SAFEGUARDING, CHILD PROTECTION AND WELFARE POLICY

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Policy Owner	Associate Director / Designated Safeguarding Lead
Approved By	Director
Approval Date	August 2026
Review Date	August 2027 (or sooner following legislative changes)
Applies To	All staff, tutors, consultants, volunteers and others working on behalf of The CatchUp Academy

1. PURPOSE

The CatchUp Academy is committed to safeguarding and promoting the welfare of every young person who accesses our provision. Safeguarding underpins every aspect of our work and is fundamental to creating safe, supportive and inclusive learning environments where young people can achieve their potential.

The purpose of this policy is to establish The CatchUp Academy's safeguarding, child protection and welfare arrangements and to ensure that everyone working on behalf of the organisation understands their individual responsibilities for protecting young people from harm.

This policy sets out:

- our commitment to safeguarding and promoting the welfare of young people;
- the responsibilities of all adults working on behalf of The CatchUp Academy;
- the procedures for recognising, responding to, recording and reporting safeguarding concerns;
- how safeguarding arrangements are implemented across home, community and online tuition;
- how we work collaboratively with parents/carers, schools, local authorities and partner agencies to safeguard young people.

Safeguarding is everyone's responsibility. Every member of staff has a duty to remain vigilant, act professionally and report any concern regarding the safety or welfare of a young person without delay.

The welfare of the young person will always be our paramount consideration.

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2. SCOPE

This policy applies to every individual working for, or on behalf of, The CatchUp Academy who may have direct or indirect contact with young people.

This includes, but is not limited to:

- Employees
- Tutors
- SEN Tutors
- Learning Mentors
- Education Practitioners
- Agency Workers
- Consultants
- Contractors
- Volunteers
- Directors
- Senior Leaders
- Temporary Staff
- Anyone undertaking regulated activity on behalf of The CatchUp Academy.

This policy applies irrespective of where tuition or support is delivered, including:

- Young people's homes
- Community venues
- Libraries
- Schools and colleges
- Alternative Provision settings
- Online through The CatchUp Academy's bespoke tuition platform
- Hybrid programmes combining face-to-face and online tuition

- Meetings with parents/carers
- Assessments, reviews and transition meetings
- Educational visits or activities arranged by The CatchUp Academy.

Everyone working on behalf of The CatchUp Academy is required to:

- read and understand this policy;
- complete mandatory safeguarding training before working with young people;
- participate in regular safeguarding updates and refresher training;
- comply with all safeguarding procedures and reporting requirements;
- contribute to a positive safeguarding culture where concerns are shared appropriately and acted upon promptly.

Failure to comply with this policy may result in disciplinary action, termination of engagement and, where appropriate, referral to external agencies or professional bodies.

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3. LEGISLATIVE FRAMEWORK

The CatchUp Academy is committed to ensuring that its safeguarding arrangements reflect current legislation, statutory guidance and recognised best practice. This policy has been developed with regard to the following legislation and guidance current at the date of publication and will be reviewed annually, or sooner where changes to legislation or safeguarding guidance require.

Statutory Legislation

This policy is informed by, but not limited to:

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education and Inspections Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Serious Crime Act 2015
- Children and Social Work Act 2017
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Domestic Abuse Act 2021

Statutory Guidance

The CatchUp Academy has particular regard to:

- Keeping Children Safe in Education (KCSIE) (current edition)
- Working Together to Safeguard Children (current edition)
- SEND Code of Practice: 0–25 Years
- Prevent Duty Guidance
- Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers

Non-Statutory Guidance and Best Practice

The CatchUp Academy also has regard to recognised national guidance relating to:

- Alternative Provision
- Online safety
- Child criminal exploitation
- Child sexual exploitation
- County Lines
- Harmful sexual behaviour
- Mental health
- Trauma-informed practice
- Positive behaviour support
- Restrictive intervention
- Safer working practice
- Lone working
- Professional boundaries
- Attendance and Children Missing Education

Where legislation or statutory guidance changes, The CatchUp Academy will review and update this policy accordingly.

Where there is any conflict between organisational procedures and statutory guidance, statutory guidance will always take precedence.

Terminology

Throughout this policy, The CatchUp Academy refers to the individuals accessing our provision as young people.

For safeguarding purposes, the legal definition of a child is any person under the age of 18. Where statutory guidance or legislation uses the term *child*, this terminology has been retained to reflect the wording of the relevant legislation.

For the purposes of this policy:

- Young person means any individual receiving education or support from The CatchUp Academy.
- Parent includes parents, carers and any person with parental responsibility.
- Tutor means any individual delivering educational provision on behalf of The CatchUp Academy.
- Responsible Adult means a parent, carer or another adult aged 18 or over who has been authorised by the parent/carer to be present during tuition.
- Designated Safeguarding Lead (DSL) means the individual with overall responsibility for safeguarding and child protection within The CatchUp Academy.
- Deputy Designated Safeguarding Lead (DDSL) means the individual appointed to support the DSL and undertake safeguarding responsibilities in their absence.

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4. ROLE AND RESPONSIBILITIES

Safeguarding and promoting the welfare of young people is everyone's responsibility. Every adult working for or on behalf of The CatchUp Academy has an individual responsibility to safeguard young people and to take appropriate action if they have any concern regarding a young person's safety or welfare.

No member of staff should assume that somebody else will report a safeguarding concern. Where there is any doubt about whether information should be shared, advice must be sought from the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) without delay.

Safeguarding responsibilities apply equally to all staff regardless of their role, employment status or place of work.

Organisational Responsibilities

The CatchUp Academy is committed to maintaining effective safeguarding arrangements that place the safety, welfare and wellbeing of young people at the centre of everything we do.

The CatchUp Academy will:

- Promote a culture where safeguarding is everyone's responsibility.
- Maintain effective safeguarding, child protection and welfare policies and procedures.
- Ensure appropriate safeguarding leadership is in place.
- Operate robust safer recruitment and vetting procedures.
- Provide safeguarding training during induction and regular safeguarding updates thereafter.
- Maintain secure systems for recording and managing safeguarding concerns.
- Ensure safeguarding concerns are responded to promptly and appropriately.
- Work collaboratively with parents/carers, schools, local authorities and partner agencies.
- Monitor safeguarding practice through regular quality assurance, audits and policy review.
- Promote continuous improvement by reviewing safeguarding practice and learning from safeguarding incidents.

Designated Safeguarding Lead

Bianca Edwards
Associate Director & Designated Safeguarding Lead
Email: bianca@thecatchupacademy.co.uk
Telephone: 0203 854 0600

Responsibilities of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection across The CatchUp Academy.

The DSL is responsible for:

- Providing strategic safeguarding leadership.
- Receiving, assessing and managing safeguarding concerns.
- Making decisions regarding referrals to Children's Social Care, the Police and other safeguarding agencies.
- Liaising with commissioning schools, local authorities and external professionals.
- Maintaining oversight of safeguarding records.
- Providing safeguarding advice and support to staff.
- Ensuring safeguarding training remains current.
- Monitoring safeguarding trends and emerging risks.
- Reviewing safeguarding procedures annually.
- Promoting a strong safeguarding culture throughout the organisation.

