

# Safeguarding at Tuition Extra

We are committed to safeguarding and promoting the welfare of our pupils. We expect all staff and visitors to share this common commitment.

This leaflet contains information about our expectations whilst visiting our site. If you are unclear about any of the information please speak to any of the contacts named in this leaflet

Please keep the leaflet in a safe place so you can refer to it again if required

If you are concerned about the safety of any of our pupils, you must report this to one of the Designated Safeguarding Leaders (DSLs)

## Visitor Procedures

- All visitors must sign in at Receptions.
- Visitors will be provided with a lanyard which must be worn at all times whilst on site.
- All visitors must sign out at Reception and return their visitor lanyard before leaving site.
- Visitors who wish to speak to a specific member of staff should telephone the site in advance to make an appointment, where possible.
- For further information please see our Child Protection Policy on our Website

## Contact us

Visit our website

<https://tuition-extra.co.uk/>  
Safeguarding Concern QR Code



Email Address  
emma.sedgwick@tuition-extra.co.uk



Tuition Extra  
Unit 8 Roper Yard  
Canterbury  
Kent  
CT2 7EX



# Tuition extra

## Safeguarding A Guide for Visitors

# Meet Our Safeguarding Team

Please see below for our Designated Safeguarding Leads DSLs

Emma Sedgwick



Group Designated Safeguarding Lead (DSL)  
Head of Safeguarding

Ruth Minhall



CEO and Designated Safeguarding Lead

Lydia Blench



Group Education Partner and Designated Safeguarding Lead

Holly Wilkie



Group SENDCo and Designated Safeguarding Lead

## What do I do if I have a concern?

If you are worried about a child during your visit to Tuition Extra, please speak to a Designated Safeguarding Lead (DSL) or Member of Staff (identifiable via their staff lanyards).

## Where can I find more information?

You can use the QR Code below for more information.



Or speak to Social Services on:  
03000 411111

If you are worried about children at any location



## Staff Conduct

If you are concerned about the conduct of a member of staff or a pupil has disclosed something to you about a member of staff the following actions must be taken immediately:

Report directly to a Designated Safeguarding Lead (DSL)

If it is regarding the Manager please ask for the contact details The Group Lead, Emma Sedgwick

## Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to the pupils.
- Avoid any physical contact with the pupils
- Avoid being on your own with a pupil
- Do not give out personal contact details for mobile phones, email or social media accounts

## Mobile Phones

You are reminded to kindly not use any photography or video functions unless you have specific permissions to do so.