Safeguarding and Child Protection Policy for JCT Learning Hub

Last Updated: 13 November 2026
Designated Safeguarding Lead (DSL): Alison Bolsover, Founder & Director, JCT Learning Hub

1. Policy Statement & Commitment

JCT Learning Hub ("we", "us", or "our") is committed to safeguarding and promoting the welfare of every child, young person, and vulnerable adult who accesses our tuition services—whether in-person or online.

We believe that every student has the right to learn in a safe, supportive, and respectful environment free from abuse, neglect, exploitation, or harm. Safeguarding is everyone's responsibility, and we expect all tutors, staff, parents/guardians, and visitors to share this commitment.

This policy applies to all tuition arranged through **www.jctlearninghub.co.uk**, whether delivered directly by JCT Learning Hub or by our vetted, self-employed associate tutors.

2. Legal Framework & Guidance

Our safeguarding practices are informed by and aligned with UK child protection legislation and statutory guidance, including:

- The Children Act 1989 and 2004
- *Working Together to Safeguard Children* (DfE)
- *Keeping Children Safe in Education (KCSIE)* (DfE)
- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 2018 and UK GDPR
- The Tutors' Association (TTA) Code of Practice and Safeguarding Standards

3. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead for JCT Learning Hub is **Alison Bolsover**. The DSL holds overall responsibility for:

- Implementing, reviewing, and updating this Safeguarding Policy annually.
- Ensuring rigorous safer recruitment and vetting of all associate tutors.
- Acting as the primary point of contact for any safeguarding concerns, disclosures, or allegations.
- Making referrals to local statutory agencies (such as **Dorset Children's Advice and Duty Service (ChAD)**, the Local Authority Designated Officer (LADO), or the Police) where a child is at risk of significant harm.

DSL Contact Details:

- **Name:** Alison Bolsover
- **Telephone:** 01305 818058
- **Email:** jurassiccoasttutors@gmail.com

4. Safer Recruitment & Tutor Vetting

Before any associate tutor is permitted to work with students through JCT Learning Hub, they must complete our safer recruitment checks:

- **Enhanced DBS Check:** Every tutor must hold an Enhanced Disclosure and Barring Service (DBS) certificate (including a check of the Children's Barred List), verified via the

DBS Update Service or issued within the last 12 months.

- **Identity & Right to Work Verification:** Original photographic ID and proof of address are verified prior to onboarding.
- **Qualifications & Experience:** Academic degrees, teaching qualifications (such as QTS or PGCE), and tutoring track records are verified.
- **Professional References:** At least two satisfactory professional or character references are obtained.
- **Safeguarding Training & Policy Sign-Off:** All associate tutors must read, understand, and sign up to this Safeguarding Policy and maintain up-to-date safeguarding awareness.

5. Safe Working Practices: In-Home Tuition

When tuition takes place at a student's home (across Dorchester, Weymouth, Portland, and surrounding areas), the following rules strictly apply:

- **Responsible Adult Presence:** A parent, legal guardian, or designated responsible adult (aged 18 or over) **must remain on the premises** for the entire duration of the lesson for any student under the age of 18. Tutors are instructed not to enter a property or commence a lesson if a responsible adult is not present.
- **Open Study Spaces:** Tuition must take place in a communal, open-door area of the home (such as a dining room, kitchen, or living area)—never in a bedroom or behind closed doors.
- **Physical Boundaries & Transport:** Tutors must maintain appropriate professional boundaries at all times, avoid unnecessary physical contact, and **never transport a student** in their vehicle under any circumstances.

6. Safe Working Practices: Online Tuition

When tuition is delivered via video conferencing platforms, the following safeguarding measures apply:

- **Appropriate Environment & Dress:** Both tutor and student must be appropriately dressed and participate from a suitable, neutral, shared area of the home (never from a bed).
- **Parental Oversight:** Parents/guardians are encouraged to remain within earshot or accessible nearby during online sessions, particularly for younger learners.
- **Communication Channels:** All scheduling, session links, and progress updates are sent directly to the **Parent/Guardian**. Tutors must never connect with students under 18 via personal social media accounts, private messaging apps, or gaming platforms.
- **Session Recording:** Online lessons are not recorded unless explicitly requested and consented to in writing by the Parent/Guardian in advance for educational revision purposes.

7. Recognising & Responding to Safeguarding Concerns

All tutors are required to remain vigilant to the four main categories of abuse—**Physical Abuse, Emotional Abuse, Sexual Abuse, and Neglect**—as well as wider safeguarding risks including peer-on-peer abuse, online grooming, and radicalisation (Prevent duty).

If a Student Makes a Disclosure: If a student discloses abuse or harm during a session, the tutor will:

1. **Stay calm and listen** attentively without interrupting, judging, or showing shock.
2. **Reassure the student** that they have done the right thing by speaking up and that they are not to blame.
3. **Never promise confidentiality**—explain clearly that the tutor has a duty to share the information with people who can help keep them safe.
4. **Ask only open, non-leading questions** (e.g., *"Can you tell me what happened?"*)—never investigate or cross-examine.
5. **Make a factual written record** as soon as possible after the session using the student's exact words, noting the date, time, and context.
6. **Report immediately to the DSL (Alison Bolsover)** on the same day.

8. Reporting & Escalation Procedures

- **Immediate Danger:** If a child or young person is in immediate danger of serious harm, the tutor or DSL will call **999** immediately.
- **Child Protection Concerns:** Upon receiving a concern from a tutor or parent, the DSL will assess the information and, where necessary, contact **Dorset Children's Advice and Duty Service (ChAD)** on **01305 228558** (or the relevant Local Authority safeguarding team where the student resides) without delay.
- **Allegations Against a Tutor:** Any safeguarding concern or allegation made against an associate tutor or staff member will be taken seriously and reported immediately to the DSL. The tutor's placements will be suspended pending investigation, and the DSL will consult the **Dorset Local Authority Designated Officer (LADO)** as required by statutory guidance.

9. Record Keeping & Confidentiality

- All safeguarding concerns, disclosures, and referral notes are recorded securely, stored separately from general administrative files with restricted access, and handled in strict compliance with **UK GDPR** and the **Data Protection Act 2018**.
- Information is shared strictly on a "need-to-know" basis with statutory child protection agencies to protect the welfare of the child.

10. Policy Review

This Safeguarding Policy is reviewed annually by the Designated Safeguarding Lead, or sooner if there are changes to UK safeguarding legislation, statutory guidance, or the operations of JCT Learning Hub.