



Inspires Tuition Ltd

Helping young minds grow

Safeguarding & Child Protection Policy

Reviewed: September 2025 | Next Review: September 2026

Table of Contents

1. Safeguarding Contacts
2. Flowchart – What to do if you're worried about a child
3. Policy Statement & Legal Framework
4. Aims & Objectives
5. Roles & Responsibilities
6. Recognising Abuse & Neglect
7. Safeguarding Procedures
8. Early Help & Thresholds
9. Managing Allegations Against Staff/Volunteers
10. Safer Recruitment & Induction
11. Training & Induction
12. Specific Safeguarding Issues
13. Confidentiality & Information Sharing (GDPR)
14. Whistleblowing & Escalation
15. Policy Monitoring & Review
16. Appendices

Safeguarding Contacts

Rose Carter
Designated Safeguarding Lead (DSL)



Email: rose@inspirestuition.co.uk
Phone: 07908537862

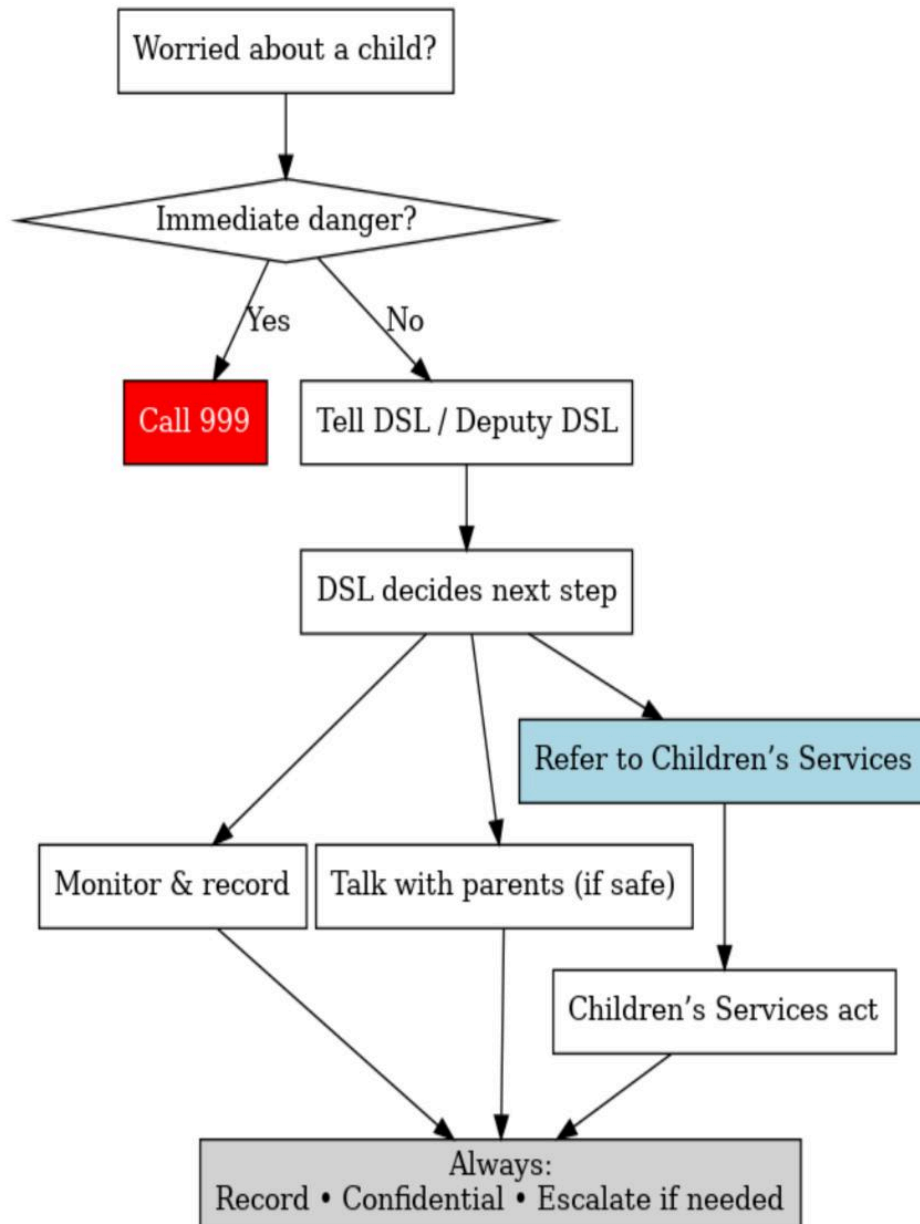
Lily Gretton
Deputy Designated Safeguarding Lead (DDSL)