Deputy Designated Safeguarding Lead

Olivia Freedman
Deputy Designated Safeguarding Lead
Email: oliviafreedman@tempestresourcing.co.uk
Telephone: 0203 854 0600

Responsibilities of the Deputy Designated Safeguarding Lead (DDSL)

The Deputy Designated Safeguarding Lead (DDSL) supports the DSL in carrying out safeguarding responsibilities and undertakes the responsibilities of the DSL in their absence.

The DDSL is responsible for:

- Supporting the management of safeguarding concerns.
- Providing safeguarding advice and guidance to staff.
- Assisting with referrals to external agencies where appropriate.
- Maintaining safeguarding records.
- Supporting safeguarding audits and quality assurance activities.
- Contributing to safeguarding training and policy development.
- Supporting the continuous review and improvement of safeguarding practice.

Responsibilities of Account Managers

Account Managers play an important role in supporting safeguarding across The CatchUp Academy.

Account Managers are responsible for:

- Maintaining regular communication with tutors.
- Supporting tutors with safeguarding queries where appropriate.
- Receiving reports of low-level concerns relating to adults working on behalf of The CatchUp Academy.
- Consulting with the DSL or DDSL regarding safeguarding concerns.
- Ensuring appropriate safeguarding procedures are followed.
- Escalating concerns immediately where a young person may be at risk of harm.

Account Managers do not determine safeguarding outcomes independently. Any safeguarding concern that may place a young person at risk must be discussed with the DSL or DDSL without delay.

Responsibilities of Tutors and Other Adults Working on Behalf of The CatchUp Academy

Every adult working on behalf of The CatchUp Academy is responsible for safeguarding young people and promoting their welfare.

All staff must:

- Maintain professional curiosity.
- Remain vigilant to changes in behaviour, presentation or circumstances.
- Create safe, respectful and inclusive learning environments.
- Listen carefully to young people and take all concerns seriously.
- Never promise confidentiality to a young person making a disclosure.
- Record safeguarding concerns accurately, objectively and without delay.
- Report safeguarding concerns immediately to the DSL or DDSL.
- Complete an Expression of Concern Form where required.
- Maintain appropriate professional boundaries at all times.
- Complete mandatory safeguarding training and refresher training.
- Comply with this policy and all associated safeguarding procedures.

Responsibilities of Parents and Carers

The CatchUp Academy recognises that safeguarding is most effective when families and professionals work together.

Parents and carers are expected to:

- Share relevant safeguarding information before tuition commences.
- Inform The CatchUp Academy of any significant changes that may affect their young person's safety or wellbeing.
- Provide accurate emergency contact information.
- Ensure a responsible adult remains present within the home throughout all face-to-face tuition sessions.
- Where online tuition takes place without a responsible adult present, agree appropriate emergency arrangements with The CatchUp Academy before tuition begins.
- Maintain a safe and appropriate learning environment.
- Work collaboratively with The CatchUp Academy to promote the welfare of their young person.
- Complete all safeguarding and onboarding information requested by The CatchUp Academy before tuition commences and notify us promptly of any subsequent changes.

Safeguarding Contacts

If you have any safeguarding concern regarding a young person, you must contact the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.

Designated Safeguarding Lead (DSL)

Bianca Edwards
Associate Director & Designated Safeguarding Lead
bianca@thecatchupacademy.co.uk
0203 854 0600

Deputy Designated Safeguarding Lead (DDSL)

Olivia Freedman
Deputy Designated Safeguarding Lead
oliviafreedman@tempestresourcing.co.uk
0203 854 0600

Where a young person is believed to be at immediate risk of significant harm and neither the DSL nor DDSL can be contacted, staff must take immediate action to safeguard the young person, including contacting the emergency services (999) or Children's Social Care where appropriate. The DSL or DDSL must then be informed as soon as reasonably practicable.

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5. SAFEGUARDING CULTURE AND PRINCIPLES

At The CatchUp Academy, safeguarding is embedded throughout every aspect of our work. We believe safeguarding is not simply about responding to concerns; it is about creating an organisational culture where young people feel safe, valued, respected and listened to.

Our safeguarding practice is underpinned by the following principles.

Young Person-Centred Practice

Every decision made by The CatchUp Academy places the safety, welfare and best interests of the young person first. We recognise that every young person has individual strengths, experiences, communication needs and vulnerabilities, and our safeguarding practice reflects this.

Safeguarding is Everyone's Responsibility

Every adult working on behalf of The CatchUp Academy has an individual responsibility to safeguard young people and to act immediately where concerns arise.

Professional Curiosity

Staff are expected to remain professionally curious by recognising changes, identifying patterns, asking appropriate questions, challenging assumptions where necessary and seeking advice whenever concerns arise.

Listening to Young People

Young people have the right to be listened to and taken seriously. Staff must respond to disclosures calmly, avoid asking leading or investigative questions and explain honestly that safeguarding information may need to be shared with professionals who can help keep them safe.

Early Intervention

The CatchUp Academy is committed to identifying concerns at the earliest opportunity and working collaboratively with families and partner agencies to prevent concerns from escalating.

Working Together

Safeguarding relies upon effective partnership working. The CatchUp Academy works closely with parents/carers, commissioning schools, local authorities, Children's Social Care, health professionals, the Police and other safeguarding agencies to promote the welfare of young people.

Continuous Improvement

Safeguarding practice is continually reviewed through quality assurance activities, safeguarding audits, supervision, training, policy review and learning from safeguarding incidents to ensure our procedures remain effective and reflect current best practice.

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6. RECOGNISING SAFEGUARDING CONCERNS

All adults working on behalf of The CatchUp Academy have a responsibility to remain vigilant and recognise potential safeguarding concerns. Safeguarding concerns may present in many different ways and can arise from a single incident or a pattern of behaviours, observations or disclosures over time.

Staff are **not** expected to determine whether abuse or neglect has occurred. Their responsibility is to identify possible indicators of concern, remain professionally curious and seek advice where they are worried about the safety or welfare of a young person.

Safeguarding concerns may arise from:

- A disclosure made by a young person.
- Information shared by a parent/carer or another professional.
- Changes in behaviour, presentation or emotional wellbeing.
- Changes in attendance, engagement or participation.
- Observations made during tuition.

- Concerns regarding the home or learning environment.
- A pattern of incidents or concerns over time.

Types of Safeguarding Concern

Staff should remain alert to indicators of, but not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Child Sexual Exploitation (CSE).
- Child Criminal Exploitation (CCE).
- County Lines.
- Harmful Sexual Behaviour.
- Child-on-child abuse.
- Domestic abuse.
- Honour Based Abuse.
- Female Genital Mutilation (FGM).
- Forced Marriage.
- Radicalisation and extremism.
- Online abuse.
- Modern slavery.
- Human trafficking.
- Mental health concerns where safeguarding thresholds are met.
- Children Missing Education.
- Missing episodes.

