

Safeguarding Policy

Last Updated: 12 September 2025

1. Introduction

Science Learning Lab is committed to ensuring the safety and welfare of all children and vulnerable adults who use our online tutoring services. We believe that children and vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

This Safeguarding Policy outlines our approach to safeguarding and the procedures we have in place to protect our users from harm.

2. Scope

This policy applies to all staff, tutors, volunteers, and anyone working on behalf of Science Learning Lab. The overall aims of Science Learning Lab are to ensure (but not exclusively):

- To protect children, young people and vulnerable adults who receive Applied Science Tutoring, Ltd services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- To ensure the processing of issues of concern through disclosure and discovery
- To provide an open platform so people can raise safeguarding concerns
- To process allegations or incidents so they can be reported to the relevant authorities

3. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/child protection](https://www.nspcc.org.uk/child-protection).

4. Definitions

- Child: A person under the age of 18.
- Vulnerable Adult: A person aged 18 or over who is unable to protect themselves from harm or exploitation due to disability, age, or illness.
- Abuse: Includes physical, emotional, sexual abuse, neglect, and exploitation.

5. Our Commitment to keep children, young people and vulnerable adult safe

We are committed to:

- Valuing, listening to and respecting all children, young people and vulnerable adults accessing Science Learning Lab Tutoring services.
- Ensuring the welfare and safety of all children and vulnerable adults.
- Creating a safe and welcoming environment for learning.
- Providing appropriate training and support for staff and tutors.
- Taking prompt action in response to any safeguarding concerns.

6. Roles and Responsibilities

Designated Safeguarding Lead (DSL)– Lalinthika Alvares

The Named Designated Safeguarding Lead (DSL) will be provided with the appropriate level of training to enable them to fulfil their responsibilities in supporting and guiding staff and tutors on safeguarding matters. Their training is updated every two years. They are responsible for responding to initial concerns or disclosures.

The Named Designated Safeguarding Lead and Deputies will:

- Provide ready and accessible support and guidance to all staff, tutors and directors on safeguarding matters
- Manage all safeguarding reports and act as liaison for statutory services during any criminal or safeguarding investigation
- Ensure that serious incidents relating to safeguarding are reported immediately and managed effectively

- Report allegations against directors, staff, or tutors to the relevant Local Authority and Disclosure and Barring Service as appropriate
- Ensure accurate records of all safeguarding concerns and the secure storage of all safeguarding records
- Provide a quality assurance and review function for all safeguarding concerns
- Work with all the above governance bodies to inform of serious or untoward safeguarding incidents as appropriate
- Ensure the adoption, implementation and auditing of all policies and strategies in relation to safeguarding
- Liaise with school Designated Safeguarding Leads on matters of safety and safeguarding, in particular online and digital safety involving Applied Science tutors, when deciding whether to make a referral to the relevant agencies

7. Safe Recruitment

We follow strict recruitment procedures to ensure that all staff and tutors are suitable to work with children and vulnerable adults. This includes:

- Conducting enhanced DBS (Disclosure and Barring Service) checks.
- Verifying identity and qualifications.
- Obtaining references.

8. Code of Conduct

All staff and tutors are expected to:

- Maintain appropriate boundaries and professional behaviour.
- Avoid one-on-one online sessions without parental or guardian awareness.
- Use only company-approved platforms for tutoring sessions.
- Report any concerns about a child's or vulnerable adult's welfare.

9. Reporting Concerns

Any concerns about the welfare of a child or vulnerable adult must be reported immediately to the DSL. This includes:

- Signs of abuse or neglect.
- Disclosures made by the child or vulnerable adult.
- Inappropriate behaviour by staff or tutors.

10. Responding to Concerns**

When a concern is reported, the DSL will:

- If we think a child, young person or vulnerable adults are in immediate danger, we will call 999
- If we are worried about a child, young person or vulnerable adult but they are not in immediate danger, we will share our concerns with appropriate bodies.
- If a child, young person or vulnerable adults are suffering or at risk of suffering significant harm, we will share information with appropriate agencies or professionals without the child's or their parent's consent.
- These are some of the external bodies we may need to contact:
 - A) Contact the NSPCC Helpline** on **0808 800 5000** or by emailing **help@nspcc.org.uk**. This is to talk through and seek advice from NSPCC child protection specialists
 - B) Contact your local child protection services.** Their contact details can be found on the website for the local authority the child lives in.
 - C) Contact the child's school.**

11. Online Safety

We take online safety seriously and have measures in place to protect users, including:

- Using secure, monitored platforms for tutoring sessions.
- Providing guidance on safe internet use.
- Educating staff, tutors, children, and parents about online risks and safe practices.

12. Training and Awareness

All staff and tutors receive regular safeguarding training, which includes:

- Recognizing signs of abuse and neglect.
- Understanding the reporting process.
- Staying updated on safeguarding policies and procedures.

13. Monitoring and Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation and best practices. Feedback from staff, tutors, and users will be considered in the review process.

14. Contact Information

For any safeguarding concerns or questions, please contact our Designated Safeguarding Lead:

Lalinthika Alvares

Designated Safeguarding Lead

lalinthika.alvares@hotmail.com

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.