



SAFEGUARDING POLICY

Riley Tutoring Limited (trading as Riley Tutoring)

A company registered in England and Wales (company number 13950907) with registered office at 1 Beaumont Avenue, Bishop's Stortford, Hertfordshire, CM23 4RG

Last updated: 9 October 2026

INTRODUCTION

Riley Tutoring Limited is committed to providing a safe and supportive learning environment for all students. This safeguarding policy outlines our commitment to protecting the welfare of children, young people, and adults at risk and ensuring their safety in all interactions with tutors introduced through Riley Tutoring.

All tuition arranged by Riley Tutoring is delivered online. Tutors do not attend a student's home or any other premises.

1. PURPOSE OF THE POLICY

The purpose of this policy is to:

- Ensure the safety and well-being of all students receiving tutoring services.
- Outline the roles and responsibilities of staff and tutors in safeguarding matters.
- Provide guidelines on how to identify, report, and respond to concerns about abuse, neglect, or exploitation.
- Promote a culture of vigilance and safeguarding within the Agency.

Legislation and guidance: This policy is based on, and should be read alongside:

- the Children Act 1989 and the Children Act 2004;
- the Care Act 2014;
- Working Together to Safeguard Children 2023;
- Keeping Children Safe in Education (current edition), which the Agency follows as best practice;
- Keeping children safe during community activities, after-school clubs and tuition (DfE guidance for providers of out-of-school settings), which the Agency follows as best practice;
- the Safeguarding Vulnerable Groups Act 2006;
- the Conduct of Employment Agencies and Employment Businesses Regulations 2003;
- the Online Safety Act 2023; and

- the UK GDPR and the Data Protection Act 2018.

2. SCOPE

This policy applies to:

- All directors and self-employed tutors registered with Riley Tutoring Limited.
- Anyone working on behalf of Riley Tutoring Limited.
- Students and their parents or guardians who engage with Riley Tutoring services.

It covers the introductory meeting between a tutor and a Client, as well as every tutoring session.

3. DEFINITIONS

- **Child:** Any individual under the age of 18.
- **Adult at Risk** (sometimes called a vulnerable adult): An individual aged 18 or over who has care and support needs, is experiencing or is at risk of abuse or neglect, and, because of those needs, is unable to protect themselves from it.
- **Safeguarding:** Actions taken to promote the welfare and safety of children, young people, and adults at risk, preventing harm, abuse, or exploitation.
- **Abuse:** Can include physical, emotional, sexual abuse, or neglect.
- **Client:** The person who arranges the tuition and agrees the Agency's Client Terms of Business. This is usually the student's parent, guardian or carer, including where the student is 18 or over (for example, in Year 13), or the student themselves where they are 18 or over and arrange their own tuition.
- **Agency:** Riley Tutoring Limited (trading as Riley Tutoring).
- **Tutor:** A self-employed tutor registered with the Agency.
- **Student:** The child or adult who receives tuition through the Agency (called the "Pupil" in the Agency's Tutor Terms and Conditions and Client Terms of Business).
- **Assignment:** A booking, session, or course of tuition sessions arranged between a tutor and a Client following an introduction by the Agency.
- **Platform:** TutorCruncher, the Agency's online system for booking sessions and logging lesson reports.
- **Designated Safeguarding Lead (DSL):** Lauren Riley, the person responsible for safeguarding at the Agency. Her contact details are in Section 13.
- **Local Authority Designated Officer (LADO):** The officer at a local council who handles allegations that an adult working with children has harmed a child or may pose a risk to children.

4. KEY SAFEGUARDING PRINCIPLES

- **Student-Centred Approach:** The safety and welfare of students are our highest priorities.
- **Zero Tolerance for Abuse:** We do not tolerate any form of abuse, neglect, or exploitation, and we will act swiftly to address concerns. Under no circumstances may a tutor cause physical or emotional harm to a student.
- **Vigilance:** All tutors and staff must be alert to potential safeguarding issues.
- **Confidentiality:** Information about students will be treated with confidentiality, and concerns will be shared only with those who need to know to protect the student.

5. ROLES AND RESPONSIBILITIES

Designated Safeguarding Lead (DSL):

The Designated Safeguarding Lead is responsible for overseeing safeguarding procedures. The DSL will:

- Be the first point of contact for safeguarding concerns.
- Provide advice and support to tutors regarding safeguarding issues.
- Liaise with external agencies, such as children's services or the police, when necessary.
- Keep a record of every concern raised, the action taken, and the reasons for it.
- Complete designated safeguarding lead training, and refresh it at least every 2 years.