Detailed information on recognising the indicators of abuse and neglect can be found in **Appendix B – Recognising Abuse and Indicators of Harm**.

Young People Who May Be More Vulnerable

The CatchUp Academy recognises that some young people may be at increased risk of abuse or neglect due to their individual needs, experiences or circumstances.

This may include, but is not limited to, young people who:

- Have Special Educational Needs and Disabilities (SEND).
- Have communication or speech and language needs.
- Have experienced trauma or adverse childhood experiences.
- Have identified mental health needs.
- Are looked after or previously looked after.
- Receive Alternative Provision or Education Other Than At School (EOTAS).
- Experience family instability or domestic abuse.
- Are at risk of exploitation.
- Spend significant amounts of time online or are vulnerable to online harm.

Staff should always consider the individual circumstances of the young person when recognising and responding to safeguarding concerns and should avoid making assumptions based solely on a diagnosis, disability or presenting behaviour.

Professional Curiosity

Safeguarding concerns are not always obvious. Staff are expected to maintain professional curiosity by remaining alert to changes in a young person's behaviour, presentation, engagement or circumstances and by recognising when further advice or support may be required.

Professional curiosity includes recognising patterns of concern, noticing when something does not seem right and sharing concerns appropriately rather than making assumptions or dismissing observations in isolation.

Where a member of staff has any concern regarding the safety or welfare of a young person, they should not attempt to investigate the matter themselves or decide whether the concern meets a safeguarding threshold.

The next section of this policy explains how safeguarding concerns must be reported, recorded and managed within The CatchUp Academy.

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7. REPORTING AND MANAGING SAFEGUARDING CONCERNS

The CatchUp Academy is committed to ensuring that all safeguarding concerns are reported, managed and recorded promptly, appropriately and in the best interests of the young person.

Every safeguarding concern, regardless of its perceived seriousness, must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Staff are not responsible for determining whether abuse has occurred or whether a referral to external agencies is required. Their responsibility is to recognise concerns, report them without delay and maintain accurate records.

Reporting a Concern

Where a safeguarding concern is identified, staff must report the concern immediately to the DSL or DDSL.

Concerns may arise from a disclosure made by a young person, observations made during tuition, information shared by parents/carers or professionals, or from a pattern of concerns identified over time.

Staff must not delay reporting because they are unsure whether the concern meets a safeguarding threshold. If in doubt, the concern should always be reported.

Recording a Concern

All safeguarding concerns must be recorded using The CatchUp Academy's Expression of Concern Form.

Safeguarding records should:

- Be completed as soon as possible after the concern arises.
- Be factual, accurate and objective.
- Clearly distinguish between fact, observation and professional opinion.
- Include dates, times and locations where appropriate.
- Record the young person's own words wherever practicable.
- Be submitted securely to the DSL or DDSL.

Safeguarding records form part of The CatchUp Academy's confidential safeguarding records and must not be retained on personal devices or shared outside approved safeguarding procedures.

Management of Concerns

Once a safeguarding concern has been reported, the DSL or DDSL will assess the information and determine the most appropriate course of action.

Depending on the nature of the concern, this may include:

- Monitoring the situation.
- Providing advice and guidance to staff.
- Liaising with the commissioning school.
- Discussing concerns with parents/carers where appropriate.
- Initiating Early Help.
- Referring the concern to Children's Social Care.
- Contacting the Police.
- Referring concerns to the Local Authority Designated Officer (LADO).
- Liaising with other safeguarding professionals and partner agencies.

Staff should continue to support the young person and follow any guidance provided by the DSL or DDSL.

Immediate Risk

Where a young person is believed to be at immediate risk of significant harm, staff must take immediate action to safeguard the young person.

This may include contacting the emergency services (999) and taking reasonable steps to ensure the immediate safety of the young person where it is safe to do so.

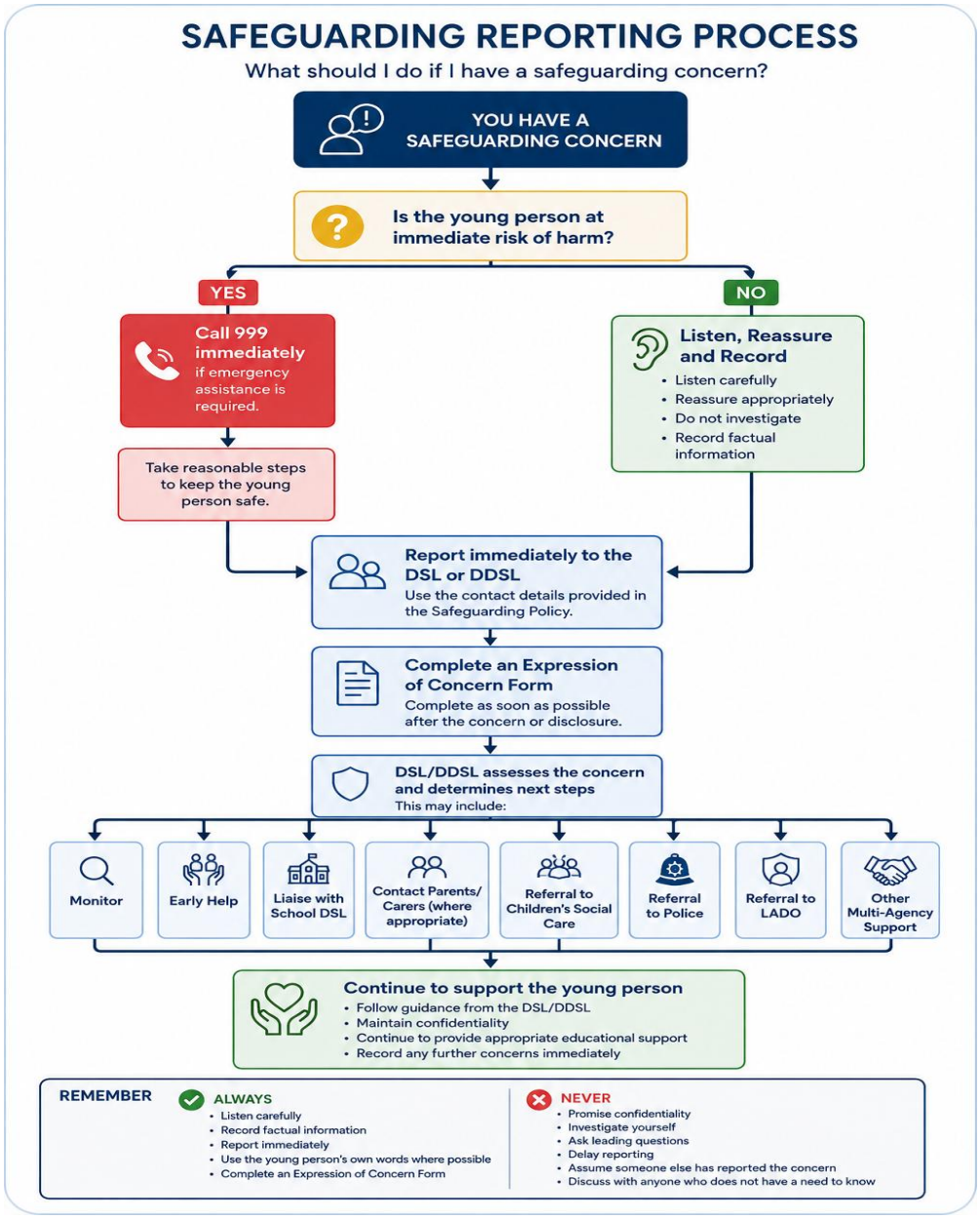
The DSL or DDSL must be informed as soon as reasonably practicable.

