

Mira Tutoring



Safeguarding and Child Protection Policy 2026/27

Effective from: 1 September 2026

Policy owner and Safeguarding Lead: Begum Ortucu

Contact: info@miratutoring.co.uk

Review date: August 2027, or earlier where guidance or circumstances change

1. Purpose of This Policy

Mira Tutoring is committed to safeguarding and promoting the welfare of every child and adult at risk who takes part in its services.

The welfare and safety of the child is always a primary consideration.

This policy explains how Mira Tutoring:

- aims to provide a safe environment for students;
- identifies and responds to safeguarding concerns;
- manages concerns or allegations relating to adults working with children;
- maintains appropriate professional boundaries;
- protects personal and safeguarding information; and
- works with parents, carers, schools, local authorities and other agencies where necessary.

This policy should be read alongside Mira Tutoring's:

- Terms and Conditions;
 - Privacy Policy; and
 - any relevant consent forms or activity-specific risk assessments.
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2. Scope

This policy applies to all activities delivered by or on behalf of Mira Tutoring, including:

- one-to-one tuition;
- group tuition;
- online tuition;
- in-person tuition;
- workshops and masterclasses;
- revision sessions;

- holiday programmes;
- clubs and other educational activities.

It applies to Begum Ortucu and to any employee, contractor, volunteer or other person who may work on behalf of Mira Tutoring.

For the purposes of this policy, a **child** is anyone under the age of 18.

Where Mira Tutoring works with an adult who has care or support needs and may be unable to protect themselves from harm, safeguarding principles will also be applied appropriately.

3. Safeguarding Principles

Mira Tutoring will:

- place the safety and welfare of students first;
- treat safeguarding concerns seriously;
- listen to children and take their concerns seriously;
- respond to concerns promptly and appropriately;
- maintain professional boundaries;
- provide tuition in environments that are appropriate and safe;
- share safeguarding information where this is necessary and proportionate to protect a child;
- keep safeguarding information appropriately confidential and secure; and
- work with relevant safeguarding agencies where appropriate.

Every child will be treated with dignity and respect.

Safeguarding decisions will not be influenced by a student's race, religion or belief, sex, disability, additional educational needs, family circumstances, sexual orientation or other personal characteristic.

Some children may experience additional barriers to recognising or communicating concerns. Their individual communication and support needs will be considered when responding to them.

4. Responsibility for Safeguarding

Begum Ortucu is the Safeguarding Lead for Mira Tutoring.

The Safeguarding Lead is responsible for:

- maintaining and reviewing this policy;
- responding to safeguarding concerns;
- keeping appropriate safeguarding records;

- seeking safeguarding advice where necessary;
- making referrals to appropriate agencies where required;
- maintaining appropriate safeguarding knowledge and training; and
- ensuring that anyone working on behalf of Mira Tutoring understands their safeguarding responsibilities.

Safeguarding is nevertheless everyone's responsibility.

Anyone working for or on behalf of Mira Tutoring must report a concern rather than assuming somebody else will do so.

5. Safer Recruitment

Where any additional employee, contractor or volunteer is engaged to work with children, Mira Tutoring will undertake appropriate safer-recruitment procedures.

Depending on the role, this may include:

- identity checks;
- references;
- relevant qualification checks;
- Disclosure and Barring Service checks where the role is eligible;
- assessment of suitability to work with children; and
- appropriate safeguarding induction and training.

No individual will be permitted unsupervised access to children until appropriate checks for their role have been completed.

6. Recognising Safeguarding Concerns

A safeguarding concern may arise from something that:

- a student says;
- a parent or carer says;
- another professional communicates;
- is observed during a lesson or activity;
- appears in a student's behaviour, work or communication;
- occurs online;
- relates to another student;
- relates to an adult working with the student; or
- otherwise gives reasonable cause for concern about a child's welfare.

Safeguarding concerns can include abuse, neglect, exploitation, inappropriate behaviour by adults or peers, online harm, or other circumstances that may place a child's safety or wellbeing at risk.

A child does not need to make a direct disclosure before a concern can be acted upon.

7. If a Student Makes a Disclosure

If a student raises a safeguarding concern or discloses that something has happened to them, Mira Tutoring will respond calmly and sensitively.

