



FUTURE SCHOLARS LTD

Safeguarding and Child Protection Policy

Organisation: FUTURE SCHOLARS LTD

Website: <https://thebrightminds.co.uk>

Policy Owner: Designated Safeguarding Lead (DSL)

Designated Safeguarding Lead (DSL):

Deepika Peri

Telephone: +44 7881 413053

Deputy Designated Safeguarding Lead:

Naresh Kandala

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Policy Version: Version 1.0

Effective Date: 1 January 2025

Review Date: 1 September 2026

Review Frequency: Annually or sooner if legislation or statutory guidance changes.

1.0 Safeguarding Statement

FUTURE SCHOLARS LTD is committed to safeguarding and promoting the welfare of every child, young person and vulnerable adult who engages with our services. Safeguarding is everyone's responsibility, and every director, employee, tutor, contractor and volunteer working on behalf of FUTURE SCHOLARS LTD shares a duty to protect learners from harm.

We provide both **online and face-to-face tuition** across a range of educational settings, including private tuition, small group sessions and partnerships with schools and educational organisations. Regardless of where tuition takes place, we are committed to providing learning environments that are safe, inclusive and supportive.

The welfare of the learner is always our highest priority. We recognise that children have the right to learn in an environment where they feel safe, respected and listened to, and where any concerns about their wellbeing are taken seriously and acted upon promptly.

FUTURE SCHOLARS LTD recognises its statutory responsibilities under current safeguarding legislation and guidance, including *Keeping Children Safe in Education (KCSIE 2025)*, *Working Together to Safeguard Children (2023)*, the Children Acts 1989 and 2004, the Care Act 2014, the Equality Act 2010 and the Online Safety Act 2025.

We are committed to:

- promoting the safety, welfare and wellbeing of every learner;
- protecting children and vulnerable adults from abuse, neglect and exploitation;
- maintaining a culture of vigilance where safeguarding concerns are recognised and reported without delay;
- ensuring all tutors and staff understand their safeguarding responsibilities;
- recruiting suitable adults through robust safer recruitment procedures;
- maintaining professional boundaries between tutors and learners;
- providing safe online and face-to-face tutoring environments;
- working collaboratively with parents, schools, local authorities and safeguarding agencies where appropriate; and
- continuously reviewing our safeguarding arrangements to reflect current legislation, best practice and organisational learning.

Safeguarding is embedded throughout every aspect of our organisation and forms an integral part of our culture, decision-making and daily practice.

2.0 Objectives

The purpose of this Safeguarding and Child Protection Policy is to establish a clear framework that enables FUTURE SCHOLARS LTD to fulfil its safeguarding responsibilities and ensure the protection of every learner who accesses our services.

This policy applies to all directors, employees, tutors, contractors and volunteers working on behalf of FUTURE SCHOLARS LTD, together with any individual who has contact with learners through our organisation.

The objectives of this policy are to:

- promote the welfare of children, young people and vulnerable adults at all times;
- provide clear guidance on recognising and responding to safeguarding concerns;
- establish consistent safeguarding procedures across all online and face-to-face tuition;
- ensure all staff understand their legal and professional responsibilities;
- maintain safer recruitment and vetting procedures for tutors and employees;

- promote a culture where safeguarding concerns are raised promptly without fear of discrimination or retaliation;
- ensure safeguarding concerns are recorded accurately, securely and confidentially;
- support effective partnership working with parents, carers, schools, local authorities and statutory agencies;
- promote online safety and digital safeguarding for learners and tutors;
- ensure all safeguarding decisions place the best interests of the child at the centre of decision making; and
- comply with all relevant safeguarding legislation and statutory guidance.

FUTURE SCHOLARS LTD acknowledges that safeguarding extends beyond responding to incidents of abuse. It includes creating safe learning environments, identifying concerns at the earliest opportunity, supporting learners' wellbeing, reducing risk and promoting positive outcomes for every child.

3.0 Scope of this Policy

This policy applies to every aspect of FUTURE SCHOLARS LTD's educational provision, including services delivered online, in learners' homes (where appropriate), community venues, schools and other educational settings.