Confidentiality

Safeguarding concerns must only be shared with individuals who have a legitimate need to know.

The welfare of the young person will always take precedence over concerns regarding confidentiality or information sharing.

Reporting a Safeguarding Concern



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8. SAFEGUARDING ARRANGEMENTS

The CatchUp Academy delivers education in a variety of settings, including young people's homes, community venues and through our bespoke online tuition platform. Safeguarding arrangements are therefore tailored to reflect the unique risks associated with Alternative Provision.

All staff are expected to remain vigilant and to follow organisational procedures regardless of where tuition takes place.

Home Tuition

Home tuition presents unique safeguarding responsibilities for both tutors and families.

To support the safety and wellbeing of young people and staff:

- A responsible adult aged 18 or over must remain present within the home throughout all face-to-face tuition sessions.
- The responsible adult does not need to remain in the same room but must be immediately available if required.
- Tutors must confirm who the responsible adult is before tuition begins.
- Tuition should take place in a safe, suitable and appropriate learning environment.
- Tutors must not remain in the property if safeguarding arrangements can no longer be maintained.
- Any concerns regarding the home environment or the safety of those present must be reported immediately.

Community-Based Tuition

Where tuition takes place within community venues, staff must ensure that:

- The venue is suitable for educational provision.
- Appropriate safeguarding arrangements are in place.
- Tuition takes place in an environment that balances privacy with personal safety.
- Any concerns relating to the venue, surrounding environment or the young person's welfare are reported immediately.

Online Tuition

The CatchUp Academy delivers online tuition through its bespoke online tuition platform.

To promote the safety of young people and staff:

- Tutors must only use approved organisational systems.
- Online tuition sessions are recorded and retained in accordance with organisational procedures and data protection legislation.
- Where virtual backgrounds are used, they must be professional and appropriate for an educational setting.
- A responsible adult should remain available within the home wherever reasonably possible.
- Where a responsible adult is unavailable, emergency arrangements must be agreed with the parent/carer before tuition commences.
- Tutors must report any safeguarding concerns arising during online tuition immediately.

Professional Boundaries

Regardless of where tuition takes place, all staff are expected to maintain appropriate professional boundaries.

Staff must not:

- Exchange personal contact details with young people.
- Communicate through personal social media accounts or unauthorised messaging platforms.
- Arrange private tuition outside organisational procedures.
- Transport young people in their own vehicle.
- Visit a young person's home outside agreed tuition arrangements.
- Accept gifts or hospitality that could compromise professional judgement.

Further guidance regarding professional boundaries can be found in Appendix C – Professional Boundaries and Safer Working Practice and Appendix D – Professional Boundaries – Quick Reference Table

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9. SAFEGUARDING YOUNG PEOPLE WITH SEND AND ADDITIONAL VULNERABILITIES

The CatchUp Academy recognises that some young people may be at increased risk of abuse, neglect or exploitation due to their individual needs or circumstances.

Young people with Special Educational Needs and Disabilities (SEND) may experience additional barriers to recognising abuse, communicating concerns or accessing support. Staff must therefore ensure that safeguarding practice is responsive to each young person's individual communication needs, abilities and experiences.

Staff should remain aware that:

- Changes in behaviour may indicate an unmet need or safeguarding concern.
- Communication differences may affect how concerns are expressed.
- Behaviour should never be viewed solely as a consequence of a diagnosis or disability.
- Additional vulnerabilities may increase the risk of abuse, neglect or exploitation.

Safeguarding decisions should always take account of the young person's:

- Individual needs.
- EHCP outcomes.
- Communication preferences.
- Medical needs.
- Emotional wellbeing.
- Previous trauma.
- Behaviour support plans.
- Risk assessments.

The CatchUp Academy is committed to ensuring that every young person is safeguarded through a person-centred, inclusive and trauma-informed approach.

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10. INFORMATION SHARING, RECORD KEEPING AND CONFIDENTIALITY

Effective safeguarding relies upon timely, accurate and appropriate information sharing.

The CatchUp Academy recognises that information sharing is essential to protecting young people and will always be undertaken lawfully, proportionately and in accordance with relevant legislation and statutory guidance.

Information Sharing

Safeguarding information will only be shared where there is a lawful basis to do so and where sharing is necessary to safeguard a young person.

Information may be shared with:

- Parents/carers, where appropriate.
- Commissioning schools.
- Local Authorities.
- Children's Social Care.
- The Police.
- Health professionals.
- Other safeguarding partners.

The wishes and feelings of the young person will be considered wherever appropriate and in accordance with their age, understanding and individual circumstances.

Record Keeping

Accurate record keeping is fundamental to effective safeguarding.

All safeguarding records must:

- Be accurate, factual and objective.
- Be completed promptly.
- Be stored securely.
- Be shared only with authorised individuals.
- Be retained in accordance with The CatchUp Academy's Data Protection Policy and applicable legislation.

Confidentiality

Safeguarding information is confidential and must only be shared with those who have a legitimate safeguarding role.

Staff must not:

- Discuss safeguarding concerns outside appropriate professional channels.
- Retain safeguarding records unnecessarily.
- Share safeguarding information using personal email accounts, personal devices or social media platforms.

Data Protection

The CatchUp Academy processes safeguarding information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and organisational data protection procedures.

Where there is a safeguarding concern, the protection of a young person will always take precedence over concerns about sharing information appropriately with relevant agencies.

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11. EARLY HELP AND MULTI- AGENCY WORKING

The CatchUp Academy recognises that safeguarding is most effective when concerns are identified early and professionals work together to provide timely and appropriate support.

Not all safeguarding concerns require an immediate referral to Children's Social Care. In some circumstances, a young person or family may benefit from coordinated support through Early Help services to prevent concerns from escalating.

The CatchUp Academy is committed to working collaboratively with parents/carers, commissioning schools, local authorities and partner agencies to promote the welfare of young people and achieve positive outcomes.