Email: office@inspirestuition.co.uk
Phone: 07908537862

Flowchart – What to do if you're worried about a child

Safeguarding Flowchart (Quick Reference)



Policy Statement & Legal Framework

This policy sets out Inspires Tuition's commitment to safeguarding and child protection. It reflects statutory guidance including Keeping Children Safe in Education (KCSIE) 2025, Working Together to Safeguard Children 2023, and the Children Acts 1989 and 2004.

Aims & Objectives

- To safeguard all pupils from harm.
- To promote welfare and well-being.
- To ensure consistent procedures are followed.
- To work effectively with Oxfordshire County Council and external agencies.

Roles & Responsibilities

- DSL: Rose Carter
- DDSL: Lily Gretton
- All staff: duty to safeguard children.
- Local Authority: statutory safeguarding responsibilities.

Recognising Abuse & Neglect

Definitions of abuse: physical, emotional, sexual, neglect. Staff must be alert to indicators such as changes in behaviour, unexplained injuries, poor attendance, or disclosure.

Safeguarding Procedures

- Concerns reported to DSL/DDSL immediately.
- DSL assesses and records concern.
- Referral to Oxfordshire MASH as required.
- If allegation involves DSL/DDSL, escalate to Oxfordshire LADO.
- Emergency: call Police or Out of Hours Service.

Early Help & Thresholds

Staff should identify emerging issues and offer support early. DSL coordinates Early Help assessment and intervention.

Managing Allegations Against Staff/Volunteers

All allegations reported to the DSL who informs the LADO. No internal investigation until advice from LADO/Police.

Safer Recruitment & Induction

All recruitment follows safer recruitment guidance. Enhanced DBS required. Staff induction includes safeguarding training.

Training & Induction

DSL/DDSL receive updated training every 2 years. Whole staff safeguarding training annually. Induction for all new staff.

Specific Safeguarding Issues

Includes: Peer-on-peer abuse, Online Safety, Prevent Duty, Children Missing Education, Mental Health, SEND vulnerabilities, Substance misuse, Risky behaviour.

Confidentiality & Information Sharing (GDPR)

Safeguarding concerns must be shared with DSL/DDSL. Records kept securely. GDPR allows sharing where child safety is at risk.

Whistleblowing & Escalation

Staff can raise concerns about poor safeguarding practice. Follow Inspires' whistleblowing procedure. Contact NSPCC whistleblowing helpline if necessary.

Policy Monitoring & Review

Policy is reviewed annually and in response to legislative updates. DSL is responsible for ensuring compliance.

Appendices

Appendix A – Key Contacts:

- Oxfordshire MASH: 0345 050 7666 | mashchildrens@oxfordshire.gov.uk
- LADO: 01865 810603 | lado.safeguardingchildren@oxfordshire.gov.uk
- OSCB: www.oscb.org.uk
- NSPCC: 0808 800 5000 | www.nspcc.org.uk
- Childline: 0800 1111

Appendix B – Signs & Symptoms of Abuse:

Physical abuse, sexual abuse, emotional abuse, neglect. Staff must remain vigilant.

