



# HOME STAR TUITION POLICY

2025

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# Safeguarding, GDPR and Confidentiality

## The purpose and scope of this policy statement

Home Star Tuition provides tuition services to children, both online and face-to-face.

The purpose of this policy statement is:

- to protect children and young people who receive Home Star Tuition's services from harm.

This policy applies to anyone working on behalf of Home Star Tuition.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://nspcc.org.uk/childprotection).

## Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.

## We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take; working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare; all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse; some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### ➤ Find out more about:

- **safeguarding children who come from Black, Asian and minoritised ethnic communities**
- **safeguarding d/Deaf and disabled children and young people**
- **safeguarding LGBTQ+ children and young people**
- **safeguarding children with special educational needs and disabilities (SEND).**

## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them;
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding;
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- developing and implementing an effective online safety policy and related procedures;
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance **[please see my confidentiality policy; more information about this is available from the Information Commissioner's Office: [ico.org.uk/for- organisations](https://ico.org.uk/for-organisations)];**
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions;
- making sure that children, young people and their families know where to go for help if they have a concern;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- using our procedures to manage any allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Contact details

Name: Abigail Thorpe

Phone/email: [homestartuition@outlook.com](mailto:homestartuition@outlook.com)

Most recent safeguarding training: Certificate in Safeguarding for Designated

Safeguarding Leads, The National College 2025

## NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

15/3/25

This policy was last reviewed on:.....(date)

Signed: ..... ABIGAIL THORPE

### + More ways to help you protect children

Take our online course Child protection: an introduction

[nspcc.org.uk/cpintro](https://nspcc.org.uk/cpintro)

Sign up to our weekly safeguarding current awareness newsletter

[nspcc.org.uk/caspar](https://nspcc.org.uk/caspar)

View more information and resources for voluntary and community organisations

[nspcc.org.uk/vcs](https://nspcc.org.uk/vcs)



## Will information about my family be kept confidential?

Any information given to me, either verbally or in writing, regarding your child or your family, will be treated as confidential.



I am registered with the [Information Commissioner's Office \(ICO\)](#) and am aware of my responsibilities under General Data Protection Regulations (GDPR) and the [Data Protection Act, 2018](#).

Any information relating to your child is stored digitally - where possible the files will be password protected and/or initials only will be used.

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## Can any information about my child be discussed or shared with anybody outside of their tuition sessions



Information about your child will not be discussed with anyone else, except those named on initial agreements (namely parents/carers).

Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or an ongoing basis eg: a grandparent, school or another tutor your child might be working with.

If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made.

I will, however, divulge confidential information to the relevant authorities if there appears to be a safeguarding issue that potentially affects a child's welfare and/or safety.

## What is a parent/carer's responsibility regarding confidentiality?

During the course of our working relationship, you will most likely find out information about myself and my family.

This information should also be kept confidential in order to respect my family's privacy. Parents/carers should not discuss any personal information they see, hear or are informed about, with anyone else.

For more information about your full data rights, please take a look at the [Information Commissioner's Office \(ICO\)](#) website.

# Tuition Session Code of Conduct

In my sessions, I will...

Listen to  
my tutor

Treat others  
with  
kindness

Listen to  
others in  
the group

Always try  
my best

Treat  
resources  
with respect

Be willing  
to give  
things a  
try

Respect  
other  
students  
in the  
session

Tell my  
tutor how  
I'm feeling

Make sure  
I am  
ready to  
learn

Ask for  
help  
if needed

Encourage  
each other

Try my best  
to stay on  
track

Never  
give up

Have lots  
of fun



**HOME STAR**  
TUITION