



KINGSBURY EDUCATION

THE 11+ EXPERTS

SAFEGUARDING POLICY

UPDATED SEPTEMBER 2025

This policy applies to all face-to-face services offered by Kingsbury Education.

The purpose of this safeguarding policy is to ensure the safety and well-being of all students attending our 11+ Tuition Hubs. This policy outlines our commitment to protecting children from harm and ensuring that all staff, volunteers and partners adhere to best practices in safeguarding.

This policy applies to all staff, volunteers, students and any other individuals involved in our Tuition Hubs, regardless of the premises used.

Who are 'we'?

In this policy, whenever you see the words 'We', 'Us' or 'Our', it refers to Kingsbury Education.

Roles and Responsibilities

- All staff and volunteers are responsible for safeguarding students and must follow this policy. They are required to report any concerns to the Designated Safeguarding Lead (DSL).
- Designated Safeguarding Leads (DSL): Peter & Francesca Broadhead. The DSLs are responsible for overseeing safeguarding practices, responding to concerns and ensuring compliance with safeguarding regulations.

Medical and Emergency Information

Parents are required to complete and submit paperwork detailing any medical conditions, including allergies, and to provide information about any medication such as EpiPens.

Emergency contact details must also be supplied. This information will be securely stored and accessible only to relevant staff. Francesca and Peter Broadhead both hold Paediatric First Aid certificates.

Venue Safety

We hire different premises for our Tuition Hubs, Mock Tests and Intensive Coaching Sessions. Before using any venue, we conduct a thorough risk assessment to ensure the environment is safe for children. An emergency fire plan is also created for each venue.

Supervision and Access

As part of our safeguarding measures, we limit the number of adults in contact with children during sessions. Parents/carers are not permitted to remain in the sessions. This is to protect the privacy of every child and to ensure we know exactly who has access to students during sessions.

There will always be at least two Kingsbury Education staff members present at all times.

Code of Conduct

All staff and volunteers must:

- Act in the best interests of the child.
- Maintain professional boundaries at all times.
- Ensure that students are never left unsupervised.
- Report any safeguarding concerns immediately to the DSL.

Reporting Concerns

If a safeguarding concern arises, it must be reported immediately to the DSL. The DSL will take appropriate action, which may include contacting relevant authorities. All concerns will be handled confidentially and with sensitivity.

Parental Involvement

Parents are encouraged to communicate any concerns they may have about their child's safety or well-being. We work closely with parents to ensure their child's needs are met.

Insurance, Checks, and Training

- Kingsbury Education holds Public Liability and Professional Indemnity Insurance.
- All teaching staff hold an up-to-date DBS check.
- At least one member of staff with Paediatric First Aid training is present at all sessions.

Review and Monitoring

This policy will be periodically reviewed to ensure it remains up to date with current legislation and best practices.

Contact Information

For any safeguarding concerns, please contact our Designated Safeguarding Lead Peter & Francesca Broadhead. Email address - info@kingsburyeducation.com. Telephone Number - 07890 874403 or speak to us in person.