

Safeguarding Policy

World of Education

Effective Date: 02/10/2025

Review Date: 02/10/2026

1. Introduction

At World of Education, we are committed to safeguarding and promoting the welfare of all learners online. We take our responsibility to protect children, young people, and vulnerable adults seriously and ensure that our services are safe and nurturing. This policy outlines the measures we take to protect the safety and well-being of all those involved in our online services.

2. Definition of Safeguarding

Safeguarding means protecting the health, well-being, and human rights of individuals, particularly those who are vulnerable, to ensure they live free from abuse, neglect, and exploitation. This includes protecting learners from:

- Physical, emotional, or sexual abuse
- Neglect
- Bullying
- Radicalisation or extremism
- Exploitation

3. Scope of Policy

This policy applies to all staff, tutors, learners, and volunteers involved in World of Education services, online classes, resources, and events.

4. Responsibilities

- **Management:** The management team is responsible for implementing safeguarding measures, ensuring the safety of learners, providing training, and responding to any safeguarding concerns or incidents.
- **Tutors and Staff:** All tutors and staff are required to follow this policy, be vigilant, report any concerns, and act in the best interest of learners at all times.
- **Learners:** Learners are encouraged to be aware of their own safety and the safety of others. They should report any concerns to a tutor or staff member immediately.

5. Safe Recruitment

- All staff, tutors, and volunteers involved in direct contact with learners will undergo a Disclosure and Barring Service (DBS) check or equivalent background checks, depending on the nature of the role and jurisdiction.
- We ensure that those in positions of trust, including tutors and staff, have the appropriate qualifications, experience, and values to work safely with learners.

6. Reporting Safeguarding Concerns

- If any tutor, staff member, or learner has a concern regarding the safety or welfare of a learner, they are required to report it immediately to the designated safeguarding lead (DSL) or another relevant authority.
- **Concerns may include, but are not limited to:**
 - Disclosures or signs of abuse
 - Unexplained injuries or behavioural changes
 - Sudden withdrawal or reluctance to participate in activities
 - Concerns about online safety or bullying
- The designated safeguarding lead will investigate and take the necessary actions in line with World of Education's safeguarding procedures.

7. Online Safeguarding

- **World of Education** is committed to providing a safe online learning environment for all our learners. We implement security features such as:
 - Password-protected class access
 - Register and confirmation before access into class.
 - Secure platforms for video conferencing and content sharing
 - Monitoring of online interactions to ensure appropriate conduct
- **Learners** are educated on how to stay safe online, including understanding privacy settings, the importance of not sharing personal information, and reporting any inappropriate behaviour or content.
- **Tutors** are expected to maintain professional boundaries at all times in online interactions and will not engage in personal conversations with learners outside of World of Education online classes.

8. Prevention of Bullying and Harassment

- **World of Education** has a zero-tolerance policy for bullying and harassment. All learners are encouraged to report any incidents of bullying, and we will take appropriate action to address these concerns.

- We promote a culture of respect, inclusion, and kindness, ensuring that all learners feel safe and valued.

9. Responding to Safeguarding Incidents

- In the event of a safeguarding concern or incident, we will:
 - Listen carefully to the individual involved and offer appropriate support.
 - Record all concerns or disclosures accurately and confidentially.
 - Report concerns to the appropriate external authorities (e.g., local safeguarding board, police, or social services) as necessary.
 - Ensure that the safety of the learner is prioritised at all times, taking immediate steps to protect them from harm.
- We will also follow up to ensure that the concern is thoroughly investigated and appropriate actions are taken.

10. Safeguarding Training

- All staff, tutors, and volunteers will receive safeguarding training during their induction process and annually thereafter. This training will cover:
 - Recognising signs of abuse and neglect
 - How to report safeguarding concerns
 - Understanding online safety risks
 - Handling disclosures of abuse or inappropriate behaviour
- Refresher courses will be provided annually to ensure that everyone is up to date on safeguarding best practices and legal requirements.

11. Confidentiality and Disclosure

- Safeguarding concerns will be treated with the utmost confidentiality, and information will only be shared on a need-to-know basis to protect the learner's safety.
- However, there are circumstances where information may need to be shared in order to protect the safety and wellbeing of a child or others. If a learner discloses information that suggests they or someone else is at risk of harm, we have a legal and ethical duty to report this to the appropriate safeguarding lead or external agency. Safeguarding concerns will always take precedence over confidentiality. Where appropriate and safe to do so, we will aim to inform the learner and/or their parent/carer before sharing any information.

12. Support for Learners

- We are committed to providing support to learners who have been affected by safeguarding issues. This support may include counselling, access to external services, or additional learning accommodations if necessary.

13. Policy Review

- This Safeguarding Policy will be reviewed annually, and additionally whenever necessary, to ensure it remains current with best practice, updated legislation, statutory guidance, or lessons learned from safeguarding cases.
- Feedback from staff, tutors, learners, and parents/guardians will also be taken into account during the review process to continually strengthen our safeguarding practices.

14. Contact Us

If you have any concerns or would like to speak with our Designated Safeguarding Lead, please contact us at **info@worldofeducation.online** or request a call back.

Designated Safeguarding Lead: Holly Botterill

Owner: World of Education Ltd