

Safeguarding



What is Safeguarding?

Safeguarding means keeping you safe, happy, and protected while you learn with us.

We want you to feel respected, listened to, and cared for at all times.

Our Promise to You

- We will always treat you kindly and fairly.
- We will make sure our tutors and staff keep you safe.
- We will listen to you if you have something to say.
- We will act quickly if you are worried or if something is wrong.

When to Speak Up

You should tell us if:

- Someone hurts you or makes you feel unsafe.
- You feel bullied, left out, or treated unfairly.
- You see something that worries you about another child.
- You are unhappy with how you are being taught or treated.

Who Can You Talk To?

- Your Tutor – the person teaching you.
- Safeguarding Lead – the adult in charge of keeping children safe.
- Any trusted adult at Booth's Education Services.

You can also talk to your parent or carer, who can help share your concern.

What Happens When You Tell Us?

1. We listen carefully to what you say.
2. We take your worry seriously – no matter how small it feels.
3. We write it down so we don't forget.
4. We decide what to do next to keep you safe.
5. We let you know what will happen and keep you updated.

Complaints Procedure (Easy Steps)

If you are unhappy about something:

1. Tell your tutor first – they will try to help.
2. If you still feel worried, talk to the Safeguarding Lead.
3. If the problem isn't solved, ask your parent/carer to help you make a formal complaint.
4. We will look into it carefully and give you an answer as quickly as possible.

Remember

- It is always okay to speak up.
- You will never get in trouble for sharing a worry.
- We are here to protect you and help you feel safe.

Designated Safeguarding Lead:

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