

SPARK ACADEMY SAFEGUARDING POLICY

1. Introduction

Spark Academy is committed to promoting the safety and well-being of all students receiving tuition from Spark Academy. We take safeguarding seriously and ensure that all freelance tutors working with us meet the necessary requirements. However, as Spark Academy is not the direct employer of these tutors, we do not accept responsibility for their behaviour. The safeguarding of children during tuition sessions remains the responsibility of parents or guardians. This policy should be read in conjunction with our terms and conditions.

This policy will be reviewed regularly to ensure that it is best suited to safeguard all pupils and tutors.

2. Tutor Screening and Checks

To ensure a high standard of professionalism and safety, Spark Academy requires that all freelance tutors:

- Undergo a Disclosure and Barring Service (DBS) check dated within the last three years or be registered on the DBS Update Service, which will be checked yearly.
- Participate in an interview process to assess their suitability and experience.
- Provide references to verify their background and qualifications.
- Have their identification (ID) checked to confirm their identity.

While we take these steps to ensure the quality and integrity of our tutors, Spark Academy does not assume liability for their actions, conduct, or behaviour during tuition sessions. Tutors are responsible for their own actions at all times.

3. Parent and Guardian Responsibilities

As tuition sessions typically take place within the home or online, it is the responsibility of parents or guardians to safeguard their child during lessons. Parents are expected to:

- Be present within the home for the entire duration of the tuition session.
- Ensure a safe and appropriate learning environment for their child.
- Monitor interactions between the tutor and the student to maintain a secure and positive experience.
- Take full responsibility for the physical environment during the session, ensuring it is safe and appropriate for learning.
- Ensure students are fully clothed during both online and face-to-face sessions.

- Be available for the learner to report any inappropriate behaviour or concerns. Tutors should not be left in sole care of the child.
- Ensure tutors are treated with respect during lessons and not subjected to abusive behaviour. If a child is violent towards a tutor, the lesson will be ended.

4. Reporting Concerns

If a parent or guardian has concerns regarding a tutor's conduct, they should:

- Immediately discontinue tuition with the tutor if necessary.
- Report any issues to Spark Academy so that we can investigate and take appropriate action.
- If the concern is of a serious safeguarding nature, report it to the relevant authorities (e.g., the police or local safeguarding board).
- Students must report any concerns to a parent or legal guardian immediately.

5. Tutor Responsibilities

Tutors must:

- Treat students fairly and without prejudice or discrimination, regardless of their age, culture, ability, gender, language, racial origin, religious belief, or sexual identity.
- Work in partnership with parents and children to ensure the protection of children.
- Ensure the language they use is appropriate and not offensive or discriminatory.
- Maintain a professional and respectful environment during lessons.
- Not continue a lesson if a parent or legal guardian is not present and they or the learner do not feel comfortable to continue.

6. Limitations of Liability

- Spark Academy serves as a facilitator of tuition services by connecting students with freelance tutors. As such, we do not accept any responsibility for the behaviour, actions, or misconduct of tutors. The contractual relationship exists between the tutor and the client (parent/guardian), and any concerns should be addressed directly between these parties.

7. Commitment to Safeguarding

- While Spark Academy does not employ tutors directly, we remain committed to ensuring that all tutors meet our standards for professionalism and safeguarding. We encourage open communication and take all concerns seriously to help maintain a safe learning environment for all students.
- By using Spark Academy's tuition services, parents and guardians acknowledge their role in safeguarding their child and accept that Spark Academy holds no liability for tutor conduct.

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