



# Safeguarding & Child Protection Policy

Policy owner: Beverley Grannell

Designated Safeguarding Lead: Beverley Grannell

Contact: [braeducation@gmail.com](mailto:braeducation@gmail.com)

Effective date: 20 September 2026

Next review: September 2027

Version: 1.0

## **1. STATEMENT OF COMMITMENT**

Brae Education is committed to providing a safe, supportive and inclusive learning environment in which children and young people are protected from harm and treated with dignity and respect.

The welfare of every learner is our primary concern. All children and young people have the right to feel safe, to be listened to and to receive appropriate support, regardless of age, disability, gender, ethnicity, religion, sexual orientation, background or individual circumstances.

Brae Education recognises that safeguarding is an ongoing responsibility. It involves creating a safe learning environment, maintaining appropriate professional boundaries, recognising potential concerns and taking prompt action when a learner may be at risk.

Under no circumstances will Brae Education tolerate physical, emotional, sexual or psychological abuse, neglect, exploitation or inappropriate conduct towards a learner.

## **2. SCOPE OF THIS POLICY**

This policy applies to all tutoring and educational services provided by Brae Education, including:

- Online tutoring and introductory sessions.
- Face-to-face tutoring.
- Educational communication with learners and their parents or carers.
- Digital learning activities and resources.
- Any other activity delivered under the Brae Education name.

Brae Education currently operates as a sole-tutor business, with Beverley Grannell responsible for the delivery of tutoring services and safeguarding arrangements.

If additional tutors, employees or volunteers are engaged in the future, this policy will be reviewed and expanded to include appropriate recruitment, vetting, induction, training, supervision and reporting procedures.

### **3. DESIGNATED SAFEGUARDING LEAD**

Beverley Grannell is Brae Education's Designated Safeguarding Lead (DSL).

The DSL is responsible for:

- Maintaining and reviewing safeguarding arrangements.
- Recognising and responding to safeguarding concerns.
- Recording concerns accurately and securely.
- Seeking advice from relevant safeguarding professionals.
- Making referrals to children's social care or the police where appropriate.
- Maintaining professional boundaries and safe working practices.
- Keeping safeguarding knowledge and training up to date.

**Designated Safeguarding Lead:** Beverley Grannell

**Email:** braeeducation@gmail.com

Safeguarding concerns should be reported promptly. Email must not be used as a substitute for emergency assistance where a child is in immediate danger.

### **4. DBS CHECKS AND SAFEGUARDING TRAINING**

Beverley Grannell holds an Enhanced Disclosure and Barring Service (DBS) certificate and is subscribed to the DBS Update Service.

Safeguarding training was completed in August 2026.

Brae Education recognises that DBS checks and safeguarding training form part of a wider approach to learner safety. They do not replace appropriate professional conduct, vigilance or safeguarding procedures.

Safeguarding knowledge and training will be reviewed and updated as appropriate.

### **5. RECOGNISING SAFEGUARDING CONCERNS**

Safeguarding concerns may arise through something a learner says, changes in their behaviour, an observed interaction or information received from another person.

Concerns may relate to:

- Physical, emotional or sexual abuse.
- Neglect.

- Bullying or harassment.
- Online abuse or exploitation.
- Grooming or inappropriate relationships.
- Domestic abuse or harmful experiences within the home.
- Discrimination or abuse connected to a learner's identity or circumstances.
- Any other situation in which a child or young person may be at risk of harm.

Brae Education recognises that children may communicate concerns in different ways. Learners with additional needs, disabilities or communication difficulties may require particular sensitivity and support.

A safeguarding concern does not need to be proven before appropriate advice is sought or a referral is made.

## **6. RESPONDING TO A DISCLOSURE**

If a learner discloses information suggesting that they or another child may be at risk, Brae Education will respond calmly, sensitively and without judgement.

The following principles will apply:

1. Listen carefully and allow the learner to speak in their own words.
2. Take the disclosure seriously.
3. Avoid asking leading questions or attempting to investigate.
4. Do not promise to keep the information secret.
5. Explain, in an age-appropriate way, that information may need to be shared with people who can help keep them safe.
6. Record the concern as accurately as possible.
7. Seek safeguarding advice or make a referral where appropriate.

The learner will not be asked to repeat their account unnecessarily.

Brae Education will not attempt to investigate allegations independently or confront a person alleged to have caused harm.

## **7. REPORTING SAFEGUARDING CONCERNS**

Where a safeguarding concern arises, Beverley Grannell will consider the learner's immediate safety and take appropriate action.

This may include contacting the children's social care team for the local authority where the learner lives or is currently located, seeking safeguarding advice, or contacting the police.

As Brae Education offers online tutoring, learners may be based in different parts of the United Kingdom. The appropriate safeguarding authority will therefore depend on the learner's location.

Where it is safe and appropriate to do so, the learner's parent or carer will be informed of a concern. However, parental permission will not be sought before a referral if doing so could place the learner at greater risk or delay necessary protective action.

**If a child is in immediate danger, call 999.**

For non-emergency concerns, the relevant local authority's children's social care team can be contacted directly.

In England, the appropriate local authority can be found through the government's reporting service:

[www.gov.uk/report-child-abuse-to-local-council](https://www.gov.uk/report-child-abuse-to-local-council)

Where a learner is located elsewhere in the UK, the relevant local child protection services will be contacted.

## **8. CONCERNS OR ALLEGATIONS ABOUT BRAE EDUCATION**

Brae Education recognises the importance of providing an independent reporting route for concerns involving its tutor.