The tutor will:

- listen carefully;
- take what the student says seriously;
- allow the student to explain in their own words;
- avoid asking unnecessary or leading questions;
- avoid investigating the allegation themselves;
- not promise to keep the information secret;
- explain, in an age-appropriate way, that information may need to be shared with someone who can help keep them safe;
- make an accurate written record as soon as reasonably possible; and
- take appropriate safeguarding action.

The student will not be asked to repeatedly recount the same information unnecessarily.

8. Recording Safeguarding Concerns

Safeguarding records should be factual, clear and made as soon as reasonably possible.

A record may include:

- the date and time;
- who was present;
- the nature of the concern;
- relevant observations;
- what the child said, using their own words wherever possible;
- any action taken;
- who information was shared with; and
- the reason for any safeguarding decision.

Safeguarding records will be stored securely and separately from routine lesson notes wherever appropriate.

Access will be limited to those who genuinely need the information.

9. Reporting a Concern About a Child

Where there is a concern about a child's welfare, Mira Tutoring will consider the seriousness and urgency of the concern and take appropriate action.

This may include:

- speaking with the parent or guardian where appropriate;
- seeking advice from the relevant local authority;
- contacting Children's Social Care;
- contacting a Multi-Agency Safeguarding Hub or equivalent service;
- sharing relevant information with the child's school or another professional where appropriate;
- contacting the police; or
- contacting another safeguarding agency.

Parents will normally be informed where a safeguarding referral is made unless doing so could increase the risk to the child, interfere with an investigation or otherwise be inappropriate.

Immediate danger

Where a child is believed to be at immediate risk of serious harm, the emergency services should be contacted on **999**.

Children living in Bracknell Forest

For concerns relating to a child living in Bracknell Forest, the local safeguarding contact is:

Bracknell Forest Multi-Agency Safeguarding Hub (MASH)

Telephone: **01344 352005**

For concerns outside normal working hours, the current Bracknell Forest Emergency Duty Service should be contacted.

Children living outside Bracknell Forest

Where an online or in-person student lives in another local-authority area, the relevant Children's Social Care or safeguarding service for the area in which that child lives will be contacted instead.

10. Allegations About an Adult Working With Children

An allegation or concern about the conduct of a tutor, employee, contractor, volunteer or other adult working on behalf of Mira Tutoring will be treated separately from an ordinary safeguarding referral about a child's home or wider circumstances.

Where an allegation indicates that an adult working with children may have:

- harmed a child or may have harmed a child;
- behaved towards a child in a way that may indicate a safeguarding risk;
- committed or potentially committed an offence relating to a child; or
- otherwise behaved in a way that raises concerns about their suitability to work with children,

advice will be sought from the appropriate **Local Authority Designated Officer (LADO)** or other relevant authority.

For Mira Tutoring's Bracknell Forest base, Bracknell Forest Council's LADO service can currently be contacted on:

01344 351572

Where an allegation concerns Begum Ortucu herself, the person raising the concern does **not** need to report it to Begum first.

They may contact:

- the relevant LADO;
- Children's Social Care;
- the police; or
- another appropriate safeguarding authority directly.

No person should be expected to report a safeguarding allegation to the individual who is the subject of that allegation.

11. Information Sharing and Confidentiality

Safeguarding information will be treated sensitively, but safeguarding information cannot always remain confidential.

Information may be shared without consent where this is necessary and lawful to protect a child or another person from harm.

Only information that is relevant and proportionate will be shared.

Where information is shared, Mira Tutoring will normally record:

- what information was shared;
- with whom;
- why it was shared; and
- the basis for the decision.

The child's welfare will take priority where there is a conflict between keeping information confidential and taking necessary action to protect them.

Safe Tutoring Practice

12. Professional Boundaries

Mira Tutoring will maintain appropriate professional relationships with students.

Communication with students must:

- relate to tuition or another legitimate educational purpose;
- take place through appropriate communication channels;
- remain professional in tone and content; and
- follow the communication and safeguarding arrangements set out in Mira Tutoring's Terms and Conditions.

Personal social-media accounts should not be used to communicate privately with students.

Any physical contact must be appropriate to the situation and should never be unnecessary.

13. Online Tuition

Online tuition should take place in an appropriate environment.

