

Safeguarding Policy

SENshine Tutoring – Safeguarding Policy

Policy Owner: Karina

Business Name: SENshine Tutoring

Last Updated: April 2026

1. Purpose

SENshine Tutoring is committed to safeguarding and promoting the welfare of all learners, including adults (18+) who may be vulnerable.

This policy ensures that all learners are:

- Safe from harm, abuse, and neglect
- Treated with respect and dignity
- Supported in a safe learning environment

2. Legal Framework

This policy is guided by:

- The Care Act 2014
- The Mental Capacity Act 2005

3. Definition of a Vulnerable Adult

A vulnerable adult is someone aged 18+ who:

- Has care and support needs (e.g. autism, ADHD, learning difficulties)
- May be unable to protect themselves from abuse or neglect

4. Types of Abuse

SENshine Tutoring recognises the following forms of abuse:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse
- Financial abuse
- Neglect
- Discriminatory abuse

5. Safeguarding Responsibilities

Karina (SENshine Tutoring) will:

- Maintain an up-to-date DBS check
- Create a safe and supportive learning environment
- Maintain professional boundaries at all times
- Remain vigilant to signs of abuse or neglect
- Record and report any safeguarding concerns

6. Recognising Concerns

Concerns may include:

- Sudden behavioural changes
- Signs of distress, fear, or withdrawal
- Poor hygiene or living conditions
- Unexplained injuries
- Financial concerns or exploitation

7. Responding to a Disclosure

If a learner discloses information:

- Stay calm and listen carefully
- Do not promise confidentiality

- Reassure them they have done the right thing
- Record the information factually
- Report to the appropriate safeguarding authority

8. Reporting Concerns

Concerns will be reported to:

- Local Authority Adult Safeguarding Team
- Social Services (if required)

If immediate danger is suspected:

- Contact emergency services (999)

9. Mental Capacity & Consent

SENshine Tutoring follows the principles of the Mental Capacity Act:

- Assume capacity unless proven otherwise
- Support learners to make their own decisions
- Involve carers/guardians where appropriate

10. Professional Boundaries

- Sessions will take place in appropriate, safe environments
- Communication will remain professional at all times
- No inappropriate relationships will be formed

11. Record Keeping

All safeguarding concerns will be:

- Recorded clearly and factually
- Stored securely in line with GDPR
- Shared only when necessary

12. Review

This policy will be reviewed annually or as required.

Code of Conduct

SENshine Tutoring – Code of Conduct

1. Professional Behaviour

Karina will:

- Act with integrity, honesty, and professionalism
- Treat all learners with respect and dignity
- Provide inclusive, SEN-friendly support

2. Boundaries

- Maintain clear professional boundaries at all times
- Avoid personal or inappropriate relationships
- Do not engage in communication outside reasonable hours unless agreed

3. Communication

- Use respectful, appropriate language
- Keep communication transparent (especially with parents/carers where appropriate)
- Avoid sharing personal information unnecessarily

4. Safeguarding

- Remain alert to safeguarding concerns
- Follow safeguarding procedures at all times
- Never ignore or dismiss concerns

5. Working Environment

- Ensure sessions are conducted in safe, appropriate spaces
- Avoid isolated or high-risk situations where possible
- Maintain visibility (e.g. parent nearby where appropriate)

6. Equality & Inclusion

- Treat all learners equally regardless of:
 - Disability
 - Race
 - Gender
 - Religion
 - Background

7. Use of Technology

- Use professional platforms for communication
- Do not engage with learners on personal social media
- Protect learner privacy at all times

8. Confidentiality

- Respect confidentiality
- Only share information when necessary for safeguarding

9. Conduct Outside Sessions

- Maintain professional reputation at all times
- Avoid behaviour that could impact trust or safety

Protection & GDPR Policy

SENshine Tutoring – Data Protection & GDPR Policy

1. Purpose

SENshine Tutoring is committed to protecting personal data in accordance with the UK GDPR and Data Protection Act 2018.