If the DSL is unavailable: If the DSL cannot be reached, contact the local authority children's services for the area where the child lives or, if the child lives outside the UK, the NSPCC helpline on 0808 800 5000. If the concern is about the DSL, contact the LADO (see Section 8). If a child is at immediate risk of harm, call the police on 999 (or, for a child outside the UK, follow the steps in Section 7).

Tutors:

All tutors must:

- Familiarise themselves with this policy, and confirm they have done so on registration.
- Complete the safeguarding training the Agency requires before attending any introductory meeting or meeting any student, and again at least once in every 18 months.
- Report any concern or suspicion of abuse or neglect to the DSL without delay, and in any event within 24 hours.
- Maintain appropriate professional boundaries with students, including the communication rules in Section 9.
- Follow the safeguarding procedures outlined in this policy.

Clients, Parents and Guardians:

Clients, parents and guardians should report any safeguarding concern to the DSL without delay, at info@riley tutoring.co.uk or on 07850 683664.

Where a student is under 18, the Client is responsible for appropriate supervision arrangements during online sessions, ideally with a parent or guardian present in the room (see Section 9).

6. RECOGNISING SIGNS OF ABUSE

Tutors should be alert to the possible signs of abuse. A sign on its own does not prove that abuse is taking place, but any concern must be reported to the DSL, who will decide what happens next. All tuition is online, so tutors will often see a student's home in the background of a session. Anything a tutor sees or hears that raises concern should be treated in the same way as anything the student says.

Each type of abuse below is set out with a short explanation, followed by signs a tutor might notice during online lessons.

The Four Main Types of Abuse

- **Physical abuse:** Deliberately hurting a child, for example by hitting, shaking or burning. *Signs:* visible bruises, marks or burns, especially if unexplained or explained inconsistently, or a student seeming frightened of someone at home.
- **Emotional abuse:** Persistent emotional ill-treatment, such as making a child feel worthless, frightened or unloved. *Signs:* very low confidence, extreme anxiety about making mistakes, withdrawal, or hearing a child being shouted at or belittled in the background.
- **Sexual abuse:** Forcing or persuading a child to take part in sexual activity, in person or online. *Signs:* sexual knowledge or language beyond their age, sexualised behaviour, or sudden secrecy, distress or changes in behaviour.
- **Neglect:** Persistent failure to meet a child's basic needs, such as food, clothing, safety, supervision or medical care. *Signs:* a student who often seems hungry, very tired or unwell, is left unsupervised for long periods, or regularly misses lessons without explanation.

Exploitation

- **Child sexual exploitation:** Manipulating or coercing a child into sexual activity, sometimes in exchange for gifts, money, attention or affection. *Signs:* unexplained gifts, money or new phones, an older boyfriend or girlfriend, secrecy about who they are talking to, or going missing from home or school.
- **Child criminal exploitation and county lines:** Grooming a child into criminal activity, such as carrying drugs or money. *Signs:* unexplained money or belongings, unexplained absences, new older friends, fear or anxiety, or references to travelling to other areas.

Online Harms

- **Online grooming:** Someone building a relationship with a child online in order to abuse or exploit them. *Signs:* secrecy about online activity, contact with people they do not know in real life, receiving gifts or credit online, or distress after being online.
- **Sextortion and image-based abuse:** Threatening to share sexual images of a child, which may be real or created using AI, unless they send more images or pay money. *Signs:* sudden distress, withdrawal, mentions of being threatened, or asking for money. A tutor must never ask to see, and must never view, save or forward, any such image, and must report the concern to the DSL straight away.
- **Bullying and cyberbullying:** Repeated hurtful behaviour, in person or online, including through messages and social media. *Signs:* withdrawal, anxiety, distress during or after being online, or a sudden reluctance to engage in lessons.