The policy applies to:

- Directors of FUTURE SCHOLARS LTD;
- Employees;
- Self-employed tutors contracted by FUTURE SCHOLARS LTD;
- Agency tutors engaged through the organisation;
- Volunteers;
- Consultants and contractors working with learners;
- Parents and carers using our services;
- Partner schools and educational organisations; and
- All children, young people and vulnerable adults receive tuition through FUTURE SCHOLARS LTD.

This policy covers safeguarding arrangements relating to:

- One-to-one online tuition;
- One-to-one face-to-face tuition;
- Small group tuition;
- School-based tuition programmes;
- Holiday revision courses;
- Educational workshops;
- Remote communication between tutors and learners;
- Digital learning platforms used by FUTURE SCHOLARS LTD.

All individuals working on behalf of FUTURE SCHOLARS LTD are expected to read, understand and comply with this policy. Failure to follow safeguarding procedures may result in disciplinary action, termination of contracts, referral to statutory agencies or referral to the Disclosure and Barring Service (DBS), where appropriate.

Safeguarding responsibilities continue beyond individual tutoring sessions. All tutors and staff have a duty to remain vigilant to concerns arising before, during or after tuition and must report concerns immediately in accordance with the procedures set out within this policy.

4.0 Definitions of Abuse and Safeguarding

Safeguarding is the action taken to promote the welfare of children, young people and vulnerable adults and to protect them from harm. FUTURE SCHOLARS LTD recognises that safeguarding extends beyond preventing abuse and includes promoting learners' wellbeing, ensuring safe learning environments and taking timely action where concerns arise.

For the purposes of this policy, a **child** is anyone under the age of 18.

All tutors, directors, employees and contractors must remain alert to the signs of abuse, neglect, exploitation and other safeguarding concerns. Abuse may occur within a family, educational setting, community environment or online. It can be perpetrated by adults or by other children and may involve a single incident or an ongoing pattern of behaviour.

Safeguarding concerns are rarely isolated incidents. Multiple forms of abuse may occur simultaneously, and all concerns must be treated seriously regardless of their perceived severity.

FUTURE SCHOLARS LTD recognises that technology is now central to children's lives. Learners may experience harm both online and offline, and tutors must remain vigilant to signs of online exploitation, cyberbullying, grooming, coercion, inappropriate communication, exposure to harmful content and other digital safeguarding risks.

Where there is uncertainty, tutors must always seek advice from the Designated Safeguarding Lead rather than dismiss or minimise concerns.

4.1 Types of Abuse

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child or vulnerable adult. This may include hitting, shaking, pushing, burning, poisoning, suffocating or any act that causes injury or physical suffering.

Tutors should remain alert to unexplained injuries, repeated bruising, inconsistent explanations or behaviours suggesting fear of physical punishment.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child which negatively affects their emotional development and wellbeing.

Examples include:

- humiliation
- intimidation
- threats
- persistent criticism
- rejection
- controlling behaviour
- exposure to domestic abuse
- isolating a child from others
- bullying, including online bullying

Emotional abuse may occur alongside other forms of abuse and should never be dismissed because there are no visible injuries.

Sexual Abuse

Sexual abuse involves forcing, persuading or manipulating a child or vulnerable adult into sexual activity.

It may involve physical contact or non-contact abuse including:

- grooming
- sexual exploitation
- indecent images
- inappropriate online communication
- exposing children to pornography
- requesting sexual images
- sexual harassment
- online exploitation

Sexual abuse can occur both online and face-to-face.

Neglect

Neglect is the ongoing failure to meet a child's basic physical, emotional, educational or medical needs.

Examples include failure to provide:

- adequate food
- clothing
- supervision
- medical care
- emotional support
- education
- protection from harm

Tutors may observe signs of neglect through persistent poor attendance, hunger, poor hygiene, untreated medical issues, exhaustion or significant emotional withdrawal.

Child Criminal and Sexual Exploitation

FUTURE SCHOLARS LTD recognises that exploitation is a form of child abuse.

Children may be manipulated into criminal activity, drug distribution, county lines activity or sexual exploitation through coercion, intimidation, gifts, money, relationships or online communication.

Tutors should report any concerns immediately.

