

# Safeguarding policy

## 1. Policy Statement

At School To Medic, the safety and wellbeing of all students is our highest priority. We are committed to safeguarding and promoting the welfare of children and young people under our care. We recognise our responsibility to create a safe, supportive, and respectful learning environment, both online and in person, in line with statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

## 2. Scope

This policy applies to all tutors, including the founder and any contracted or associate tutors. It also applies to all students, primarily aged 14–18 years, and to parents or guardians engaging with our services.

## 3. Principles

The welfare of the student is always paramount. School To Medic operates a zero-tolerance approach to any form of abuse or neglect. Tutors are not responsible for investigating concerns but must recognise and report them promptly. Parents and guardians will be kept informed of safeguarding considerations unless doing so may place the child at further risk.

## 4. Tutor Responsibilities

All School To Medic tutors must:

- Hold a valid enhanced DBS check before working with students.
- Complete at least Level 2 safeguarding training and refresh this every 2 years whilst attending safeguarding training sessions delivered by School To Medic.
- Maintain professional boundaries at all times, including **no private social media contact with students and no private meetings without parental awareness.**
- Provide regular feedback to parents or guardians.
- Use only agreed communication channels, which are **WhatsApp groups with the tutor, student, and parent/guardian**, unless other specialised arrangements are made.
- Ensure communication is reasonable and professional, typically between **8 am and 8 pm.**

## **5. Identifying Safeguarding Concerns**

Safeguarding concerns may include, but are not limited to:

- Physical, emotional, or sexual abuse.
- Neglect or inadequate supervision.
- Mental health concerns, such as self-harm or suicidal ideation.
- Bullying or peer abuse.
- Radicalisation or exploitation, online or in person.

## **6. Reporting Concerns**

If a tutor identifies a safeguarding concern, they must:

- Record the facts immediately, including the time, date, and what was said or observed.
- Not promise confidentiality if a student discloses something serious.
- Report the concern to **Rajjan Singh, Designated Safeguarding Lead** for School To Medic.
- Contact **999** if the student is in immediate danger.
- For non-emergencies, contact the local authority safeguarding team, contact **101** or the **NSPCC helpline (0808 800 5000)**.
- Parents and students may also report concerns directly or anonymously via **info@schooltomedic.co.uk**.

## **7. Online Safety**

All online sessions must be conducted via approved platforms, such as Google Meet or Microsoft Teams. Parents or guardians should be informed of lesson times and encouraged to be nearby.

### **Session Recordings:**

To strengthen safeguarding and quality assurance, all online sessions will be recorded for safeguarding and monitoring purposes. Recordings will be stored securely on an encrypted drive accessible only to the Designated Safeguarding Lead (DSL). Recordings will be retained for a maximum of 120 days before being permanently deleted. Parents and guardians will be informed of this practice before sessions commence. Recordings are strictly for safeguarding and internal review purposes and will not be shared externally unless required by law.

**WhatsApp groups include the tutor, student, and parent to ensure transparency; tutors will not contact students privately.** Students should not share lesson links or resources outside these groups, and devices should be used in shared spaces where possible.

## **8. Response Times**

All safeguarding concerns will be acknowledged promptly, typically within **24 hours**, and addressed as quickly as possible.

## **9. Data Retention & Confidentiality**

Records of safeguarding concerns, including recorded sessions, are stored securely and retained only as long as necessary in line with GDPR. All information is treated as confidential and shared only with those directly involved in resolving the concern or where disclosure is legally required.

## **10. Review**

This policy will be reviewed annually or sooner if new safeguarding guidance is issued to ensure it remains up to date and effective. (*Last review date: 10/11/2025*)

## **11. Emergency Contacts**

In any immediate emergency, always contact **999** first. For all other safeguarding concerns related to School To Medic, contact **[info@schooltomedic.co.uk](mailto:info@schooltomedic.co.uk)**.