Other Concerns

- **Domestic abuse:** Violence or abuse between adults in a child's home, which harms the child even if they are not the target. *Signs:* shouting, arguments or threats heard in the background, fear of talking about home, anxiety, or aggressive behaviour.
- **Radicalisation and extremism:** A child being drawn into extremist views or groups. *Signs:* expressing extremist or "us and them" views, isolation from family and friends, or interest in extremist material online. The DSL may make a referral to Prevent, through the police or the local authority.
- **Self-harm and mental health:** A child hurting themselves or struggling with their mental health. *Signs:* visible injuries, covering arms or legs, talk of hopelessness or harming themselves, or sudden changes in mood or behaviour. If a student is at immediate risk, follow the emergency steps in Section 7.
- **Child-on-child abuse:** Abuse carried out by other children, including bullying, sexual harassment, sharing nude or semi-nude images, and abuse within teenage relationships. *Signs:* as for the types of abuse above. It should never be dismissed as "banter" or "part of growing up".
- **Female genital mutilation (FGM), forced marriage and honour-based abuse:** Practices that cause serious harm, often justified by family or cultural pressure. *Signs:* talk of a long trip abroad for a "special ceremony", anxiety about upcoming travel, or a family taking the child out of education unexpectedly. FGM and forced marriage are crimes in the UK, including when arranged abroad, and the DSL will report any concern to the police.

Students with SEND: Signs of abuse can be harder to spot in students with special educational needs or disabilities, and may be mistaken for part of their condition. Tutors should report any concern to the DSL in the usual way.

7. REPORTING AND RESPONDING TO CONCERNS

Reporting Process:

1. **Emergencies:** If a student is in immediate danger, call 999 first, then contact the Client (unless the danger may come from someone at home) and the DSL. If the student lives outside the UK, contact the Client instead, so they can call the local emergency services. If the student is the Client, or the danger may come from someone at home, contact the DSL, who will do so. As a last resort, if neither can be reached, call 999 and explain that the student is outside the UK.
2. **Reporting a concern:** Any other concern about a student's safety must be reported to the DSL as soon as possible, and within 24 hours at the latest, using the "Report a Safeguarding/Wellbeing Concern" form on the Platform (on the relevant job, under "Actions"). If it is serious or urgent, also phone the DSL on 07850 683664. If the form can't be used, email info@rileytutoring.co.uk or phone instead.
3. **Record Keeping:** The report must include the date, time and nature of the concern, and be factual and objective. If a tutor is unsure how severe a concern is, they should choose "Severe"; the DSL will decide what happens next. Tutors must not keep their own copy of a report or any notes once it has been submitted, and must never record a safeguarding concern in a lesson report, as Clients may be able to see lesson reports.
4. **External Reporting:** The DSL may decide to refer the matter to external agencies, such as children's services or the police, if necessary. Where the student is under 18, the DSL will normally discuss a concern with the Client first, unless doing so could place the student at greater risk, or the police or children's services advise otherwise. Where there is reasonable cause to suspect that a student is suffering, or is likely to suffer, significant harm, the DSL will make a referral whether or not the Client agrees.

Responding to a Disclosure:

If a student tells a tutor about abuse, the tutor must:

- stay calm and listen carefully, without interrupting;
- be non-judgemental, and reassure the student that they are being taken seriously and have done the right thing in speaking up;
- explain that they cannot keep it secret, and will need to share it with the DSL to keep the student safe;
- not ask leading questions, investigate, or confront anyone involved;
- report it to the DSL immediately, including the student's name and, as far as possible, the exact words the student used; and
- not discuss it with anyone other than the DSL.

A tutor who is unsure whether something amounts to a safeguarding concern must report it anyway. It is the DSL's job to decide what happens next, not the tutor's.

Students Living Outside the UK:

The same reporting procedure applies to every student, wherever they live: tutors report any concern to the DSL in the usual way. UK children's services cannot act for a child living abroad, so the DSL will, depending on the concern:

- contact the Client, unless doing so could place the student at greater risk;
- contact the police or child protection services in the country where the student lives; and
- seek advice from the NSPCC helpline on 0808 800 5000.

Students Aged 18 or Over:

Concerns about a student aged 18 or over are reported to the DSL in the same way. The DSL will normally discuss the concern with the student, and will not share it with their parent, guardian or carer without the student's agreement, unless this is needed to protect the student or someone else from serious harm. Where the student is an Adult at Risk, the DSL may refer the concern to the local authority adult social care team for the area where the student lives, with the student's consent where possible. If a student is at immediate risk of harm, follow the emergency steps above.

