

Anna Miller Education

Safeguarding and Child Protection Policy

Person Responsible for this Policy: Anna Miller

Anna Miller has completed regular Safeguarding training, to include Level 2 Safeguarding Essentials for Tutors course, accredited by The Tutors' Association. Anna Miller has an Enhanced DBS on the update service.

Anna Miller will conduct a risk assessment for any venue where tuition will take place, to ensure the environment is safe and secure, supporting safeguarding policy.

Please read this policy in conjunction with the Health and Safety Policy and the Risk Assessment for the community setting.

Policy last updated: June 2026
Next update: June 2027

1. Introduction, Government Guidance and Aims

Anna Miller is committed to the wellbeing and safeguarding of all children and adults who attend tuition either at a community venue, in their own home, or online. This policy's main aim is to provide all children and adults with a comprehensive, secure and clear commitment to safeguarding and a framework to ensure all children attending Anna Miller Education tuition are protected from harm.

This Safeguarding and Child Protection Policy is written with consideration of the following Department for Education statutory guidance:

- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2026)

and the following guidance from HM Government:

- Prevent Duty Guidance (2023)
- Information Sharing: advice for practitioners providing safeguarding services (2024)

and the following Department for Education non-statutory guidance:

- After-school clubs, community activities and tuition: safeguarding guidance for providers (2026)
- What to do if you're worried a child is being abused (2015)

In addition, this setting operates in accordance with the local authority in partnership to keep children safe. Details of the local authority can be found here:

Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL

In cases where a criminal offence has been committed or it is suspected that one has been committed, the matter will be reported immediately to the local police force using the 101 service. In an emergency this will be reported using the 999 service.

Definitions of 'significant harm' are taken from Section 47 of The Children Act (1989)

For the purpose of this policy, 'children' refers to any student under the age of 18 attending the setting. 'Adults' refers to parents or other responsible adults who drop off or collect their child at or from the setting.

The aims of this policy are:

- To ensure that all coming into contact with Anna Miller Education understand the importance of safeguarding and that it is everyone's responsibility
- To support any child who makes a disclosure of abuse
- To ensure it is transparent what will happen in the event of a disclosure, concern or safeguarding issue
- To aid understanding and recognition of specific safeguarding concerns
- To ensure, in accordance with The Children Act 1989, that the welfare of the child is paramount at all times

2. Safeguarding Issues

For further details and definitions of types of abuse and neglect, reference DfE guidance *Working Together to Safeguard Children* (2026) and *Keeping Children Safe in Education* (2025).

a. Types of abuse

For the purposes of this policy, I am aware of and vigilant to the following types of abuse and safeguarding issues:

- Physical abuse

- Emotional abuse
- Sexual abuse
- Neglect
- Child on child abuse
- Extremism and radicalisation
- Sexual harassment
- Bullying
- Substance abuse
- Online exploitation and abuse
- Domestic abuse

b. Contextual safeguarding

I am also aware that safeguarding incidents and behaviours can occur outside the home environment and I am vigilant to reports of these. These contextual safeguarding issues form part of external training. These include:

- Child Sexual Exploitation
- Child Criminal Exploitation
- Female Genital Mutilation
- Honour Based Abuse
- Knife Crime
- Children Absent from Education

c. Child on child abuse

I am vigilant to the possibility of child-on-child abuse at a setting. Close supervision of children attending a setting is designed to mitigate this risk, however I maintain the attitude of 'it could happen here'.

Such abuse can include:

- abuse in intimate personal relationships between children
- harmful sexual behaviour including but not limited to the use of inappropriate sexual language, sharing of nude or semi-nude images or videos, upskirting, sexual violence
- bullying (including cyberbullying)
- physical abuse such as:
 - hitting
 - kicking
 - shaking
 - biting
 - hair pulling
 - otherwise causing physical harm

In the event of suspected child on child abuse involving one or more children who attend a setting, against another child who attends the setting, and where there is

reasonable cause to suspect significant harm, the case must be referred to the local authority.

d. Children with Special Educational Needs, Disabilities and other vulnerabilities

I am aware that children with Special Educational Needs, disabilities or health issues may face additional safeguarding issues. I am vigilant to:

- Any indicators of possible abuse not in keeping with the child's special educational needs or history
- Any communication challenges the child faces in disclosing the abuse (for example, if the child is non-verbal)
- The fact that children with special educational needs or other vulnerabilities are disproportionately impacted by abuse and behaviours such as bullying
- That children who are (or are perceived to be) lesbian, gay, bisexual or trans are more likely to suffer child on child abuse and are more vulnerable to abuse

3. Safeguarding in an online context

All available measures will be taken to ensure participants are safeguarded when working online. Safeguarding measures will include: enabling waiting room- every participant is manually verified and added to the meeting. Participants will be asked to blur their background or choose a background image to protect privacy. Participants Block file transfer – the ability to share files via chat is disabled. Restricted screen sharing – when appropriate, restrict screen sharing in case of inappropriate content being shared. The session will be locked once all booked participants have joined. Lessons will not be recorded to protect the privacy of all participants.