Appendix C – Quick Reference Safeguarding Contacts:

DSL: Rose Carter | 07908537862 | office@inspirestuition.co.uk

DDSL: Lily Gretton | 07908537862 | office@inspirestuition.co.uk

Version	Date Issued	Review Date	Approved By
1.0	September 2025	September 2026	Rose Carter (DSL, Director)

Appendix B – Definitions and Descriptions of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them, or more rarely, by others. Abuse can happen entirely online, or technology may be used to facilitate offline abuse.

Categories of Abuse:

- Physical Abuse – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- Emotional Abuse – The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, or inadequate.
- Sexual Abuse – Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. This includes both contact and non-contact activities, such as involving children in looking at or producing sexual images.
- Neglect – The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, clothing and shelter, protection from harm or adequate supervision.

Indicators and Signs of Abuse:

- Physical Abuse – Signs may include unexplained injuries, bruises in unusual places, burns, bite marks, frequent attendance at medical facilities, or fear of going home.
- Emotional Abuse – Indicators include excessive withdrawal, fearfulness or anxiety, low self-esteem, developmental delay, attention-seeking behaviours, or inappropriate emotional responses.

- Sexual Abuse – Possible signs include sexualised behaviour or language, knowledge of sexual acts inappropriate to their age, physical symptoms such as pain or itching in the genital area, recurrent urinary infections, or reluctance to be alone with certain individuals.
- Neglect – Indicators may include persistent hunger, poor hygiene, inappropriate clothing, untreated medical issues, constant tiredness, poor attendance at education, or lack of supervision.

Appendix C – Specific Safeguarding Issues

This appendix outlines specific safeguarding issues staff must be aware of, as highlighted in KCSIE 2025.

- Child-on-Child Abuse – Children may be harmed by other children through bullying, physical assaults, sexual violence or harassment, and coercive behaviours. All staff should recognise that peer abuse can take place both offline and online.
- Online Safety – Staff must be alert to risks associated with online behaviour, including grooming, exposure to inappropriate content, cyberbullying, and exploitation. Inspires Tuition promotes safe internet use and works with parents to raise awareness.
- Prevent Duty & Radicalisation – Staff have a duty to identify concerns that a child may be vulnerable to radicalisation or extremist influence. Concerns should be referred to the DSL, who may make a referral to the Channel programme.
- Children Missing Education (CME) – Unexplained or persistent absence from education can be a warning sign of safeguarding concerns, including neglect, exploitation, or forced marriage.
- Mental Health – Staff should be aware that safeguarding concerns, abuse, or neglect can have an adverse impact on a child's mental health. Signs of anxiety, depression, withdrawal, or self-harm should always be taken seriously.
- Substance Misuse & Risky Behaviour – Some pupils may be exposed to drugs, alcohol, or other risky behaviours. Staff should remain vigilant to changes in behaviour, associations, or lifestyle that raise safeguarding concerns.
- SEND and Safeguarding – Children with special educational needs or disabilities (SEND) may face increased safeguarding risks due to communication barriers, reliance on others for care, or social isolation. Staff must ensure these pupils are given additional support and vigilance.

Appendix A1 – Reporting & Referral Pathways

This appendix sets out the step-by-step process staff should follow when they have a safeguarding concern:

1. Immediate Response – If a child is at immediate risk of harm, contact emergency services (999) and inform the DSL/DDSL without delay.
2. Reporting Concerns – All safeguarding concerns, suspicions, or disclosures must be reported to the DSL (Rose Carter) or, in her absence, the DDSL (Lily Gretton) as soon as possible. Staff should not wait until the end of the day.
3. Recording Concerns – Staff must record the concern using Inspires Tuition’s safeguarding record system, including date, time, factual account of what was said/observed, and action taken. Records must be signed and dated.
4. DSL/DDSL Action – The DSL/DDSL will review the information and decide whether:
 - The matter can be managed internally with support and monitoring.
 - Early Help intervention is required.
 - A referral to Oxfordshire MASH is necessary.
5. Referrals –
 - Oxfordshire MASH (Multi-Agency Safeguarding Hub): 0345 050 7666 | mashchildrens@oxfordshire.gov.uk
 - Out of Hours Emergency Duty Team: 0800 833 408
 - Local Authority Designated Officer (LADO): 01865 810603 | lado.safeguardingchildren@oxfordshire.gov.uk
6. Allegations Against Staff – If the concern involves staff or volunteers, this must be reported directly to the DSL/DDSL, who will immediately contact the LADO. No internal investigation should take place until advised by the LADO.
7. Confidentiality – Information must only be shared on a need-to-know basis. Parents/carers should not be contacted before a referral without DSL agreement and consideration of risk.
8. Escalation – If staff feel that a concern has not been taken seriously or appropriate action has not been taken by the DSL/DDSL, they must escalate their concern directly to MASH, Police, or OSCB.
9. Support for Staff – Inspires Tuition recognises that dealing with safeguarding concerns can be stressful. Staff should seek support from the DSL/DDSL or line manager when needed.