Whistleblowing:

If a tutor, parent or anyone working with the Agency feels that a safeguarding concern has not been dealt with properly, or has concerns about the way the Agency handles safeguarding, they should raise it with the DSL in the first instance. If they are not satisfied, or do not feel able to raise it with the DSL, they can contact the local authority children's services for the area where the child lives, or the NSPCC Whistleblowing Advice Line on 0800 028 0285. No one will be treated less favourably for raising a safeguarding concern in good faith.

8. CONCERNS ABOUT A TUTOR

Allegations Against a Tutor:

This procedure applies where information suggests that a tutor has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that suggests they may pose a risk of harm to children; or
- behaved, or may have behaved, in a way that suggests they may not be suitable to work with children, including outside their work with the Agency.

Reporting an allegation: Anyone with a concern about a tutor should report it to the DSL straight away at info@rileytutoring.co.uk or on 07850 683664. If the concern is about the DSL, it should be reported directly to the Local Authority Designated Officer (LADO) for the area where the child lives. If a child is at immediate risk of harm, call the police on 999 (or, for a child outside the UK, follow the steps in Section 7).

What the DSL will do: The DSL will not investigate the allegation themselves. They will:

- make a written record of the allegation, including the date, time and what was said, using the words of the person reporting it;
- refer the allegation to the LADO for the area where the child lives within one working day, and follow the LADO's advice. Where the child lives outside the UK, the DSL will contact the LADO for Hertfordshire, where the Agency is based, and the relevant authorities in the child's country where advised to;
- contact the police straight away where a crime may have been committed or a child is at immediate risk;
- suspend the tutor's registration while the matter is looked into, following any advice from the LADO or police on timing, so that all introductions are paused and the tutor must not deliver any sessions to a Client introduced by the Agency. This is a precaution, not a finding that the allegation is true;
- tell the Clients the tutor is working with, as required by the Conduct of Employment Agencies and Employment Businesses Regulations 2003, following the advice of the LADO or police on what can be shared and when; and
- tell the tutor about the allegation, unless the LADO or police advise otherwise.

Students aged 18 or over: The same procedure applies where the student involved is 18 or over, for example a student in Year 13. As the tutor works with children, the DSL will still refer the matter to the LADO, who will decide whether it meets their threshold. The DSL will also report it to the police where a crime may have been committed, and to the local authority adult social care team where the student is an Adult at Risk.

Outcome: Once the matter has been looked into, the DSL will decide whether the tutor can continue to be introduced to Clients. If the Agency stops introducing a tutor, or would have done so had the tutor not already left, because it thinks the tutor has harmed a child or may pose a risk of harm to children, or because the tutor has been cautioned or convicted of a relevant offence, the Agency will refer the tutor to the Disclosure and Barring Service, as required by law.

Records: Records of allegations are kept securely and confidentially, as set out in Section 11, including where an allegation is found to be unfounded or unsubstantiated. They are kept until the tutor reaches normal pension age, or for 10 years from the date of the allegation if that is longer. An allegation found to be malicious is removed from the tutor's records. Allegations found to be false, unfounded, unsubstantiated or malicious are not mentioned in any reference the Agency gives.

Inappropriate Communication with a Student:

Messages or comments to a student that are overly familiar, flirtatious, or otherwise inappropriate are never treated as a minor matter. As soon as such a concern is raised, the tutor's registration is suspended and the matter is dealt with under the allegations procedure above. Where the Agency is satisfied that it happened, it will end the tutor's registration.

Other Conduct Concerns:

Any other concern about a tutor's behaviour must also be reported to the DSL, for example unprofessional language, or sharing too much personal information with a student. Every concern is taken seriously, recorded and acted on promptly. Depending on the concern, the DSL will speak to the tutor, give written guidance, suspend the tutor's registration, or end it. Any concern that meets the threshold for an allegation is dealt with under the allegations procedure above.

9. SAFEGUARDING IN ONLINE TUTORING

All tuition is delivered online. The following measures are required to protect students.

Setting Up Lessons

- **Video platforms:** Sessions are delivered by video call using a mainstream platform, usually Google Meet or Microsoft Teams. Sessions are booked, and lesson reports logged, on the Agency's Platform (TutorCruncher). Tutors must:
 - use a meeting link that is unique to the student, or protected by a passcode, and share it only with the student and the Client (in the group for that Assignment, or by email with the Client copied in);
 - use the waiting room or "admit" feature where available, so that only the expected student, and the Client if they wish, can join;
 - use a professional account and display name, not a personal social media account;
 - not use the video platform's private chat to message a student outside the session, unless the student is 18 or over and arranges their own tuition;
 - before sharing their screen, close unrelated tabs and turn off notifications, and share only age-appropriate materials; and
 - keep their own devices and accounts secure.

