



MiltonRose Learning

Safeguarding Policy

Building strong, sustainable working relationships with our amazing parents, guardians, schools and students

1-Purpose

MiltonRose Learning are committed to creating a safe online learning environment for all our students and tutors. This safeguarding policy outlines how we promote this crucial goal.

2-Everyone's Responsibility

Safeguarding is everyone's responsibility. Therefore, I) tutors bear responsibility for creating a safe, respectful online learning environment and recognising/responding to any safeguarding concerns in a timely, proportionate manner; II) all other self-employed staff are responsible for overseeing safeguarding procedures and ensuring compliance with safeguarding policy and ; III) students and parents/guardians are encouraged to report any safeguarding concerns to us, and cooperate with any investigation.

3-Recruitment

All tutors must I) have an up to date Enhanced DBS (or equivalent) check with no offences; II) pass an interview, and III) submit a satisfactory reference before being employed. All employed tutors must read this policy, and pledge to uphold it at all times.

4-Data Protection

All tutors and staff must maintain confidentiality and respect students' privacy rights at all times. Personal information and data must be handled and stored securely at all points.

5-Code of Conduct

Tutors and staff must act professionally at all times. This involves treating all students with dignity, maintaining appropriate boundaries and refraining from harmful behaviour. Tutors must not engage in any behaviour that may jeopardise the wellbeing of students in any way.

6-Reporting Protocol

Tutors, staff, students and parents/guardians are encouraged to report safeguarding issues promptly. Reports are taken seriously, documented, and escalated to appropriate authorities as required in a timely manner.

Continued Overleaf





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Safeguarding Policy Continued

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7-Risk Management

Reasonable measures (in light of company resources) are implemented to mitigate risks, including I) encouraging tutors to use Skype with its industry-standard encryption; II) to record Skype lessons (at parents' request) and storing them after each lesson in line with Skype's capabilities; III) having an "open-door" policy, with all lessons able to be inspected by parents/guardians or staff with no notice

8-Reviewing

This safeguarding policy is reviewed periodically, to ensure effectiveness and compliance with best practice. Feedback from tutors, students and stakeholders is welcome and incorporated as necessary

9-Compliance and Enforcement

Non-compliance with the safeguarding policy may result in disciplinary action, termination of employment, or legal action as appropriate. All individuals involved in the delivery of our educational services are expected to comply with this policy, and fulfil their obligations to safeguarding and student welfare

10-Commitment

MiltonRose Learning is dedicated to upholding the highest standards of safeguarding, to ensure the safety and wellbeing of all our stakeholders. This policy reflects our commitment to safeguarding, and promoting the welfare of children, young people and adults

***By commencing lessons, we assume all parties' acceptance of all the above policy stipulations**