Students should, wherever reasonably possible:

- work in a communal or open room rather than a bedroom;
- have a parent or responsible adult nearby where appropriate;
- use an appropriate background;
- avoid displaying identifying personal information;
- attend appropriately dressed; and
- follow the online expectations contained within Mira Tutoring's Terms and Conditions.

For regular online group sessions, students should use only their first name and the first initial of their surname on screen.

Students must not photograph, record or screen-record other students without permission.

14. In-Person Tuition

In-person tuition must take place in a suitable teaching environment.

Where tuition takes place in a student's home:

- a parent or responsible adult should normally be present in the property where appropriate for the child's age and circumstances;
- tuition should take place in an appropriate shared or accessible area;
- bedroom tuition should be avoided;
- doors should not be unnecessarily locked or obstructed; and
- the environment should be suitable for safe teaching.

Where tuition takes place at a venue, reasonable measures will be taken to ensure that the teaching space and collection arrangements are appropriate.

15. Collection of Children

Where a child is collected following an in-person session, they will remain within the agreed venue or another appropriate safe location until the parent, guardian or agreed responsible adult arrives.

Children will not knowingly be released to an unauthorised person.

Parents should advise Mira Tutoring in advance where somebody different will be collecting their child.

16. Photography, Video and Recording

Photographs or videos that identify a student will not be used for Mira Tutoring's public marketing or social-media purposes solely because a parent has accepted the general Terms and Conditions.

Separate consent will be sought for marketing use.

A parent may refuse marketing consent without affecting their child's tuition.

Educational photographs, screenshots or copies of work may be used where reasonably necessary for teaching, assessment, record keeping or communication with the student's parent, subject to appropriate data-protection safeguards.

17. One-to-One Communication With Students

Communication arrangements will depend on the student's age.

For younger students, communication will primarily take place through the parent or guardian.

Where direct communication with a student is appropriate, it must:

- have a legitimate educational or administrative purpose;
 - take place through approved Mira Tutoring contact methods;
 - remain professional; and
 - comply with the communication arrangements stated in Mira Tutoring's Terms and Conditions.
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18. Behaviour Which Will Not Be Accepted

Mira Tutoring does not tolerate:

- abusive or discriminatory behaviour;
- bullying or harassment;
- inappropriate sexualised behaviour;
- deliberate intimidation;
- violence or threats of violence;
- inappropriate sharing of personal information;
- unauthorised recording of others; or
- behaviour which creates a safeguarding risk.

Where necessary, a lesson may be stopped immediately.

Serious behaviour concerns may result in tuition being discontinued and/or information being shared with an appropriate safeguarding authority.

19. Safeguarding in Group Activities and Clubs

Where Mira Tutoring provides group tuition, workshops, clubs or similar activities:

- appropriate supervision will be maintained;
- reasonable attendance and collection arrangements will be used;
- activities will be appropriately risk assessed where necessary;
- students will be given suitable behaviour and safety expectations;
- safeguarding concerns will be dealt with under this policy; and
- any host school or venue's relevant safeguarding procedures will also be followed where applicable.

Where Mira Tutoring operates within a school or another organisation, concerns may also be reported to that organisation's Designated Safeguarding Lead in accordance with its procedures.

20. Training and Review

The Safeguarding Lead will maintain appropriate safeguarding knowledge and undertake relevant training and updates.

Anyone working on behalf of Mira Tutoring who has contact with children will receive safeguarding information appropriate to their role.

This policy will be reviewed:

- at least annually;
 - following a significant safeguarding incident;
 - where services materially change; or
 - where relevant legislation or safeguarding guidance changes.
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21. Raising a Concern About Mira Tutoring

Parents, students or other individuals who have a safeguarding concern about Mira Tutoring are encouraged to raise it.

Where appropriate, concerns may be sent to:

Safeguarding Lead: Begum Ortucu

Email: info@miratutoring.co.uk

However, where the concern relates to Begum Ortucu herself, or where a person does not feel comfortable raising the concern directly with Mira Tutoring, they may approach the relevant local authority safeguarding service, LADO or police directly.

Mira Tutoring

Begum Ortucu trading as Mira Tutoring

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Next scheduled review: August 2027