being of students.

8. Review and communication

This safeguarding policy will be reviewed annually (or as necessary) to ensure it remains up to date and aligned with current legal requirements and best practices. This policy will be communicated to all staff members, parents/ guardians ensuring they are aware of their rights and responsibilities.

By implementing this safeguarding policy, we aim to create a safe and secure environment where all students can thrive, learn, and achieve.