



EDUCATION
LIVE AFFORDABLE ONLINE TEACHING

Safeguarding and Child Protection Policy

for T20 Education Services Ltd

1. Purpose and scope

This policy sets out how T20 Education Services Ltd safeguards and promotes the welfare of children and young people who access our tutoring services, both online and face to face, in the UK and internationally.

It applies to all directors, employees, tutors (including self-employed), contractors and volunteers working with or on behalf of T20 Education Services Ltd.

Safeguarding means protecting children from abuse and maltreatment, preventing impairment of health or development, and ensuring they grow up in safe and effective care.

2. Responsibilities

The overall responsibility for safeguarding rests with the Directors of T20 Education Services Ltd.

A Designated Safeguarding Lead (DSL) is appointed to manage safeguarding concerns and act as the main point of contact with statutory agencies and relevant authorities.

Designated Safeguarding Lead (DSL)

Name: Andrew Monk

Role: Lead Tutor

Email/Phone: t20education2020@gmail.com

Deputy DSL (if applicable)

Name: _____

Email/Phone: _____

All staff and tutors must:

- Read and follow this policy and associated procedures.
- Complete basic safeguarding/child protection training appropriate to their role.
- Report any safeguarding concern immediately to the DSL (or deputy).

Because families are based internationally, T20 Education Services Ltd will also take into account relevant local child protection requirements in the country where the child ordinarily lives, where reasonably identifiable.

3. Safer recruitment

T20 Education Services Ltd uses safer recruitment practices to help prevent unsuitable people working with children.

As a minimum we will:

- Check identity, right to work (for UK-based roles), and employment history.
- Obtain and verify at least two references where applicable.
- Require an appropriate criminal record/background check (e.g. DBS in the UK, or equivalent where available in the tutor's country of residence), proportionate to the role and legal framework.
- Make safeguarding responsibilities clear in adverts, role descriptions and contracts.

No tutor or staff member may start work with children until required checks are satisfactorily completed or a documented risk assessment has been undertaken and authorised by a Director.

4. Code of conduct and boundaries

All adults working for or with T20 Education Services Ltd must:

- Treat students with respect and act as **positive** role models.
- Maintain clear professional boundaries at all times (no personal or romantic relationships, no social media friendships with students, no unnecessary personal disclosures).
- Use only approved communication channels for all contact with students and parents (e.g. company-approved platform, work email or business phone).
- Avoid being alone with a student in an isolated or private space where this can reasonably be avoided.
- Never humiliate, shout at or use degrading or discriminatory language towards a student.

Gifts, favouritism, or any behaviour that could be interpreted as grooming are strictly prohibited.

5. Safe practice: in-person tuition

Where in-person tuition is arranged (for example when tutors and families are in the same locality), tutors should:

- Ensure a parent/carer or responsible adult is in the building and aware a session is taking place in a home or private setting.
- Prefer open or observable areas; avoid closed doors where possible.
- Not transport students in their own vehicle unless this is explicitly agreed in writing with parents/guardians and T20 Education Services Ltd and appropriately risk-assessed.

6. Safe practice: online tuition

Most services provided by T20 Education Services Ltd are delivered online and involve cross-border contact, which brings additional risks such as online abuse, grooming and exposure to harmful content.

T20 Education Services Ltd will:

- Use secure, reputable platforms for video and messaging.
- Obtain parental consent for all under-18s before starting online tutoring.
- Make clear to families the platforms used, expectations around supervision, and how to raise concerns.
- Encourage parents to supervise or remain nearby during sessions, especially for younger students.
- Set clear rules on any recording of sessions and storage/deletion of recordings, in line with data protection and privacy laws.
- Prohibit one-to-one communication between tutors and students outside agreed channels and scheduled sessions.

Tutors must:

- Deliver lessons from an appropriate, quiet space with a neutral background and suitable dress.
- Never contact students from personal accounts or devices outside agreed channels.
- Not record sessions on personal devices or store student data on unapproved systems.
- Report any online safety concerns (e.g. cyberbullying, harmful content, suspected grooming) to the DSL as soon as possible.

7. Recognising abuse and concerns

All tutors and staff should be able to recognise possible indicators of:

- Physical, emotional, sexual abuse and neglect.

- Bullying and cyberbullying.
- Online grooming, exploitation or exposure to harmful or extremist content.

Training and guidance will support staff and tutors to recognise these signs and understand what to do if they are worried about a child.

T20 Education Services Ltd recognises that signs of abuse may present differently across cultures and will approach concerns sensitively but firmly, always prioritising the child's welfare.

8. Reporting safeguarding concerns

Any concern that a child may be at risk of harm must be acted on without delay.

If a child makes a disclosure or you have a concern:

1. Listen calmly; take what the child says seriously.
2. Do not promise confidentiality; explain you may need to share the information to keep them safe.
3. Avoid leading questions; clarify only where necessary.
4. Record what was said as soon as possible in the child's own words, noting date, time and context.
5. Pass the information immediately to the DSL (or deputy). If the child appears to be in immediate danger, contact the emergency services for the relevant country and then inform the DSL.

The DSL will decide the appropriate action, which may include:

- Contacting local child protection or social services in the child's country.
- Contacting the police (locally or in the UK).
- Seeking advice from a recognised child protection organisation.

Where tutoring is organised through another organisation (e.g. a school or partner agency), concerns will also be shared with that organisation's safeguarding lead where agreed and appropriate.

9. Allegations about adults

Any allegation or concern that a tutor, staff member or volunteer may have:

- Harmed a child,
- Committed a criminal offence against or related to a child, or
- Behaved in a way that indicates they may pose a risk to children

must be reported to the DSL and a Director immediately.

The DSL/Director will:

- Take steps to protect any child involved.
- Follow relevant guidance for the country concerned, and, where appropriate, contact UK or local authorities (for example, the police or child protection services).
- Consider suspension or temporary removal from duties while enquiries take place.
- Record the allegation and actions taken.

10. Record-keeping, confidentiality and information sharing

- All safeguarding records will be kept securely and separately from general records, with access limited to the DSL and authorised senior staff.
- Information will be shared on a “need to know” basis only, in line with applicable data protection and privacy laws, where this is necessary to safeguard a child.
- Records will be factual, accurate, dated and signed/initialled by the person making the record.
- Where cross-border information-sharing is required, T20 Education Services Ltd will act lawfully and proportionately, seeking advice where needed.

11. Training and review

T20 Education Services Ltd will:

- Ensure all staff and tutors receive an appropriate induction, including this policy and basic safeguarding training, before working with children.
- Provide or signpost regular safeguarding and online safety updates.
- Review this policy at least annually, and sooner if there are significant changes in legislation, guidance, practice, or the nature of our services.

Date of last review: 23.2.2026

Date of next review: 23.2.2027