Where appropriate, the DSL or DDSL may:

- Liaise with parents/carers to discuss emerging concerns.
- Consult with the commissioning school or referrer.
- Participate in multi-agency meetings.
- Contribute to Early Help assessments or plans.
- Share relevant safeguarding information with partner agencies in accordance with statutory guidance and data protection legislation.
- Seek advice from Children's Social Care or other safeguarding professionals where concerns require further assessment.

Where a young person is suffering, or is likely to suffer, significant harm, The CatchUp Academy will make an immediate referral to Children's Social Care and/or the Police where appropriate.

All information sharing will be undertaken lawfully, proportionately and in the best interests of the young person.

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12. ONLINE SAFETY

The CatchUp Academy recognises that technology plays an important role in the education and wellbeing of young people but also presents safeguarding risks that must be effectively managed.

Online safety is an integral part of safeguarding and applies whenever young people access tuition through The CatchUp Academy's bespoke online tuition platform or use technology as part of their learning.

Staff should remain alert to safeguarding concerns that may arise online, including:

- Cyberbullying.
- Online grooming.
- Child sexual exploitation.
- Child criminal exploitation.
- Sextortion and online coercion.
- Sharing of indecent images.
- Exposure to inappropriate or harmful content.
- Radicalisation and extremist content.
- Online fraud or financial exploitation.
- The misuse of artificial intelligence (AI), including AI-generated images, videos or communications that may place young people at risk.

All online tuition must be delivered using approved organisational systems. Staff must not communicate with young people using personal email accounts, social media platforms or unauthorised messaging applications.

Online tuition sessions delivered through The CatchUp Academy's bespoke platform are recorded in accordance with organisational procedures to support safeguarding, quality assurance and professional accountability.

Where young people access digital resources as part of tuition, tutors should remain alert to online risks and take reasonable steps to promote safe online behaviour. Any concerns relating to online activity should be reported in accordance with this policy.

Any online safeguarding concern must be reported immediately to the DSL or DDSL in accordance with this policy.

The CatchUp Academy recognises that artificial intelligence (AI) can provide valuable educational opportunities; however, staff must ensure that any use of AI supports learning safely, protects personal information and does not expose young people to inappropriate, harmful or misleading content. Staff should remain alert to the potential misuse of AI by young people, including AI-generated indecent images, deepfakes, impersonation, misinformation and online exploitation. Any safeguarding concerns arising from the use of AI must be reported in accordance with this policy.

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13. ATTENDANCE, ENGAGEMENT AND WELFARE

As an Alternative Provision provider, The CatchUp Academy recognises that attendance, participation and engagement may provide important indicators of a young person's safety and wellbeing.

Persistent lateness, reduced engagement, sudden disengagement/ unexpected changes in engagement or an inability to make contact with a young person or their family may indicate an emerging safeguarding concern and should not be viewed solely as an attendance issue.

Staff should remain alert to concerns including:

- Unexplained absences from tuition.
- Repeated cancellations.
- Sudden changes in engagement or behaviour.
- An inability to contact the young person or parent/carer.
- Concerns arising from the home environment during arranged sessions.
- Any pattern suggesting that a young person may be at risk of harm or missing education.

Where concerns arise, tutors must inform their Account Manager and the DSL or DDSL without delay.

The DSL or DDSL will determine the most appropriate course of action, which may include liaising with the commissioning school, local authority, parent/carer or other safeguarding agencies.

Where The CatchUp Academy is unable to establish contact with a young person and safeguarding concerns exist, appropriate safeguarding procedures will be followed, including escalation to the commissioning school, local authority or emergency services where necessary.

Attendance and welfare concerns will always be considered alongside any wider safeguarding information to ensure that the most appropriate action is taken to protect the young person.

14. LOW-LEVEL CONCERNS

The CatchUp Academy is committed to creating and maintaining a culture of openness, transparency and accountability. All adults working on behalf of the organisation are encouraged to report concerns about the conduct of colleagues where that behaviour may not meet the threshold for an allegation but is inconsistent with the organisation's Code of Conduct or safer working practices.

Reporting low-level concerns enables potential patterns of behaviour to be identified at an early stage and helps to maintain a safe culture for young people and staff.

A low-level concern is any concern, no matter how small, about the behaviour of an adult working on behalf of The CatchUp Academy that:

- Is inconsistent with the staff Code of Conduct.
- Falls below the threshold of harm.
- Has caused a sense of unease or concern, even if it appears minor in isolation.

Examples may include:

- Inappropriate language or humour.
- Over-familiar behaviour.
- Inappropriate use of personal devices.
- Failure to maintain professional boundaries.
- Unprofessional communication with young people or parents/carers.
- Behaviour that could be perceived as inappropriate or unprofessional.

Low-level concerns must be reported to the relevant **Account Manager** as soon as reasonably practicable.

The Account Manager will consult with the DSL or DDSL, who will determine whether the concern remains a low-level concern or requires escalation under the Allegations Against Staff procedure.

All concerns will be recorded, reviewed and managed fairly, confidentially and proportionately.

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15. ALLEGATIONS AGAINST STAFF

The CatchUp Academy takes all allegations concerning adults working with young people seriously and will respond promptly, fairly and in accordance with statutory guidance.

This section applies to all employees, tutors, consultants, agency workers, volunteers and any other adult working on behalf of The CatchUp Academy.

An allegation may arise where an adult has:

- Behaved in a way that has harmed, or may have harmed, a young person.
- Possibly committed a criminal offence against, or related to, a young person.
- Behaved towards a young person in a way that indicates they may pose a risk of harm.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with young people.

Any allegation meeting these criteria must be reported immediately to the DSL.

The DSL will manage the allegation in accordance with statutory guidance and, where appropriate, will consult with the Local Authority Designated Officer (LADO), the Police, Children's Social Care and other relevant agencies.

No member of staff should investigate allegations themselves or discuss them outside the appropriate safeguarding process.

Where an allegation relates to the DSL, concerns should be reported directly to the Director, who will seek advice from the relevant Local Authority Designated Officer (LADO).

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16. THE PREVENT DUTY

The CatchUp Academy recognises its responsibility under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent young people from being drawn into terrorism.

Safeguarding against radicalisation forms part of The CatchUp Academy's wider safeguarding responsibilities.

Staff should remain alert to changes in behaviour, attitudes or circumstances that may indicate a young person is vulnerable to radicalisation or extremist influences.

Where concerns arise, staff must report them immediately to the DSL or DDSL. The DSL will determine the most appropriate course of action, including consultation with relevant safeguarding partners and, where appropriate, referral through Prevent or Channel processes.

The CatchUp Academy is committed to promoting:

- Respect and tolerance.
- Equality and inclusion.
- Critical thinking.
- Safe use of the internet.

- Positive relationships.
- British Values in accordance with statutory guidance.

All concerns relating to radicalisation will be managed in line with The CatchUp Academy's safeguarding procedures.

