



SAFEGUARDING AND CHILD PROTECTION POLICY

Octopus Education

Last reviewed: 13th October 2025

Next review due: 12th October 2026

Designated Safeguarding Lead (DSL): Amiera Davies

Deputy DSL (if applicable): Madelyn Keen

Contact: info@octed.co.uk

1. Policy statement

Octopus Education is committed to providing a safe, supportive, and inclusive environment for all students. The welfare and safety of children and young people are our highest priority.

All staff, tutors, and volunteers have a duty to safeguard and promote the welfare of children and to act promptly if they have any concerns, in accordance with statutory guidance.

This policy applies to all staff, tutors, volunteers, and visitors working with students at Octopus Education.

2. Our safeguarding principles

We believe that:

- All children have the right to learn in a safe environment, free from abuse or neglect.
- Safeguarding is everyone's responsibility.
- Concerns must always be reported and never ignored.
- Children's welfare takes precedence over organisational concerns.

3. Roles and responsibilities



- The **Designated Safeguarding Lead (DSL)** is responsible for safeguarding and child protection across Octopus Education.
- The DSL will ensure all staff understand their responsibilities, know how to recognise and respond to concerns, and are aware of the process for making referrals.
- All tutors must read and follow this policy and report any concerns immediately to the DSL.

4. Safe recruitment and vetting

- All teachers and staff working with children will have an **Enhanced DBS check** with the **Children's Barred List** before starting work.
- References will be obtained for all staff and verified before appointment.
- Tutors will be required to show photo identification when first meeting students and parents.

5. Code of conduct for staff

All staff must:

- Treat all students with respect and fairness.
- Maintain appropriate professional boundaries at all times.
- Never be alone with a student behind a closed door.
- Never make personal contact with students outside of sessions (e.g. through social media or private messaging).
- Avoid physical contact with students unless necessary for their immediate safety.
- Report any safeguarding concerns immediately to the DSL.

6. Environment and supervision

- Sessions will take place in a **rented, risk-assessed venue** that is clean, secure, and appropriate for small group learning.
- Sessions will occur **midweek evenings** and will be supervised by at least one qualified tutor at all times.
- A **register of attendance** will be maintained for each session.
- Parents or guardians will be informed of start and finish times, and students will only be dismissed in accordance with agreed collection arrangements.

7. Health and safety

- Although Octopus Education provides science tutoring, **no practical experiments or hazardous materials** will be used.
- A **basic first aid kit** will be available at all sessions.



- Emergency procedures (including fire exits and assembly points) will be explained to staff and students.
- Accidents or incidents will be recorded and reported to parents promptly.

8. Responding to concerns

If a member of staff is concerned that a child:

- may be suffering,
- is at risk of suffering harm, or
- has disclosed abuse or neglect,

they must:

1. **Listen carefully** and reassure the child that they have done the right thing by speaking up.
2. **Record what was said** in the child's own words, as soon as possible.
3. **Report immediately** to the Designated Safeguarding Lead.
4. **Not investigate** or promise confidentiality.

The DSL will determine whether the concern should be referred to the **Local Authority Children's Services** or another appropriate agency.

9. Information sharing and confidentiality

- All safeguarding information will be handled confidentially and in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.
- Information will only be shared on a need-to-know basis and in the child's best interests.

10. Training

- The DSL will complete recognised **safeguarding training** and **refresh it every two years**.
- All tutors and staff will undertake **safeguarding awareness training** and read *Keeping Children Safe in Education (Part 1)*.

11. Whistleblowing



Staff and volunteers must report any concerns about another member of staff's conduct or the safeguarding practices within Octopus Education to the DSL or, if the concern involves the DSL, to the **Local Authority Designated Officer (LADO)**.

12. Monitoring and review

This policy will be reviewed **annually** or sooner if there are significant changes in legislation or the organisation's operations.

Signed: *Amiera Davies*

Name: Amiera Davies

Position: Designated Safeguarding Lead

Date: 13/10/25