Child-on-Child Abuse

Children can abuse other children both online and offline.

Examples include:

- bullying
- cyberbullying
- prejudice-based bullying
- sexual harassment
- sexual violence
- sharing indecent images
- coercive behaviour
- physical assault
- emotional abuse

FUTURE SCHOLARS LTD operates a zero-tolerance approach to child-on-child abuse.

Honour-Based Abuse

Honour-Based Abuse includes practices such as:

- Forced Marriage
- Female Genital Mutilation (FGM)
- abuse linked to family or community "honour"

Any concerns regarding Honour-Based Abuse must be treated as safeguarding matters and reported immediately to the Designated Safeguarding Lead.

Radicalisation and Extremism

FUTURE SCHOLARS LTD recognises its responsibilities under the Prevent Duty.

Tutors should remain alert to indicators that a learner may be vulnerable to radicalisation or extremist influence and report concerns immediately to the DSL.

5.0 Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

Every person working on behalf of FUTURE SCHOLARS LTD has an individual duty to safeguard children and vulnerable adults regardless of their role or contractual status.

Every tutor, employee and director must:

- place the welfare of learners above all other considerations;
- read and comply with this Safeguarding Policy;
- complete safeguarding training before working with learners;
- maintain professional boundaries at all times;
- recognise indicators of abuse, neglect and exploitation;
- report concerns immediately;
- accurately record safeguarding concerns;
- maintain confidentiality;
- cooperate with safeguarding investigations;
- promote safe learning environments both online and face-to-face.

No individual should investigate safeguarding concerns independently. Concerns must be referred to the DSL without delay.

Where a learner is believed to be in immediate danger, emergency services should be contacted immediately before informing the DSL.

6.0 Designated Safeguarding Lead (DSL)

FUTURE SCHOLARS LTD has appointed a Designated Safeguarding Lead responsible for overseeing safeguarding arrangements throughout the organisation.

Designated Safeguarding Lead

Deepika Peri

Telephone: **+44 7881 413053**

Deputy Designated Safeguarding Lead

Naresh Kandala

Telephone: **07440 748676**

The Designated Safeguarding Lead is responsible for:

- leading safeguarding practice throughout the organisation;
- receiving and managing safeguarding concerns;
- making referrals to Children's Social Care, Adult Social Care or the Police where appropriate;
- liaising with schools' Designated Safeguarding Leads;
- maintaining safeguarding records;
- supporting tutors;
- ensuring safeguarding training is completed;
- reviewing safeguarding procedures;
- monitoring compliance;
- advising directors on safeguarding matters.

The Deputy DSL will undertake these responsibilities whenever the DSL is unavailable.

All tutors must know how to contact the DSL and must never delay reporting concerns because they are unsure whether abuse has occurred.

7.0 Early Help and Duty to Report

FUTURE SCHOLARS LTD recognises the importance of identifying concerns at the earliest possible opportunity.

Many safeguarding issues develop gradually. Tutors are often well placed to notice changes in behaviour, attendance, appearance, emotional wellbeing or family circumstances.

Early Help aims to provide support before problems escalate into significant harm.

Tutors should immediately report concerns including, but not limited to:

- unexplained injuries;
- disclosures of abuse;
- repeated absences;
- concerning behaviour changes;
- signs of neglect;
- poor mental wellbeing;
- online safety concerns;
- bullying;
- exploitation;
- inappropriate relationships;
- radicalisation concerns;
- domestic abuse disclosures;
- self-neglect by vulnerable adults.

Tutors must never promise confidentiality to a learner making a safeguarding disclosure. Instead, they should explain that information will only be shared with those who need to know in order to keep the learner safe.

All safeguarding concerns should be reported to the Designated Safeguarding Lead on the same day wherever possible.

Where there is an immediate risk of serious harm, tutors should contact emergency services by calling **999** before informing the DSL.

FUTURE SCHOLARS LTD will work collaboratively with parents, schools, local authorities, police and other safeguarding agencies to ensure appropriate action is taken to protect learners.

8.0 Safer Recruitment

FUTURE SCHOLARS LTD is committed to safer recruitment practices to protect children, young people and vulnerable adults. We recognise that effective recruitment procedures are an essential part of safeguarding and help prevent unsuitable individuals from working with learners.