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17. SAFER WORKING PRACTICES

All adults working on behalf of The CatchUp Academy are expected to maintain appropriate professional boundaries at all times.

Further guidance regarding communication, home tuition, online tuition, social media, WhatsApp, gifts, physical contact, transport and professional conduct can be found in **Appendix C – Professional Boundaries and Safer Working Practice** and **Appendix D – Professional Boundaries Quick Reference Table.**

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18. GOVERNANCE, MONITORING AND QUALITY ASSURANCE

The CatchUp Academy is committed to maintaining high standards of safeguarding practice through effective governance, quality assurance and continuous improvement.

Safeguarding arrangements are monitored regularly to ensure they remain effective, reflect current legislation and statutory guidance, and continue to meet the needs of young people accessing our provision.

This includes:

- Regular review of safeguarding policies and procedures.
- Monitoring safeguarding concerns and trends.
- Reviewing safeguarding incidents and identifying lessons learned.
- Providing safeguarding supervision and support to staff.
- Delivering safeguarding training and annual updates.
- Reviewing safer recruitment processes.
- Conducting quality assurance activities and compliance audits.
- Working collaboratively with commissioning schools, local authorities and safeguarding partners.
- Seeking feedback from staff, parents/carers and young people where appropriate.

This policy will be reviewed annually or sooner where changes to legislation, statutory guidance or organisational practice require.

APPENDIX A

Parent & Carer Safeguarding Information Pack

Introduction

Welcome to The CatchUp Academy.

The safety and wellbeing of every young person is our highest priority. We are committed to providing a safe, supportive and inclusive learning environment and work closely with parents/carers, commissioning schools, local authorities and partner agencies to ensure appropriate safeguarding arrangements are in place throughout tuition.

This information pack explains how safeguarding arrangements operate whilst your young person is receiving tuition from The CatchUp Academy and outlines how we can work together to ensure their safety and wellbeing.

Our Commitment to Safeguarding

The CatchUp Academy is committed to:

- Promoting the safety, welfare and wellbeing of every young person.
- Providing safe learning environments.
- Maintaining high standards of safer recruitment.
- Ensuring all staff receive safeguarding training.
- Responding promptly to safeguarding concerns.
- Working collaboratively with families and partner agencies.
- Listening to and respecting the voice of the young person.

Safeguarding is everyone's responsibility and we encourage parents/carers to share any concerns with us as early as possible.

Safeguarding During Home Tuition

To promote the safety of both young people and tutors:

- A responsible adult aged 18 or over **must remain within the property** throughout all face-to-face tuition sessions. If the responsible adult unexpectedly leaves the property, the tutor must end the session safely and notify their Account Manager.
- The responsible adult does **not** need to remain in the same room but must be immediately available if required.
- Tuition should take place in a safe, appropriate environment that supports learning.
- Parents/carers should notify The CatchUp Academy of any significant changes that may affect tuition or safeguarding arrangements.

If the agreed safeguarding arrangements cannot be maintained, tuition may be postponed until appropriate arrangements are in place.

Safeguarding During Online Tuition

The CatchUp Academy delivers online tuition through its bespoke online tuition platform.

To support safeguarding:

- Online tuition sessions are recorded.
- A responsible adult should remain available within the home wherever reasonably possible.
- Where this is not possible, alternative emergency arrangements will be agreed before tuition begins.
- Tuition should take place in a suitable learning environment that is free from unnecessary interruptions.

Professional Boundaries

To protect both young people and tutors:

Our tutors will never:

- Exchange personal contact details with young people.
- Communicate through personal social media accounts.
- Arrange tuition privately outside The CatchUp Academy.
- Accept inappropriate gifts.
- Transport young people unless specifically authorised as part of an agreed support plan.

We ask parents/carers to support these professional boundaries at all times.

Sharing Safeguarding Information

Please tell us if your young person:

- Has an EHCP or safeguarding plan.
- Is currently supported by Children's Social Care.
- Has experienced significant changes at home.
- Has medical or mental health needs that may affect tuition.
- Has any identified risks that tutors should be aware of.

Providing this information helps us to deliver safe and appropriate support.

If You Have a Safeguarding Concern

If you have any concern regarding the safety or welfare of your young person whilst they are receiving tuition from The CatchUp Academy, please contact us immediately.

Designated Safeguarding Lead (DSL)

Bianca Edwards
Associate Director

bianca@thecatchupacademy.co.uk
0203 854 0600

Deputy Designated Safeguarding Lead (DDSL)

Olivia Freedman
oliviafreedman@tempestresourcing.co.uk
0203 854 0600

If you believe a young person is at immediate risk of harm, contact the emergency services on **999**.

Working Together

Safeguarding works best when parents/carers, tutors and professionals work together.

We ask parents/carers to:

✓ Keep us informed of changes.

✓ Share safeguarding information.

✓ Support professional boundaries.

✓ Maintain agreed safeguarding arrangements.

✓ Contact us whenever they have concerns.

Thank you for working in partnership with us to safeguard your young person.

APPENDIX B

Recognising Abuse and Indicators of Harm

Purpose

This appendix provides a summary of the main forms of abuse and safeguarding concerns that staff may encounter. It is intended to support tutors in recognising potential indicators of harm and should be read alongside Section 6 of this policy.

The indicators listed below are not exhaustive. The presence of one or more indicators does not necessarily mean abuse has occurred; however, staff should remain professionally curious and report any concerns in accordance with this policy.

Physical Abuse

Physical abuse is the deliberate causing of physical harm to a young person.

Possible indicators include:

- Unexplained injuries.
- Frequent bruising or burns.
- Injuries inconsistent with the explanation provided.
- Fear of physical contact.
- Reluctance to change clothing for physical activities.
- Flinching when approached.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a young person.

Possible indicators include:

- Low self-esteem.
- Excessive anxiety.
- Withdrawal.
- Extreme behaviour.
- Developmental delay.
- Self-harm.
- Reluctance to speak.

Sexual Abuse

Sexual abuse involves forcing or encouraging a young person to take part in sexual activities.

Possible indicators include:

- Sexualised behaviour inappropriate for age.
- Knowledge beyond expected developmental stage.
- Avoidance of particular people.
- Changes in behaviour.

- Self-harm.
- Pregnancy.
- Sexually transmitted infections.

Neglect

Neglect is the persistent failure to meet a young person's basic physical or psychological needs.

Possible indicators include:

- Poor hygiene.
- Inadequate clothing.
- Persistent hunger.
- Tiredness.
- Untreated medical needs.
- Poor attendance.
- Lack of supervision.

Child Sexual Exploitation (CSE)

Possible indicators include:

- Unexplained gifts.
- Older friendships or relationships.
- Missing episodes.
- Changes in appearance.
- Secretive behaviour.
- Decline in engagement.

Child Criminal Exploitation (CCE) and County Lines

Possible indicators include:

- Missing sessions.
- Unexplained money.
- New mobile phones.
- Travelling unexpectedly.
- Drug-related concerns.
- Fearfulness.
- Association with older individuals.

