



The Whole Hub Learning Curve - Safeguarding Policy for Tutors

1. Purpose

This policy explains your responsibilities as a tutor at The Whole Hub Learning Curve. Safeguarding means protecting children and young people from harm, abuse, neglect, or exploitation. Every tutor plays a vital role in keeping students safe.

2. Key Principles

- Safeguarding is everyone's responsibility.
- Students must always feel safe, respected, and supported.
- Tutors must act quickly if they have concerns.
- Professional boundaries must be maintained at all times.

3. Your Responsibilities

- Be vigilant: Notice changes in behaviour, mood, or attendance that may indicate a safeguarding concern.
- Report concerns immediately: If you are worried about a student, contact the Designated Safeguarding Lead (DSL) or deputy DSL straight away. Information on how to do this is in point 4. Do not wait or investigate yourself.
- Maintain professional boundaries:
 - Use only approved communication channels (our platform and WhatsApp groups created by The Whole Hub Learning Curve).
 - Do not share personal phone numbers, social media accounts, or meet students outside agreed sessions.
- Respect confidentiality: Share information only with the DSL or safeguarding team.
- Create a safe environment:
 - Use positive, respectful language.
 - Ensure sessions are appropriate, inclusive, and supportive.
- Online safety:
 - Use the Scribble Together whiteboard and approved video/audio tools.
 - Never record sessions or share screenshots without permission.
 - Report any inappropriate online behaviour immediately.

4. What To Do If You're Concerned

- Step 1: Write down what you saw/heard that worried you.
- Step 2: Contact the DSL Ellen Wignall (ellen@thewholehub.co.uk), or deputy DSL Sophie Watkins (sophie@thewholehub.co.uk) immediately.

- Step 3: Do not promise confidentiality to the student — explain you may need to share information to keep them safe.
- Step 4: Continue to support the student in a calm, reassuring way.

5. Training and Support

- All tutors receive safeguarding guidance during onboarding.
- Refresher training and updates are provided regularly.
- Tutors can ask the DSL for advice at any time.

6. Commitment

By joining The Whole Hub Learning Curve, you agree to:

- Follow this safeguarding policy.
- Put student safety and wellbeing first.