

## Procedure for reporting a concern:

The process you should follow for reporting a Safeguarding concern is the same whether you are reporting about

- A child or young person,
- An adult's behaviour (eg: tutor/staff member/teacher).

Report any suspicion/concern/disclosures as soon as possible to the Designated Safeguarding Lead (DSL) in the school/college or setting in which tuition is taking place. If you are tutoring for a long period of time (e.g. a full day) and your concern stems from early in the day, don't leave the reporting until the end of the day - seek out the DSL during an earlier break in tuition.



Once you have left the school/setting, please report to Tutor Trust's Safeguarding Team **as soon as possible**.

- For regular tuition assignments, phone Jason Heaford on 07389 755467.
- For Tutoring Plus assignments, phone Jo Meredith on 07813 774263.
- If you cannot reach Jason or Jo, phone Lewis Howell on 07881 229176, or Steff Wardell on 07799 519949.

If you cannot reach any of the team, please **email all four** (addresses can be found in the Tutor Handbook or any of our Safeguarding documents), marking the email as '**High Priority**'. If there is no response to your email, please call one of the team again, within 24 hours of sending the email.



During your conversation, please outline the incident in **as much detail as possible** - which school, what happened, the context of the session, what you did following the incident or concern (i.e. who did you speak to, what was their response). If you have been unable to speak to a member of the Team in the first instance, please send the above details in your email to all the team but please omit pupil names and data.



Our Safeguarding Team will advise you of next steps and any further information they require (e.g. they will ask you to send a written account of what has been discussed). All reports will be recorded on TT's Safeguarding Log.



Concerns allayed - no further action required



Concerns ongoing - TT will liaise with school/setting/outside agencies