The Client may join or check in on any session at any time.

- **Supervision:** Where the student is under 18, the Client is responsible for appropriate supervision arrangements during sessions. Ideally, a parent or guardian should be present in the room during lessons and, at a minimum, should be at home and nearby. For students under 13, a parent or guardian must be at home and available throughout the session. Where possible, students should join from a quiet, shared space, such as a living room or kitchen, rather than a bedroom.
- **Suitable environment:** Tutors and students must ensure their respective environments are suitable for learning. Tutors must deliver sessions from a private, quiet space with a neutral or blurred background, where the session cannot be overheard, and should use headphones. Tutors must make sure no inappropriate content or distractions are visible.

- **No unauthorised individuals:** Only the tutor, the student and, if they wish, a parent, guardian or carer should take part in a session. No one else may join the call or appear on camera, unless the Client has agreed in advance (for example, a support worker). A tutor must never send anyone else to deliver a session in their place, as only tutors vetted by the Agency may work with students.
- **Scheduled times only:** Tutors must only deliver sessions at the time and date agreed with the student and the Client. Any change must be agreed with the Client in advance, in writing, in the Assignment group or by email.

Communication

- **Communication with a student:** This applies to every student under 18, and to students aged 18 or over whose parent, guardian or carer is the Client. A tutor may communicate directly with a student outside sessions **only in a group or thread that includes the Client**, for example a single WhatsApp group for that Assignment, or an email thread on which the Client is copied. A tutor may take the student's mobile number or email address only for that purpose. Where this is done:
 - the Client must be included when the group or thread is created, and must remain included at all times;
 - the tutor must not remove, or agree to the removal of, the Client;
 - if the Client leaves or is removed for any reason, the tutor must stop using that group or thread immediately and notify the Agency before any further communication with the student takes place;
 - the tutor must **never** message the student individually or one-to-one, by any means;
 - if the student messages the tutor privately or one-to-one, the tutor **must not reply substantively**, and must ask the student to send the message in the group or thread instead;
 - the student's contact details must not be used for any purpose other than the Assignment, and must be deleted once the Assignment, or the tutor's registration with the Agency, ends.

This rule applies without exception. The Agency will not give consent for one-to-one contact with these students, and a Client cannot waive it.

- **Communication with a student who arranges their own tuition:** Where the student is 18 or over and is the Client, the tutor may communicate with them directly for the purposes of the Assignment. Contact details must be used only for the Assignment, except that the tutor may keep them after it ends, for example to ask how the student got on in their exams.
- **Professional communication:** All messages to students and Clients must be professional in tone and content, and must relate to the Assignment, for example arranging sessions, setting work or giving feedback.
- **Reasonable hours:** To protect students and maintain professional boundaries, tutors should only message students and Clients between 8am and 8pm in the student's local

time, unless it is urgent (for example, to cancel a session because of illness) or the Client has agreed otherwise.

- **Personal contact details and social media:** The only contact details a tutor may take from a student are their mobile number and email address, and only as permitted above. Tutors must not follow, add, or message a student on any social media platform (for example Instagram, Snapchat, TikTok or Facebook), whatever the student's age, and must not accept a request from a student to connect.

Professional Boundaries

- **No arrangements outside sessions:** Tutors must not arrange to meet a student outside scheduled sessions, in any context. Any such request from a student must be reported to the DSL immediately.
- **No relationships with students:** Tutors are in a position of trust. A tutor must not have any romantic or sexual relationship with a student they tutor or have tutored through the Agency, whatever the student's age.
- **No photos or screenshots:** Tutors must not take photos or screenshots of a student, or share any image of a student.
- **AI tools:** Tutors must not enter a student's personal information, work that could identify them, or images of them into AI tools.
- **Gifts and money:** Tutors must not give gifts or money to a student, or accept anything more than a small token gift.