Appendix A2 – Key National Guidance & Legislation

This appendix outlines the key statutory and national safeguarding guidance that informs this policy:

- Children Act 1989 – Sets out the duty to safeguard and promote the welfare of children.
- Children Act 2004 – Established integrated children’s services and the role of Local Safeguarding Children Boards.
- Education Act 2002 (Section 175/157) – Places duties on governing bodies and proprietors to safeguard and promote the welfare of children.
- Working Together to Safeguard Children 2023 – Statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- Keeping Children Safe in Education (KCSIE) 2025 – Statutory guidance for schools and colleges.
- Counter-Terrorism and Security Act 2015 (Prevent Duty) – Duty on schools to prevent people from being drawn into terrorism.
- Data Protection Act 2018 & GDPR – Governs how information about children and families is stored, shared, and retained.
- Human Rights Act 1998 & Equality Act 2010 – Provides the legal framework to ensure that safeguarding policies and practice are non-discriminatory.
- Oxfordshire Safeguarding Children Board (OSCB) Procedures – Local guidance and procedures for safeguarding practice.

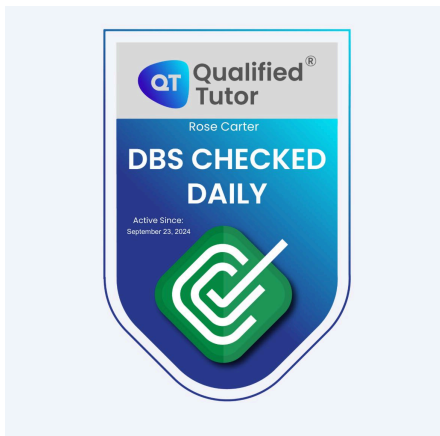
Appendix A3 – Safeguarding Information Policy

This appendix sets out Inspires Tuition’s policy on safeguarding information management:

- Information Sharing Protocols – Safeguarding information will be shared only on a ‘need-to-know’ basis and in line with statutory guidance (KCSIE 2025 and Working Together 2023). Consent will be obtained where possible, but safeguarding concerns may override data protection principles if a child is at risk of harm.
- Record-Keeping – All safeguarding records are maintained securely, separate from pupil records, and accessible only to the DSL/DDSL and relevant authorities. Electronic records are password-protected and stored on secure systems; paper records are kept in locked cabinets.
- Retention & Archiving – Safeguarding records will be retained until the pupil’s 25th birthday, in

line with statutory guidance, unless subject to ongoing legal proceedings.

- **Communication** – Parents, carers, and pupils are made aware of Inspires Tuition’s safeguarding policy through the website, welcome packs, and induction meetings. Staff are informed of updates via training sessions and email bulletins.
- **Oversight & Auditing** – The DSL is responsible for auditing safeguarding records annually to ensure compliance with statutory requirements and GDPR. External audits may also be conducted by Oxfordshire County Council or Ofsted.
- **Policy Updates** – This policy will be updated annually or sooner if new legislation or guidance is introduced.



Inspires Tuition Ltd, Littlemore, Oxford, OX4 4QE

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