All recruitment decisions are based on the principles of fairness, equality and safeguarding. No tutor or employee will commence work with learners until all required pre-employment checks have been completed and deemed satisfactory.

Our safer recruitment process includes:

- A completed application form or CV.
- A structured interview assessing suitability to work with children.
- Verification of identity and right to work in the UK (where applicable).
- Verification of qualifications and relevant experience.
- A minimum of two satisfactory references.
- An Enhanced Disclosure and Barring Service (DBS) check where required.
- Verification of employment history, including explanations for any gaps.
- Consideration of online information that may identify safeguarding concerns, where appropriate and lawful.
- Completion of mandatory safeguarding training before working with learners.
- Acceptance of the FUTURE SCHOLARS LTD Safeguarding Policy and Tutor Code of Conduct.

Where concerns arise during recruitment, FUTURE SCHOLARS LTD reserves the right not to proceed with an appointment or to seek further information before making a decision.

All recruitment records will be stored securely in accordance with UK GDPR and the Data Protection Act 2018.

9.0 DBS Checks and Ongoing Suitability

Protecting learners is central to our recruitment and safeguarding processes.

All tutors delivering services to children on behalf of FUTURE SCHOLARS LTD are expected to hold an appropriate **Enhanced DBS Certificate**, including a check of the Children's Barred List where their role constitutes regulated activity or where such a check is required by law or by a commissioning school or organisation.

Where tutors are registered with the DBS Update Service, FUTURE SCHOLARS LTD may carry out status checks during their engagement.

Tutors are required to:

- disclose any criminal investigations, cautions or convictions that arise during their engagement with FUTURE SCHOLARS LTD;
- notify the Designated Safeguarding Lead immediately if they become subject to any safeguarding investigation or professional conduct proceedings;
- cooperate with requests for updated safeguarding documentation.

Failure to disclose relevant information may result in suspension or termination of engagement.

FUTURE SCHOLARS LTD reserves the right to request renewed DBS checks or additional vetting where required by legislation, contractual obligations or safeguarding risk assessments.

10.0 Tutor Code of Conduct

Every tutor represents FUTURE SCHOLARS LTD and is expected to maintain the highest standards of professional conduct at all times.

Tutors must:

- treat every learner with dignity, respect and kindness;
- promote equality, diversity and inclusion;
- maintain appropriate professional boundaries;
- use language suitable for the learner's age and understanding;
- behave as positive role models;
- report safeguarding concerns immediately;
- maintain confidentiality in accordance with safeguarding and data protection requirements;
- follow all company safeguarding procedures.

Tutors must not:

- develop inappropriate personal relationships with learners;
- exchange personal gifts of significant value;
- communicate using personal social media accounts;
- share personal contact details unless authorised by FUTURE SCHOLARS LTD;
- arrange unsupervised meetings outside agreed tuition;
- engage in behaviour that could be interpreted as grooming or favouritism;
- consume alcohol or illegal substances before or during tuition;
- photograph or record learners without written authorisation.

Tutors should remain aware that professional conduct applies both inside and outside tutoring sessions. Conduct in personal life that raises safeguarding concerns may affect suitability to continue working with FUTURE SCHOLARS LTD.

11.0 Professional Boundaries and Safe Working Practice

Maintaining professional boundaries is essential in safeguarding learners and protecting tutors from misunderstandings or allegations.

Face-to-Face Tuition

Where tuition takes place in a learner's home:

- Parents or carers should be informed of lesson times and locations.
- Wherever possible, another responsible adult should remain present within the property.
- Tutors should avoid entering private areas of the home unnecessarily.
- Lessons should take place in an appropriate communal learning space whenever possible.
- Tutors must end the session immediately if they feel unsafe or witness behaviour placing a learner at risk.

Where tuition takes place in schools or community venues, tutors must comply with the safeguarding procedures and visitor requirements of the host organisation.

Online Tuition

Online lessons must take place using approved digital platforms authorised by FUTURE SCHOLARS LTD.

Tutors must:

- use professional usernames and accounts;
- ensure lessons take place in an appropriate environment;
- maintain professional dress and behaviour;
- avoid inappropriate backgrounds or distractions;
- ensure communication remains educational and relevant.