2. Data Collected

The following data may be collected:

- Learner name and contact details
- Parent/carer details (where applicable)
- Educational needs (e.g. SEN, diagnoses)
- Session notes and progress records

3. Lawful Basis for Processing

Data is processed based on:

- Consent
- Legitimate interest (providing tutoring services)

4. Use of Data

Data is used to:

- Provide tutoring services
- Monitor progress
- Communicate with learners and families
- Ensure safeguarding

. Data Storage

- Data is stored securely (password-protected devices/files)
- Paper records (if any) are stored safely
- Access is limited to Karina only

5. Data Sharing

Data will only be shared:

- With consent
- If required for safeguarding
- If required by law

6. Data Retention

- Data is kept only as long as necessary
- Typically up to 12 months after tutoring ends
- Then securely deleted

7. Rights of Individuals

Learners have the right to:

- Access their data
- Request corrections
- Request deletion
- Withdraw consent

Confidentiality

All personal information is treated as confidential and handled responsibly.

8. Data Breaches

In the event of a data breach:

- It will be assessed immediately
- Appropriate action will be taken
- Serious breaches will be reported where required

9. Contact

For any data concerns:

Karina – SENshine Tutoring

Email: senshinetutoring.mk@gmail.com

Phone: 07884939974

Parent/Carer Consent Form (Age 16+ Learners)

SENshine Tutoring – Parent/Carer Consent Form (Age 16+ Learners)

Learner Name

Parent/Carer Details

Name: _____

Relationship: _____

Phone: _____

Email: _____

Consent

I confirm that:

- I support the learner receiving tutoring
- I understand the structure of sessions
- I will communicate any relevant needs or concerns

Yes No

Capacity & Support
(Complete if relevant)

The learner:

- Has full capacity to make decisions
- May need support with decision-making

Details:

Safeguarding Agreement

I understand that:

- The tutor has safeguarding responsibilities
- Concerns may be reported to appropriate services

Yes No

Session Arrangements

Sessions will take place:

- At home
- Online
- Unity Place

Supervision (If Applicable) : _____

Signature

Name: _____

Signature: _____

Date: _____

Media Consent Form

SENshine Tutoring – Media Consent Form

Learner Name

Permission

I give permission for SENshine Tutoring to:
(Please tick)

- Take photos of work (no personal identifiers)
- Share progress examples
- Use images for promotional purposes

Important

- No personal details will be shared
- Faces will not be shown without explicit consent

Signature: _____

Learner Name: _____

Signature: _____

Date: _____

Parent/Carer (if applicable):

Signature: _____

Date: _____

Consent Form (Under 16)

SENshine Tutoring – Parent/Guardian Consent Form (Under 16)

Tutor: Karina
Business: SENshine Tutoring
Email: senshinetutoring.mk@gmail.com
Phone: 07884939974

Child Details

Full Name: _____

Date of Birth: _____

School: _____

Parent/Guardian Details

Full Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Consent for Tutoring

I confirm that:

I give permission for my child to receive tutoring from SENshine Tutoring

I understand the nature and purpose of the sessions

I have had the opportunity to ask questions

Yes No

Medical / Additional Needs

Please provide any relevant information (e.g. autism, ADHD, epilepsy, learning difficulties):

Safeguarding & Wellbeing

I understand that:

The tutor has a duty of care to safeguard my child

Any safeguarding concerns may be reported to appropriate services

My child's safety and wellbeing are prioritised at all times

Yes No

Session Arrangements

Sessions will take place:

At home

Online

Unity Place

Supervision arrangements (if applicable):

Communication Consent

I consent to communication via:

- Phone
- Email
- Messaging (e.g. WhatsApp)

Data Protection (GDPR)

I understand that personal data will be stored and processed in line with GDPR.

- Yes No

Parent/Guardian Agreement

I agree to:

- Provide accurate and up-to-date information
- Inform the tutor of any changes in needs or circumstances
- Support my child's learning where possible

- Yes No

Signature _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Child Assent

I understand I will be working with a tutor to help my learning.

Child Name: _____

Date: _____