



Rooted Tuition Safeguarding Policy

Business Name: Rooted Tuition

Policy Owner: Johanna Eardley

Policy Version: 1.0

Effective Date: 6th July 2026

Review Date: 5th July 2027

1. Statement of Commitment

Rooted Tuition is committed to providing a safe, positive and supportive online learning environment where every child feels respected, valued and protected from harm.

The welfare of every child is my highest priority. Although tutoring takes place exclusively online, I recognise that safeguarding responsibilities remain the same as in face-to-face education.

This policy explains how safeguarding is promoted during online tuition and how any concerns about a child's welfare will be managed.

2. Scope

This policy applies to:

- all online tuition sessions delivered by Rooted Tuition;
- all pupils receiving tuition;
- parents and carers;
- all communication relating to tuition.

All lessons are delivered remotely. Rooted Tuition does not provide face-to-face tuition.



3. Safeguarding Principles

Rooted Tuition aims to:

- provide a safe online learning environment;
- promote children's wellbeing;
- treat every child with dignity and respect;
- recognise signs that a child may be at risk of harm;
- respond appropriately to safeguarding concerns;
- work with parents and relevant agencies where necessary;
- maintain appropriate professional boundaries at all times.

4. Safer Recruitment

The tutor will:

- maintain an enhanced DBS certificate where appropriate;
- keep professional knowledge and safeguarding awareness up to date;
- comply with relevant safeguarding guidance.

5. Online Safety

All tuition takes place using secure online platforms.

To help keep children safe:

- lessons are scheduled in advance;
- meeting links are shared securely;
- passwords or waiting rooms are used where available;
- sessions are conducted using professional accounts;
- appropriate online behaviour is expected from everyone;
- communication remains professional at all times.



Parents are encouraged to ensure pupils access lessons in a suitable environment.

6. Parent and Carer Responsibilities

Parents or carers are expected to:

- provide accurate contact details;
- remain contactable during lessons;
- ensure their child has access to an appropriate learning space;
- supervise younger children as appropriate;
- inform the tutor of any safeguarding concerns relevant to the child's participation.

For younger pupils, it is recommended that a responsible adult remains nearby and available throughout the session.

7. Professional Boundaries

To maintain safe professional relationships:

- communication is conducted through agreed methods only;
- personal social media accounts will not be used to communicate with pupils;
- no private friendships or online connections with pupils will be accepted;
- communication outside lesson times will normally be with parents or carers rather than the child.

8. One-to-One Online Lessons

Online tuition is delivered individually.

During lessons:



- the tutor will use professional language and behaviour;
- both tutor and pupil should be appropriately dressed;
- lessons should take place in suitable environments;
- cameras should normally remain on unless agreed otherwise;
- inappropriate behaviour will be addressed immediately.

9. Recording Lessons

Lessons are not routinely recorded.

If a lesson is to be recorded for educational purposes, this will only take place with the prior knowledge and consent of the parent or carer.

Any recordings will be stored securely and retained only for as long as necessary.

10. Recognising Safeguarding Concerns

Safeguarding concerns may include:

- disclosures made by a child;
- signs of neglect or abuse;
- concerning behaviour or comments;
- indications that a child may be at risk online;
- concerns observed during online lessons.

11. Responding to Safeguarding Concerns

If a safeguarding concern arises, the tutor will:

- remain calm and listen carefully;
- avoid asking leading questions;
- reassure the child that they have done the right thing by speaking;
- explain that concerns cannot always be kept confidential;



- make an accurate written record as soon as possible;
- where appropriate, share concerns with the child's parent or carer;
- where there is reason to believe a child is at risk of significant harm, contact the relevant local authority children's services and/or the police without delay.

If a child is believed to be in immediate danger, emergency services will be contacted by dialling 999.

12. Confidentiality

Information relating to safeguarding concerns will be handled sensitively and only shared with those who need to know in order to protect the child.

Personal information will be processed in accordance with applicable data protection legislation and Rooted Tuition's Privacy Policy.

13. Record Keeping

Any safeguarding concerns will be documented promptly and securely.

Records will include:

- date and time;
- factual observations;
- the child's own words where possible;
- actions taken;
- any referrals made.

Records will be stored securely and access will be restricted.

14. Review of this Policy



This policy will be reviewed annually or sooner if there are changes to legislation, statutory guidance or the way Rooted Tuition operates.

Contact

Rooted Tuition

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Questions about this policy are welcome and can be directed using the contact details above.