As Beverley Grannell is both the sole tutor and Designated Safeguarding Lead, parents, carers and learners must not be required to report concerns about her directly to her.

Anyone concerned that the tutor has harmed, may have harmed or may pose a risk to a child can contact the relevant local authority's children's social care team or Local Authority Designated Officer (LADO), or the equivalent safeguarding service in their area.

The LADO is responsible for managing allegations about adults who work with children.

Concerns can also be raised with the NSPCC or police.

A safeguarding allegation will not be treated solely as a routine customer complaint.

## **9. FACE-TO-FACE TUTORING**

Face-to-face tutoring will take place at the learner's home or another suitable location agreed with their parent or carer.

Parents and carers may choose whether to remain in the teaching room during a session.

For learners under 18, a responsible adult must be aware of the session arrangements and accessible if needed.

Brae Education will maintain appropriate professional boundaries during all face-to-face sessions.

Tutoring will take place in a suitable learning environment. If a location or situation presents a safeguarding concern, the tutor may rearrange, relocate or end the session as appropriate.

Any safeguarding concerns arising during face-to-face tutoring will be addressed in accordance with this policy.

## **10. ONLINE TUTORING**

Brae Education provides online tutoring through agreed digital platforms.

Online learning arrangements will be communicated to the learner's parent or carer before sessions begin.

Brae Education will:

- Use agreed professional platforms for tutoring.
- Maintain appropriate boundaries during online sessions.
- Avoid personal social media contact with learners.
- Take appropriate action if a safeguarding concern arises during an online session.
- Respect learners' privacy and personal information.
- Ensure parents and carers know how to raise concerns.

Online tutoring sessions will not be recorded without an appropriate prior agreement.

Learners and parents or carers must not record or distribute tutoring sessions without permission.

## **11. COMMUNICATION WITH LEARNERS AND PARENTS**

For learners under 18, routine communications concerning bookings, scheduling, payments and tutoring arrangements will take place with the learner's parent or carer.

Brae Education will use its business telephone number and business email address for these communications.

Where direct communication with a learner is necessary for educational purposes, it will take place through agreed professional channels with the parent or carer's knowledge.

Personal social media accounts will not be used to communicate with learners.

Communication will remain professional, appropriate and relevant to the educational service being provided.

## **12. PROFESSIONAL BOUNDARIES**

Brae Education is committed to maintaining clear professional boundaries.

The tutor will not:

- Engage in inappropriate personal relationships with learners.
- Use personal social media to establish private relationships with learners.
- Share inappropriate or unnecessarily personal information.
- Arrange unauthorised meetings outside agreed tutoring arrangements.
- Engage in discriminatory, intimidating or inappropriate conduct.
- Photograph or record children without an appropriate prior agreement.

All interactions will be guided by the learner's welfare, dignity and educational needs.

## **13. CONFIDENTIALITY AND SAFEGUARDING RECORDS**

Brae Education respects the privacy of learners and their families.

However, confidentiality cannot be guaranteed where information suggests that a child or young person may be at risk of harm.

Safeguarding information may be shared with relevant professionals or statutory agencies where necessary to protect a learner.

Safeguarding concerns will be recorded factually and as promptly as possible.

Records will include, where relevant:

- The date and time of the concern.
- The nature of the concern.
- The learner's own words, where a disclosure has been made.
- Any action taken.
- Any advice received or referrals made.

Safeguarding records will be stored securely, with access restricted to those who need the information for safeguarding purposes.

Personal information will be handled in accordance with Brae Education's Privacy Policy and applicable data protection requirements.

#### **| 4. SUPPORTING LEARNERS WITH ADDITIONAL NEEDS**

Brae Education recognises that learners have different educational, emotional, developmental and communication needs.

Safeguarding arrangements will be applied sensitively and inclusively.

Additional care will be taken to ensure that learners with disabilities, special educational needs, communication difficulties or other support requirements can express concerns and access appropriate help.

No learner will be disadvantaged or dismissed because of the way they communicate a concern.

#### **| 5. SAFEGUARDING CONTACTS AND INDEPENDENT SUPPORT**

##### **Brae Education Designated Safeguarding Lead**

Beverley Grannell

[braeeducation@gmail.com](mailto:braeeducation@gmail.com)

##### **Children's social care**

Contact the relevant local authority for the child concerned.

England:

[www.gov.uk/report-child-abuse-to-local-council](https://www.gov.uk/report-child-abuse-to-local-council)

## **NSPCC Helpline**

For adults concerned about a child:

0808 800 5000

## **Childline**

For children and young people:

0800 1111

## **Police**

Emergency: 999

Non-emergency: 101

## **Local Authority Designated Officer (LADO)**

For allegations concerning an adult who works with children, contact the relevant local authority and ask for its LADO or equivalent allegations-management service.

## **16. POLICY REVIEW**

This policy will be reviewed at least annually and sooner if:

Safeguarding guidance or relevant legislation changes.

Brae Education expands its services.

Additional tutors or staff are engaged.

A safeguarding incident identifies a need to improve existing procedures.

Changes to tutoring arrangements create new safeguarding considerations.

The policy will remain accessible through the Brae Education website.

**Next scheduled review: September 2027.**

## Reference guidance

Department for Education. (2026). *Out-of-school settings: safeguarding guidance for providers*.

Department for Education. (2026). *Using after-school clubs, tuition and community activities*.

HM Government. *Report child abuse*.

NSPCC. *Reporting child abuse and safeguarding advice*.