Child-on-Child Abuse

This may include:

- Bullying.
- Sexual harassment.
- Sexual violence.
- Physical abuse.

- Initiation or hazing behaviours.
- Online abuse.

All concerns should be treated seriously and never dismissed as "banter" or part of growing up.

Domestic Abuse

Young people may experience domestic abuse directly or indirectly.

Possible indicators include:

- Anxiety.
- Hypervigilance.
- Poor concentration.
- Aggression.
- Frequent absences.
- Fear of returning home.

Honour-Based Abuse

Includes:

- Forced Marriage.
- Female Genital Mutilation (FGM).
- Abuse committed to protect perceived honour.

Staff should report concerns immediately.

Radicalisation and Extremism

Possible indicators include:

- Isolation.
- Changes in beliefs.
- Extreme viewpoints.
- Accessing extremist material.
- Fixation on violence.

Concerns should be reported to the DSL immediately.

Online Safety

Possible concerns include:

- Grooming.
- Sextortion.
- Cyberbullying.
- Exposure to harmful content.

- Sharing indecent images.
- AI-generated abuse or exploitation.

Mental Health

Poor mental health does not automatically indicate abuse.

However, where mental health concerns may also indicate a safeguarding risk, these should be reported immediately.

Remember

Tutors are **not expected to investigate** abuse.

If you notice something that causes concern:

Recognise → Record → Report

APPENDIX C

Professional Boundaries and Safer Working Practice

Maintaining appropriate professional boundaries protects both young people and staff.

All adults working on behalf of The CatchUp Academy are expected to behave professionally at all times.

Communication

Professional communication is essential to ensure tuition is delivered safely, effectively and collaboratively.

Communication with Parents and Carers

Tutors may communicate directly with parents/carers using their work or personal mobile telephone where this supports the delivery of tuition. This may include communication regarding:

- Tuition arrangements and scheduling.
- Session cancellations or absences.
- Arrival times or delays.
- Resources required for sessions.
- General progress updates.
- Welfare matters where appropriate.

Communication must always remain professional, respectful and relevant to the tuition being delivered. Tutors should avoid communicating with parents/carers outside reasonable hours except where this relates to safeguarding or an urgent welfare matter.

Where a safeguarding concern arises, tutors should report this directly to the DSL or DDSL in accordance with this policy rather than relying solely on text or messaging applications.

Use of WhatsApp and Personal Messaging Applications

The CatchUp Academy recognises that tutors may use WhatsApp or other messaging applications to communicate with parents/carers regarding tuition arrangements where this supports the delivery of tuition.

Where tutors choose to use personal messaging applications, they are responsible for ensuring that appropriate privacy settings are in place and that their personal profile does not compromise professional boundaries.

Tutors must ensure that:

- Their profile photograph is professional and appropriate.
- Their "About", biography or status information is suitable for a professional relationship with parents/carers.
- Status updates, stories or other shared content are configured so they are **not visible** to parents/carers where they contain personal information or content unrelated to their professional role.
- Display names remain professional and easily identifiable.

- Communication remains respectful, appropriate and limited to tuition-related matters.

Tutors should regularly review their privacy settings to ensure that personal photographs, status updates, profile information and other content are only visible to intended contacts.

Tutors must never share confidential information relating to other young people, families or The CatchUp Academy through personal messaging applications.

Where communication becomes sensitive, relates to safeguarding, or requires a formal record, tutors must follow The CatchUp Academy's reporting procedures and communicate directly with their Account Manager, the DSL or DDSL using approved organisational processes.

Communication with Young People

Tutors must not communicate directly with young people using:

- Personal mobile numbers.
- Personal email accounts.
- Social media platforms.
- Personal messaging applications (including WhatsApp, Snapchat, Instagram, Facebook Messenger or similar).

All communication with a young person must take place **either**:

- Through their parent or carer; **or**
- Via the secure messaging function within The CatchUp Academy's approved online tuition platform.

These arrangements help maintain appropriate professional boundaries and ensure communication remains transparent, secure and auditable.

Professional Communication Expectations

Tutors should:

✓ Communicate professionally and respectfully at all times.

✓ Keep communication relevant to tuition and the young person's education or welfare.

✓ Maintain clear professional boundaries.

✓ Inform parents/carers if communication is likely to be delayed.

✓ Report any inappropriate or concerning communication to their Account Manager and/or the DSL.

Home Tuition

Tutors must:

✓ Confirm a responsible adult is present.

✓ Teach in an appropriate room.

✓ Leave immediately if safeguarding arrangements cannot be maintained.

Tutors must never:

✗ Remain alone with a young person in a home.

✗ Enter bedrooms.

✗ Accept invitations to remain after tuition.

Online Tuition

Tutors must:

✓ Use the approved platform.

✓ Ensure sessions are recorded.

✓ Maintain professional dress and conduct.

✓ Report concerns immediately.

Physical Contact

Physical contact should only occur where necessary, appropriate and proportionate.

Staff should avoid unnecessary physical contact wherever possible.

Gifts

Staff should not:

- Accept expensive gifts.
- Give personal gifts.
- Lend money.

Small tokens should be discussed with the Account Manager.

Photography

Personal devices must never be used to photograph young people.

Social Media

Staff must not:

- Add young people.
- Follow young people.
- Respond to friend requests.
- Communicate through personal accounts.

Transport

Tutors must not transport young people unless specifically authorised by The CatchUp Academy as part of an agreed support plan and documented risk assessment.

Artificial Intelligence (AI)

Where AI is used to support planning or educational resources:

- Personal information must never be entered into public AI systems.
- AI-generated content must always be reviewed before use.
- AI must never replace professional judgement.

Personal Conduct

Staff are expected to maintain professional conduct at all times, both during and outside working hours where behaviour could impact their suitability to work with young people.

APPENDIX D

Professional Boundaries – Quick Reference Table

Situation	Permitted?	Expectation
Sharing your mobile number with a parent/carer	✅ Yes	Permitted where it supports the delivery of tuition. Communication should remain professional and relevant to tuition.
Calling or texting a parent/carer	✅ Yes	Appropriate for arranging sessions, discussing attendance, delays, resources and tuition-related matters.
Communicating with parents/carers via WhatsApp	✅ Yes	Permitted for tuition-related communication only. Professional boundaries must be maintained at all times.
Sharing your mobile number with a young person	❌ No	Tutors must never share their personal mobile number directly with a young person.
Calling or texting a young person	❌ No	All communication should take place through the parent/carer or via the secure messaging function within The CatchUp Academy's online tuition platform.
Messaging a young person via the online tuition platform	✅ Yes	Permitted where appropriate as part of tuition delivery using the platform's secure messaging function.
Social media contact with a young person	❌ Never	Do not follow, friend, message or interact with young people through personal social media accounts.
WhatsApp profile photograph	✅ Yes	Must be professional, appropriate and suitable for parents/carers to view.
WhatsApp display name	✅ Yes	Should clearly identify you and remain professional. Avoid nicknames or inappropriate usernames.
WhatsApp 'About' information	✅ Yes	Ensure any information visible to parents/carers is appropriate and maintains professional boundaries.
WhatsApp status updates or stories visible to parents/carers	❌ No	Privacy settings should be configured so that personal status updates, stories and other social content are not visible to parents/carers.