Private messaging outside agreed educational purposes should be avoided unless authorised by FUTURE SCHOLARS LTD.

Communication with Learners

Communication should remain professional at all times.

Tutors must not:

- contact learners through personal social media;
- accept friend or follow requests from learners;
- communicate late at night unless pre-arranged through parents or schools;

- engage in personal or inappropriate conversations unrelated to learning.

Physical Contact

Physical contact should be avoided unless absolutely necessary for health and safety reasons.

Any unavoidable physical contact must be appropriate, proportionate and immediately recorded where necessary.

Gifts and Favouritism

Tutors must not show favouritism towards individual learners.

Small educational rewards may be appropriate where approved by FUTURE SCHOLARS LTD, but expensive or personal gifts should never be given or accepted.

Maintaining clear professional boundaries protects learners, parents, tutors and FUTURE SCHOLARS LTD, ensuring that educational relationships remain safe, transparent and focused solely on the learner's welfare and educational development.

12.0 Online Safety

FUTURE SCHOLARS LTD recognises that technology is an essential part of education and that online tuition provides valuable learning opportunities. However, we also recognise that online environments present safeguarding risks that must be managed effectively.

We are committed to creating a safe digital learning environment for every learner and tutor.

Online safety is embedded throughout our safeguarding procedures and applies to all online lessons, communications and digital platforms used by FUTURE SCHOLARS LTD.

12.1 Online Safety Principles

We aim to:

- provide a safe and secure online learning environment;
- protect learners from online abuse, exploitation and harmful content;
- maintain professional standards during virtual lessons;
- educate tutors about digital safeguarding responsibilities;
- respond promptly to online safeguarding concerns.

12.2 Online Tutoring Standards

Tutors delivering online lessons must:

- use only approved platforms authorised by FUTURE SCHOLARS LTD;
- ensure lessons are conducted from an appropriate professional environment;
- dress professionally and maintain appropriate behaviour;
- use clear and respectful language;
- ensure their background is suitable and free from inappropriate material;
- avoid interruptions wherever possible;
- maintain professional boundaries throughout each lesson.

Tutors must never:

- communicate through personal social media accounts;
- request or share inappropriate images or videos;
- engage in private conversations unrelated to learning;
- arrange unofficial online meetings with learners;
- use personal messaging applications unless specifically authorised by FUTURE SCHOLARS LTD.

12.3 Online Risks

Tutors should remain alert to indicators that a learner may be experiencing online harm, including:

- cyberbullying;
- online grooming;
- sextortion or image-based abuse;
- exposure to inappropriate or extremist content;
- online exploitation;
- identity theft;
- financial scams;
- coercive online relationships;
- excessive secrecy regarding online activity.

Any concerns must be reported immediately in accordance with this policy.

13.0 Recognising and Responding to Safeguarding Concerns

All tutors and staff are expected to remain vigilant to signs that a learner may be experiencing abuse, neglect or exploitation.

Concerns may arise through:

- direct disclosure by a learner;
- observations during tuition;

- behavioural changes;
- injuries or unexplained marks;
- attendance patterns;
- concerning online interactions;
- information shared by parents, schools or professionals.

Safeguarding concerns should never be dismissed because there is insufficient evidence to prove abuse.

If something causes concern, it should be reported.

13.1 If a Learner Makes a Disclosure

Where a learner discloses abuse or neglect, tutors should:

- remain calm;
- listen carefully;
- allow the learner to speak without interruption;
- reassure the learner they have done the right thing by speaking;
- avoid expressing shock or disbelief;
- avoid asking leading questions;
- explain that the information cannot be kept secret because their safety is the priority;
- accurately record what has been said using the learner's own words where possible;
- report the concern immediately to the Designated Safeguarding Lead.

Tutors must never:

- promise confidentiality;
- investigate the allegation themselves;
- confront the alleged perpetrator;
- delay reporting concerns.

14.0 Reporting Safeguarding Concerns

Every safeguarding concern must be reported promptly.

Where there is uncertainty about whether a concern meets the safeguarding threshold, tutors should always report it to the Designated Safeguarding Lead for advice.

