KEEPING YOUR CHILD SAFE
A summary of the Riley Tutoring Safeguarding Policy for parents and guardians

HOW WE MAKE SURE OUR TUTORS ARE SUITABLE

Before a tutor is introduced to any family, we:

- interview them, and check their identity and right to work;
- check they hold an enhanced DBS certificate (on the DBS Update Service, or renewed every 2 years) and are not on the Children's Barred List;
- take all reasonably practicable steps to obtain two references and to verify their qualifications; and
- require safeguarding training before they meet any student, renewed at least every 18 months.

If we ever receive information suggesting a tutor may be unsuitable, we will tell you without delay.

HOW LESSONS ARE KEPT SAFE

- All lessons are online. Tutors never visit your home or meet students in person.
- Lessons are by video call, with a private link shared only with you and your child.
- You are welcome to join or check in on any lesson at any time.
- Lessons are not recorded.
- Tutors never message your child one-to-one. All messages go in a group or email thread that includes you.
- Tutors never connect with students on social media.

WHAT WE ASK OF YOU

- Ideally, be in the room during lessons or, at a minimum, at home and nearby.
- Make sure your child joins from a quiet, shared space, such as a living room or kitchen, and is dressed as they would be for an in-person lesson.
- Keep your phone with you during lessons so the tutor can reach you, and if your child is under 13, be at home throughout.
- Stay in any group chat or email thread between the tutor and your child.

IF YOU HAVE A CONCERN

Please contact our Designated Safeguarding Lead, **Lauren Riley**, at **info@rileytutoring.co.uk** or on **07850 683664**. Every concern is taken seriously and handled sensitively. If you are ever unhappy with how a tutor acts or communicates, please let us know.

If a child is in immediate danger, call the police on **999** (or your local emergency number if you live outside the UK). You can also contact the NSPCC helpline on **0808 800 5000**. This is a summary only. If anything differs, our full Safeguarding Policy applies, and it is on our website at rileytutoring.co.uk/safeguarding-policy.