During a Session

- **Appropriate dress:** Tutors and students must be dressed as they would be for an in-person lesson during every session, even in hot weather. Nightwear, swimwear, underwear and revealing clothing are not acceptable. Where the student is under 18, the Client should make sure the student is suitably dressed before a session starts.

If a student is not suitably dressed, the tutor should pause the session, turn off their own camera, and politely ask the student to get changed. If the student does not, or the tutor feels uncomfortable, the tutor should end the session. In either case, the tutor must let the Client know and tell the DSL, so there is a record.

- **Appropriate behaviour:** Tutors and students must behave appropriately during sessions and in all communication, maintaining professional standards throughout.
- **Recording:** Sessions are not recorded. Tutors, students and Clients must not record any part of a session.
- **Emergencies during a session:** If a student is in immediate danger during a session, the tutor must follow the emergency steps in Section 7. Where the student is under 18, the Client should be reachable by phone throughout every session.

- **Ending an unsafe session:** If a session becomes unsafe or inappropriate (for example, an unknown adult appears, or a student behaves inappropriately on camera), the tutor must end the session and report it to the DSL.

10. SAFE RECRUITMENT PRACTICES

We follow strict recruitment procedures to ensure the safety of our students. Before a tutor is introduced to any Client, and throughout their registration, the Agency:

- **Interviews every tutor** before they are registered.
- **Verifies identity and right to work** in the UK on a self-employed basis.
- **Obtains an enhanced DBS certificate.** Every tutor holds an enhanced DBS certificate that is either registered with the DBS Update Service or renewed every 2 years. Tutors who are not on the Update Service must apply for a new certificate before their current one is 2 years old.
- **Carries out ongoing DBS status checks** through the Update Service, at least once a year, for tutors whose certificate is registered with it.
- **Takes all reasonably practicable steps to obtain two written references,** directly from referees who are not the tutor's relatives or friends, rather than relying on open testimonials.
- **Verifies qualifications,** including the GCSE and A Level grades required for each subject a tutor registers to teach.
- **Confirms that the tutor is not** on the DBS Children's Barred List.
- **Requires safeguarding training,** free of charge, before a tutor's first introductory meeting, and at least every 18 months after that. The training covers safeguarding and child protection.
- **Requires tutors to notify us immediately** if their circumstances change, including any arrest, police investigation, caution, charge or conviction, any allegation about their conduct towards children in other work, any change to their right to work, or their addition to, or investigation for addition to, the Children's Barred List.

The Agency keeps a record of the checks completed for every tutor. Tutors confirm that they have read, understood, and agree to comply with this policy when they accept the Agency's Tutor Terms and Conditions.

11. RECORD KEEPING AND CONFIDENTIALITY

- All safeguarding concerns must be documented and stored securely.
- Confidentiality must be maintained, and only those who need to know in order to protect the student should have access to safeguarding records.
- Safeguarding records may be shared with external agencies where required for the student's protection. Data protection law does not prevent information being shared where this is needed to keep a child safe.
- Safeguarding records are kept for as long as they may be needed, depending on how serious the concern is and bearing in mind that a student may say more about it much

later in life. There is no fixed period, except for allegations about a tutor (see Section 8). Records are reviewed regularly and deleted once no longer needed, as set out in our Privacy Policy.

12. REVIEW OF POLICY

This policy is reviewed every year, after any serious safeguarding incident, and whenever the law or statutory guidance changes, including when the new duty to report child sexual abuse under the Crime and Policing Act 2026 comes into force.

It is available on our website and is given to every tutor and Client when they register. Updates are sent to all tutors and Clients in writing, normally at least 14 days before they apply, or sooner if a change is needed urgently to keep students safe or to reflect a change in the law.

Complaints about the Agency's own services that are not safeguarding concerns are handled under the Agency's complaints procedure.

13. CONTACT INFORMATION

Designated Safeguarding Lead (DSL): Lauren Riley, info@rileytutoring.co.uk, 07850 683664

If a child is at immediate risk of harm, contact the police on 999 (or the local emergency number outside the UK). Tutors should follow the steps in Section 7. Concerns about a child's welfare can also be raised with the NSPCC helpline on 0808 800 5000, or with the local authority children's services for the area where the child lives. To find the children's services team, or the LADO, for the area where a child lives, use www.gov.uk/report-child-abuse-to-local-council.

Riley Tutoring Limited is committed to the highest standards of safeguarding and to ensuring a safe learning environment for all students.