Designated Safeguarding Lead

Deepika Peri

Telephone: **+44 7881 413053**

Deputy Designated Safeguarding Lead

Naresh Kandala

Telephone: **07440 748676**

14.1 Immediate Risk

If a learner is believed to be in immediate danger, tutors must:

1. Contact **999** immediately.
2. Ensure the learner remains as safe as reasonably possible.
3. Inform the Designated Safeguarding Lead as soon as practicable.
4. Cooperate fully with emergency services.

Emergency referrals must never be delayed while attempting to contact the DSL.

14.2 Non-Emergency Concerns

The DSL will assess concerns and determine appropriate action, which may include:

- speaking with parents or carers where appropriate;
- liaising with a school's Designated Safeguarding Lead;
- making a referral to Children's Social Care;
- contacting Adult Social Care;
- making a referral to the Police;
- seeking advice from safeguarding professionals;
- monitoring ongoing concerns.

All referrals will be made in accordance with current statutory safeguarding guidance.

15.0 Recording and Information Sharing

Accurate safeguarding records are essential.

Every safeguarding concern must be recorded as soon as possible after the event.

Records should include:

- date and time;
- names of those involved;
- factual observations;
- the learner's own words wherever possible;
- actions taken;

- persons informed;
- outcome of any referral.

Records must be:

- factual;
- objective;
- signed and dated;
- stored securely;
- shared only with those who have a legitimate safeguarding need to know.

Personal opinions should be clearly distinguished from factual observations.

15.1 Confidentiality

Safeguarding information is confidential but not secret.

Information will only be shared where necessary to protect a child or vulnerable adult or where required by law.

FUTURE SCHOLARS LTD will process safeguarding information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

15.2 Working with Schools and Other Agencies

Where tuition is delivered on behalf of a school or educational organisation, FUTURE SCHOLARS LTD will work collaboratively with the school's Designated Safeguarding Lead and relevant safeguarding agencies.

Where appropriate, safeguarding concerns will be shared promptly with:

- Children's Social Care;
- Adult Social Care;
- Police;
- Local Authority Designated Officer (LADO);
- schools and colleges;
- health professionals;
- other statutory safeguarding partners.

The welfare of the learner will always be the primary consideration when making decisions about information sharing.

16.0 Allegations Against Tutors, Staff and Volunteers

FUTURE SCHOLARS LTD takes all allegations and concerns regarding the conduct of its directors, employees, tutors, contractors and volunteers seriously.

Any allegation that a member of staff has:

- behaved in a way that has harmed, or may have harmed, a child;
- committed or may have committed a criminal offence against a child;
- behaved towards a child in a manner indicating they may pose a risk of harm;
- behaved in a way that raises concerns about their suitability to work with children, either in their professional or personal life,

will be managed promptly, fairly and in accordance with statutory safeguarding guidance.

Where appropriate, the Designated Safeguarding Lead will consult or refer the matter to the Local Authority Designated Officer (LADO), the Police, Children's Social Care, the Disclosure and Barring Service (DBS) and any other relevant statutory agencies.

Where necessary, FUTURE SCHOLARS LTD may suspend an individual from duties while investigations are ongoing. Suspension is a neutral act and does not imply guilt.

Individuals subject to allegations will be treated fairly while ensuring that the welfare of children remains the overriding priority.

17.0 Low-Level Concerns

FUTURE SCHOLARS LTD encourages an open and transparent safeguarding culture.

A low-level concern is any behaviour that is inconsistent with the organisation's professional standards, even if it does not meet the threshold for formal safeguarding action.

Examples may include:

- inappropriate language;
- unnecessary personal contact;
- failure to maintain professional boundaries;
- inappropriate communication with learners;
- breaches of company procedures;
- behaviour causing colleagues or parents concern.

Low-level concerns should be reported to the Designated Safeguarding Lead as soon as possible.

Records of low-level concerns will be maintained confidentially and reviewed to identify patterns of behaviour requiring further investigation.

Where repeated concerns arise, formal safeguarding or disciplinary procedures may be initiated.

