

## Bury Tuition Centre – Safeguarding Policy

At **Bury Tuition Centre**, the safety and wellbeing of every child is our highest priority.

We are fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, parents, carers, and students to share this commitment.

Safeguarding is defined in line with **Keeping Children Safe in Education (KCSIE)** and **Working Together to Safeguard Children** as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring children grow up in safe and effective care
- Taking action to enable all children to achieve the best outcomes

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### 2. Our Commitment

Bury Tuition Centre will:

- Provide a **safe, secure, and supportive environment** for all students
- Ensure all staff are appropriately **DBS-checked and trained in safeguarding**
- Act **promptly and appropriately** on any safeguarding concerns
- Work in partnership with **parents, schools, and external agencies**
- Promote student wellbeing through a positive and respectful learning environment

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### 3. Roles & Responsibilities

**The Centre Will:**

- Follow statutory safeguarding guidance, including:
  - Children Act 1989 & 2004
  - Education Act 2002
  - Equality Act 2010
- Maintain clear procedures for:
  - Reporting concerns
  - Recording and monitoring safeguarding issues
  - Escalating concerns where necessary

- Ensure staff are trained to recognise signs of:
  - Abuse and neglect
  - Exploitation and grooming
  - Bullying and peer-on-peer abuse
  - Radicalisation
  - Online harm
- Appoint a **Designated Safeguarding Lead (DSL)** responsible for safeguarding oversight

#### Parents/Guardians Must:

- Provide **accurate and up-to-date contact and emergency information**
- Inform the Centre of any changes in circumstances that may affect their child's wellbeing
- Ensure safe drop-off and prompt collection (in line with Centre procedures)
- Work in partnership with the Centre to support their child's safety, behaviour, and wellbeing
- Raise any safeguarding concerns directly with the Centre

#### Students Are Expected To:

- Treat themselves and others with respect
- Speak to a trusted adult if they feel unsafe, worried, or uncomfortable
- Follow the Centre's expectations for behaviour, including online safety
- Report any concerns, including bullying or unsafe situations

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#### 4. Key Safeguarding Principles

- All staff have a **legal duty** to act on concerns about a child's welfare
- If a child shares a concern, staff **cannot promise confidentiality** and must report it
- Concerns will be passed to the **Designated Safeguarding Lead (DSL)**
- Where necessary, concerns may be shared with:
  - Social care
  - Police
  - Schools or other relevant agencies
- In some cases, referrals may be made **without parental consent** where a child is at risk of harm

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## 5. Recognising Abuse & Safeguarding Risks

Safeguarding concerns may include:

### Types of Abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

### Other Risks:

- Bullying (including cyberbullying)
- Peer-on-peer abuse
- Exploitation (including county lines)
- Grooming (online or in person)
- Radicalisation
- Exposure to harmful online content

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## 6. Online Safety

Online safety is a key part of safeguarding.

- Students must use technology responsibly and in line with Centre expectations
- Parents are encouraged to monitor online activity at home
- Misuse of technology, including cyberbullying or accessing harmful content, will be treated as a safeguarding concern

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## 7. Reporting Concerns

If you have a safeguarding concern, you should report it immediately.

**Name:** Shazia Tahir **Designated Safeguarding Lead (DSL):**

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- **Email:** [safeguarding@northwesteducationhub.co.uk](mailto:safeguarding@northwesteducationhub.co.uk)
- **Phone:** 07527 675842

**Deputy Designated Safeguarding Lead (Deputy DSL):**

- **Name:** Nazia Younis
- **Email:** [info@northwesteducationhub.co.uk](mailto:info@northwesteducationhub.co.uk)
- **Phone:** 07485 184081

Concerns can be raised directly with the DSL or Deputy DSL

Concerns can also be reported via the safeguarding email:

[Safeguarding@northwesteducationhub.co.uk](mailto:Safeguarding@northwesteducationhub.co.uk)

In an emergency, always dial **999**

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## 8. Confidentiality

- Safeguarding concerns will be handled **sensitively and appropriately**
  - Information will only be shared on a **need-to-know basis** to protect the child
  - Records will be kept securely in line with data protection requirements
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## 9. Working in Partnership with Parents

We believe safeguarding is most effective when we work together.

Bury Tuition Centre will:

- Share relevant information with parents where appropriate
- Provide guidance and support where concerns arise
- Maintain open and professional communication

Parents are expected to:

- Read and understand this policy
  - Support the Centre's safeguarding approach
  - Work collaboratively with staff where concerns arise
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## 10. Monitoring & Review

- This policy is reviewed annually or sooner if required
  - It is updated in line with changes to legislation and safeguarding guidance
  - The Centre is accountable for maintaining effective safeguarding arrangements
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## 11. Legal Entity

**Bury Tuition Centre is a trading name of North West Education Hub Ltd.**

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### Policy Information

- **Policy Owner:** Nazia Younis (Director / Deputy DSL)
- **Policy Reviewed:** April 2026
- **Next Review Due:** April 2027
- **Version:** 1.0