Situation	Permitted?	Expectation
Personal photographs or social content visible to parents/carers	❌ No	Tutors should regularly review privacy settings to ensure parents/carers cannot access personal content unrelated to their professional role.
Sharing safeguarding information via WhatsApp	⚠ Only where necessary	Immediate safeguarding concerns must always be reported directly to the DSL or DDSL in accordance with this policy. WhatsApp should not be relied upon as the primary method of reporting safeguarding concerns.
Using personal email with a young person	❌ No	Tutors must not communicate with young people using personal email accounts.
Using personal email with a parent/carer	⚠ Where appropriate	Acceptable where necessary for tuition-related communication. Sensitive information should be shared through approved organisational processes where possible.
Transporting a young person	❌ No	Unless specifically authorised by The CatchUp Academy and supported by a documented risk assessment and agreed support plan.
Remaining alone with a young person in a family home	❌ Never	A responsible adult (18+) must remain within the property throughout all face-to-face tuition sessions.
Responsible adult leaves the property during tuition	❌ No	Tutors should end the session safely and notify their Account Manager and/or the DSL immediately.
Entering a young person's bedroom or private areas of the home	❌ No	Tuition should take place in an agreed, appropriate learning environment.
Accepting expensive gifts or money	❌ No	Tutors must not accept gifts or payments that could compromise professional boundaries. Small tokens of appreciation should be declared to their Account Manager.
Giving personal gifts to a young person	❌ No	Gifts should only be given where agreed by The CatchUp Academy as part of an organised activity or recognised occasion.
Physical contact with a young person	⚠ Only where necessary	Physical contact should always be appropriate, proportionate and in the best interests of the young person. Any unavoidable physical contact should be recorded and reported where appropriate. If a young person is known to require physical

Situation	Permitted?	Expectation
		intervention, only an appropriately trained tutor will be allocated, following an agreed risk assessment and support plan.
Photography or video recording	❌ No	Personal devices must never be used to photograph or record young people. Any authorised recording must follow The CatchUp Academy's policies and procedures.
Using Artificial Intelligence (AI)	✅ Yes	AI may be used to support planning and resource creation but must never replace professional judgement. Personal or identifiable information about young people must never be entered into public AI platforms. AI-generated content should always be reviewed for accuracy and suitability before use.
Maintaining confidentiality	✅ Always	Information relating to young people should only be shared with those who have a legitimate professional need to know and in accordance with safeguarding and data protection procedures.
Reporting a safeguarding concern	✅ Always	Report immediately to the DSL or DDSL and complete an Expression of Concern Form. Never delay reporting or assume someone else has taken action.
Online tuition session recordings	✅ Standard practice	All online tuition delivered through The CatchUp Academy's approved online tuition platform is recorded as standard in accordance with organisational procedures. Tutors do not control this functionality.

APPENDIX E

Local Authority Safeguarding Contacts

Purpose

The CatchUp Academy works with multiple Local Authorities across England. As safeguarding arrangements differ between authorities, this appendix should be amended for each commissioned area to ensure staff have access to the correct local safeguarding contacts.

Designated Safeguarding Contacts

The CatchUp Academy

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Bianca Edwards	0203 854 0600 bianca@thecatchupacademy.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Olivia Freedman	0203 854 0600 oliviafreedman@tempestresourcing.co.uk

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Commissioning Local Authority

Local Authority:

Commissioning Officer:

Telephone:

Email:

Children's Social Care / MASH

Service	Details
Multi-Agency Safeguarding Hub (MASH)	
Telephone	
Email	

Service	Details
Online Referral Portal	

Emergency Duty Team (Out of Hours)

Service	Details
Telephone	
Email	

Local Authority Designated Officer (LADO)

Service	Details
Name	
Telephone	
Email	

Prevent Team

Service	Details
Telephone	
Email	

Police

Emergency **999**

Non-Emergency **101**

Other Local Contacts

Agency	**Contact Details**
School DSL	
Social Worker	
Early Help	
Virtual School	
CAMHS	
Other	

APPENDIX F

Related Policies and Guidance

This policy should be read alongside the following organisational policies and procedures.

Internal Policies

- Behaviour Policy
- Code of Conduct
- Data Protection Policy
- Online Tuition Policy
- Health & Safety Policy
- Lone Working Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Risk Assessment Policy
- Attendance Policy
- SEND Policy
- Physical Intervention Policy (where applicable)

External Guidance

- Keeping children safe in education 2026 (comes into force from 1 September 2026)
- Working together to safeguard children 2026
- SEND Code of Practice: 0- 25 Years
- Prevent duty guidance: Guidance for specified authorities in England and Wales
- Working together to improve school attendance: July 2026
- Data Protection Act 2018
- Data protection: The UK's data protection legislation - GOV.UK
- Equality Act 2010

APPENDIX G

Safeguarding Checklists

These checklists support tutors in maintaining safe working practices and should be used alongside professional judgement and organisational procedures.

Before Starting with a New Young Person

☐ Read the referral information.

☐ Read the EHCP (where applicable).

☐ Read the risk assessment.

☐ Read behaviour/support plans.

☐ Review safeguarding information.

☐ Save the DSL and DDSL contact details.

☐ Understand reporting procedures.

☐ Confirm tuition arrangements.

Before Every Face-to-Face Session

☐ Responsible adult (18+) present within the property.

☐ Safe learning environment.

☐ No new safeguarding concerns.

☐ Mobile phone charged.

☐ Know emergency procedures.

Before Every Online Session

☐ Using The CatchUp Academy's approved online tuition platform.

☐ Responsible adult available (or agreed alternative arrangements in place).

☐ Young person in an appropriate learning environment.

During Every Session

☐ Maintain professional boundaries.

☐ Ensure your camera remains on for the duration of the session- ensure background is blurred

☐ Remain professionally curious.

☐ Observe changes in behaviour or wellbeing.

☐ Promote a safe and inclusive learning environment.

☐ Report safeguarding concerns immediately.

End of Every Session

☐ Attendance completed.

☐ Session feedback submitted.

☐ Safeguarding concerns recorded.

☐ Expression of Concern Form completed (where required).

☐ Follow-up actions reported.

Safeguarding Reminder

Always

✓ Listen.

✓ Record.

✓ Report.

✓ Act in the best interests of the young person.

✓ Seek advice if unsure.

Never

✗ Promise confidentiality.

✗ Investigate.

✗ Ask leading questions.

✗ Delay reporting.

✗ Assume someone else has reported the concern.