18.0 Whistleblowing

FUTURE SCHOLARS LTD is committed to creating a culture where all staff and tutors feel able to raise genuine safeguarding concerns without fear of victimisation.

Any employee, tutor, volunteer or contractor who believes safeguarding procedures are not being followed, or who has concerns regarding the conduct of another adult, has a duty to report those concerns.

Concerns should normally be raised with the Designated Safeguarding Lead.

Where this is inappropriate, concerns may be raised directly with:

- the Deputy Designated Safeguarding Lead;
- Children's Social Care;
- the Police;
- the Local Authority Designated Officer (LADO);
- the NSPCC Whistleblowing Advice Line where appropriate.

No individual will suffer disadvantage for raising safeguarding concerns in good faith.

19.0 Complaints

FUTURE SCHOLARS LTD welcomes feedback regarding the quality and safety of its services.

Complaints may be made by:

- learners;
- parents or carers;
- tutors;
- schools;
- partner organisations;
- members of the public.

Where a complaint identifies a safeguarding concern, safeguarding procedures will take precedence over the complaints process.

All complaints will be:

- acknowledged promptly;
- investigated fairly;
- handled confidentially;
- resolved wherever possible within reasonable timescales.

Records of complaints and outcomes will be retained securely.

20.0 Governance and Safeguarding Responsibilities

The Directors of FUTURE SCHOLARS LTD have overall responsibility for ensuring effective safeguarding arrangements across the organisation.

This includes:

- approving safeguarding policies;
- ensuring sufficient safeguarding resources;
- monitoring compliance;
- supporting the Designated Safeguarding Lead;
- reviewing safeguarding performance;
- promoting a culture where safeguarding is embedded throughout the organisation.

Designated Safeguarding Lead

The DSL is responsible for:

- leading safeguarding practice;
- receiving safeguarding concerns;
- making referrals to statutory agencies;
- maintaining safeguarding records;
- providing advice to tutors and staff;
- delivering safeguarding guidance;
- monitoring policy compliance;
- reviewing safeguarding procedures annually.

Tutors and Employees

Every tutor and employee must:

- complete safeguarding training;
- read and understand this policy;
- maintain professional boundaries;
- report safeguarding concerns immediately;
- cooperate with safeguarding investigations;
- promote learner welfare at all times.

Safeguarding remains everyone's responsibility regardless of role.

21.0 Policy Monitoring and Review

This policy will be reviewed:

- annually;
- following significant safeguarding incidents;
- following changes to legislation or statutory guidance;
- where operational changes require amendments.

The review will be led by the Designated Safeguarding Lead in consultation with the Directors.

Current versions of the policy will be made available to tutors, employees and partner organisations.

22.0 Relevant Legislation and Guidance

FUTURE SCHOLARS LTD will operate in accordance with current UK safeguarding legislation and statutory guidance, including (but not limited to):

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Care Act 2014
- Counter-Terrorism and Security Act 2015
- Modern Slavery Act 2015
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Domestic Abuse Act 2021
- Online Safety Act 2023 (and subsequent updates)

Statutory Guidance

- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- Prevent Duty Guidance
- Information Sharing Advice for Safeguarding Practitioners
- Guidance for Safer Working Practice for Adults Working with Children and Young People

FUTURE SCHOLARS LTD will ensure that this policy is updated whenever legislation, statutory guidance or recognised safeguarding best practice changes.

Appendix A – Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Deepika Peri

Telephone: **+44 7881 413053**

Deputy Designated Safeguarding Lead

Naresh Kandala

Telephone: **07440 748676**

Emergency

Emergency Services: 999

Non-Emergency Police

Police: 101

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Appendix B – Policy Declaration

FUTURE SCHOLARS LTD is committed to providing a safe, respectful and inclusive environment where every learner can thrive. Safeguarding is embedded in every aspect of our work and is fundamental to the way we recruit, train, supervise and support our tutors and staff.

Every person working on behalf of FUTURE SCHOLARS LTD is expected to uphold this policy and share responsibility for protecting the welfare of children, young people and vulnerable adults.

Approved by: Directors, FUTURE SCHOLARS LTD

Policy Version: 1.0

Approval Date: 1 January 2025

Next Review Date: 1 September 2026