I will remain vigilant for safeguarding issues online, and I will report any concerns about a child following the policy statement below.

4. Safeguarding – face to face tuition

All available measures will be taken to ensure participants are safeguarded when working face to face in a community setting or within a student's home. Safeguarding measures will include: record of children's behaviour during the session kept; Physical setting – Tutor and students have adequate space when working. When working in a student's home, there is always a parent/guardian present.

Community setting:

Tuition takes place in a visible, public setting with large windows/ doors. Parents/guardians are welcome to remain in the vicinity of the lesson – car park,

benches in the playing fields. High levels of supervision of students at all times; any concerns around members of the public reported; parents/guardians to name adults who will collect the child or arrangements for the child leaving tuition at the end of the session if they are over 11 (within Terms and Conditions). Tutor to carefully supervise students leaving at the end of the session, ensuring students are leaving with nominated parents/guardians or are following the leaving procedure outlined by parents/guardians. Parents/guardians to inform the tutor if the child is unable to attend. Tutor will call parent/guardian if they are not notified about non-attendance to check the student is safe. Any unacceptable behaviour will be addressed by the Tutor on a 1:1 basis with the student; parents will be informed. Should a student's behaviour be negatively impacting another student/s and remain unresolved, the Tutor will terminate the tuition agreement to ensure the safety and wellbeing of all.

Parents/guardians have provided all children's medical details, including allergies, to the tutor in advance. The Tutor knows how to support individual students in case of emergency. Specialised training may be required in advance of a student commencing tuition. Mobile phone on person in case of medical emergency

5. Reporting Concerns about a child

I am aware that barriers to reporting abuse exist, and that some children may not be ready or not know how to tell someone that they are being abused. I am aware that children with Special Educational Needs or disabilities are more vulnerable to abuse. I will never assume that an issue has been reported or disclosed by another person.

If a child discloses abuse:

- I will stop and listen straight away without delay
- I will write notes as soon as possible after the conversation
- I will not guarantee confidentiality
- I will use TED – Tell me, Explain to me, Describe to me. I can ask children whether they have been harmed and the nature of that harm, without asking leading questions.
- I will not conduct my own investigation but will refer immediately
- I will maintain a calm and professional attitude and prioritise the wellbeing of the child at all times.

Reports to the local authority children's safeguarding board must be undertaken:

- As soon as possible and within 2 hours of the concern being raised or suspected
- For a child at risk or suspected to be at risk of significant harm, the concern must be raised immediately
- By telephone as required by local services.

I note that it is usually best practice to share concerns with parents/ carers. However, for children at risk of significant harm (or where there is reasonable cause to suspect this), it may not be appropriate to do so. Decisions on whether to share information must be made following guidance below:

- <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Anna Miller will decide if a concern should be raised with the local authority. If a child is at risk of significant harm, in accordance with Section 47 of The Children Act (1989), statutory child protection agencies will conduct an investigation. At all times, decision-making in this regard must be documented, including:

- Who raised the concern (include details of date, time, job title)
- Who was the concern raised about (include details of child's name, date of birth, address, school)
- What decision was made and why – what were the reasons for making the referral
- Who was consulted
- What action was taken
- Whether parents/ carers were consulted and if not, why not

4. Contact Details

Anna Miller Education

AnnaMillerEducation.co.uk
Anna@annamillereducation.co.uk
07960086355

Local authority contacts

LADO: LSCP_LADO@lincolnshire.gov.uk
01522 554 674

Lincolnshire Safeguarding Children Partnership: lscp@lincolnshire.gov.uk

Specialist helplines

Police – immediate threat - 999

Police – serious concerns – 101

Prevent (non-emergency advice) – 0800 011 3764

NSPCC helpline – 0808 800 5000

Childline – 0800 1111

Ofsted – 0300 123 4666