



Primus Education Tuition Centre

Safeguarding Policy

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The Purpose and Scope of this Policy Statement

Primus Education is committed to safeguarding and promoting the welfare of children and young people. We aim to provide a safe, supportive and inclusive environment in which students can learn, develop and achieve their potential. The welfare of children is paramount in all the work we do and in all decisions we take. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have an equal right to protection from all forms of harm and abuse.

The purpose of this policy statement is:

- To protect children and young people who receive Primus Education's services from harm. This includes the children of adults who use our services
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Primus Education, including senior managers and the directors, paid staff, volunteers, sessional workers, agency staff and students.

Legal Framework

This policy has been developed in accordance with relevant legislation and statutory guidance relating to safeguarding and child protection, including but not limited to:

- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children (current edition)
- The Children Act 1989 and 2004
- The Education Act 2002
- The Equality Act 2010
- The Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- The Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Local safeguarding partnership procedures and guidance

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents. These include:

- Primus Education Safeguarding Procedures.
- Keeping Children Safe in Education (current edition)
 - Regulated Activity in Relation to Children: scope.
- Primus Education Whistleblowing Policy.
- Staff Code of Conduct.
- Safer Recruitment Policy.
- Data Protection Policy.
- ICT Acceptable Use Policy.
- Online Tutoring Safeguarding Guidance
- Health and Safety Policy
- Complaints Policy

What We Believe

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

What We Recognise

We recognise that:

- The welfare of children remains central to all decisions, actions and arrangements made by Primus Education.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- Safeguarding incidents and concerns may arise in both face-to-face and online learning environments and require the same level of professional vigilance and response.

What We Will Do

We will seek to keep children and young adults safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people and a deputy child protection lead.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Ensuring that children, young people and families understand how safeguarding concerns can be raised and where support can be accessed.
- Making sure that children, young people and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.

- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Maintaining robust safeguarding arrangements across both face-to-face and online tuition provision.
- Ensuring all online lessons are delivered through approved Primus Education systems, are recorded for safeguarding purposes, require students to maintain cameras on (unless agreed otherwise for safeguarding or technical reasons), and uphold appropriate professional standards at all times.

Directors and Leadership Responsibilities

The Directors and leadership team of Primus Education recognise their collective responsibility for safeguarding and promoting the welfare of children and young people and are committed to ensuring effective safeguarding arrangements are maintained across all areas of provision.

- Ensure safeguarding arrangements are effective.
- Ensure policies are reviewed annually.
- Ensure safer recruitment procedures are followed.
- Ensure all staff receive safeguarding induction and training.
- Ensure appropriate DSL arrangements are in place.
- Ensure safeguarding concerns are acted upon promptly.
- Ensure online and in-person provision remain safe.

The Directors and leadership team will ensure safeguarding remains an ongoing priority through regular monitoring, policy review and staff awareness.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- acting as the first point of contact for safeguarding concerns;
- managing referrals to children's social care, police, LADO and other agencies;
- maintaining safeguarding records;
- liaising with schools and external agencies where appropriate;
- ensuring safeguarding training remains current;
- overseeing online safeguarding arrangements;
- ensuring safeguarding procedures are implemented consistently across both face-to-face and online provision;
- monitoring safeguarding trends and emerging risks.

Staff Responsibilities

All staff have a responsibility to:

- maintain an attitude of “it could happen here”;
- act immediately on concerns;
- understand indicators of abuse, neglect and exploitation;
- maintain professional boundaries;
- report concerns immediately to the DSL;
- understand that safeguarding is everyone’s responsibility.

Staff should understand that children may not always feel able or know how to tell someone that they are being abused, neglected or exploited. Concerns may present in a variety of ways, including changes in behaviour, emotional wellbeing, attendance, presentation or engagement. Staff should never ignore concerns or assume that somebody else will take action.

Contact Details

Designated Safeguarding Lead

Name: Waqas Javed

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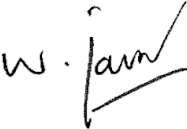
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This policy was last reviewed on: 16th May 2026

Signed: 

Date: 16th May 2026