

Adult Safeguarding Policy

**For Vulnerable Adults Aged 18–25 in
an Educational Setting**



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Signed: Ruth Minhall

Position: CEO

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1. Policy Statement

Tuition Extra is committed to safeguarding and promoting the welfare of vulnerable adults aged 18–25 who access our educational services.

We recognise our responsibility to protect learners from abuse, neglect, exploitation, and harm, and to create a safe, inclusive, and supportive learning environment where learners are treated with dignity and respect.

Safeguarding is everyone’s responsibility and all staff are aware of their duties under KCSIE Part 1 2026 but also via the Equality Act 2010 and the SEND Code of Practice 2014 as relates to vulnerable adults and protected characteristics.

This policy can be read in conjunction with our Child Protection and Safeguarding Policy which is available on our website [Home New - Tuition Extra](#)

2. Scope of the Policy

This policy applies to:

- All learners aged **18–25** who may be considered **vulnerable adults**
- All staff, volunteers, contractors, agency staff, and visitors
- All activities delivered on-site, off-site, online, or in work-based placements, where applicable.

3. Definition of a Vulnerable Adult

A vulnerable adult (as defined by the Care Act 2014) is a person aged 18 or over who:

- Has care and support needs (whether or not these are met), and
- Is experiencing, or at risk of, abuse or neglect, and
- Is unable to protect themselves from harm due to those needs

This may include learners with:

- Learning disabilities or difficulties
- Mental health conditions
- Autism or neurodivergence
- Physical or sensory disabilities
- Care-experienced backgrounds
- Substance misuse issues
- Social, emotional, or behavioural difficulties

4. Legal and Regulatory Framework

This policy is informed by:

- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Equality Act 2010

- Human Rights Act 1998
- Keeping Learners Safe (education guidance)
- Local Safeguarding Adults Board (LSAB) procedures

5. Types of Abuse and Harm

Safeguarding concerns may include, but are not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Financial or material abuse
- Neglect or acts of omission
- Discriminatory abuse
- Domestic abuse
- Modern slavery or trafficking
- Online abuse or exploitation
- Self-neglect

6. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The Group DSL is Emma Sedgwick. Emma is also the DSL for the Tuition Extra site in Roper Road and is supported by 2 deputy DSL's; Helen Gardiner (Head of Centre) and Penny McDonnell (Referrals Manager)

The DSL

- Holds overall responsibility for adult safeguarding. Most 18+ students are tutored at their homes or online although some come onto site
- Receives and manages safeguarding concerns
- Liaises with external agencies (e.g. Adult Social Care, Police)
- Maintains secure safeguarding records
- Ensures staff training and policy compliance

Staff and Volunteers

- Have a duty to safeguard learners
- Must be alert to signs of abuse or neglect
- Must report concerns immediately to the DSL
- Must follow professional boundaries and codes of conduct

Learners

- Are encouraged to report concerns about themselves or others
- Are supported to understand safeguarding and how to seek help

7. Safeguarding Procedures

Recognising Concerns

Staff should be alert to:

- Changes in behaviour or attendance
- Unexplained injuries or distress
- Disclosure of abuse
- Signs of coercion, control, or exploitation
- Financial concerns or sudden dependency

Responding to a Disclosure

If a learner discloses abuse:

- Listen calmly and take them seriously
- Reassure them they have done the right thing
- Do not promise confidentiality
- Record the information accurately on CPOMS
- Report immediately to the DSL

Reporting Concerns

- All safeguarding concerns must be logged on CPOMS
- Contact DSL if advice needed (Emma.sedgwick@tuition-extra.co.uk)
- In an emergency, contact emergency services first

- The DSL will assess risk and refer to appropriate external agencies

8. Mental Capacity and Consent

- Tuition Extra follows the **Mental Capacity Act 2005**
- Learners are presumed to have capacity unless proven otherwise
- Best interest decisions are made when capacity is lacking
- Consent is sought wherever possible, but safeguarding concerns may be shared without consent if there is risk of serious harm

9. Confidentiality and Information Sharing

- Information is shared on a **need-to-know basis**
- Records are stored securely in line with data protection legislation
- Safeguarding overrides confidentiality where safety is at risk

10. Safer Recruitment and Staff Conduct

- Enhanced DBS checks are carried out for all staff members including tutors
- References are obtained and verified
- Staff receive safeguarding training appropriate to their role
- Clear professional boundaries are expected at all times
- Any allegations against staff are managed in line with disciplinary and safeguarding procedures
- Staff recruitment and pre-employment checks are implemented using guidance in Keeping Children Safe in Education 2026

11. Online Safety

The organisation:

- Promotes safe and responsible use of technology
- Educates learners on online risks and digital boundaries

- Responds to concerns relating to online abuse or exploitation

12. Support for Learners

Learners affected by safeguarding issues will be offered:

- Emotional and pastoral support
- Reasonable adjustments where needed (as appropriate)
- Signposting to specialist external services
- Advocacy where appropriate

13. Monitoring and Review

- This policy is reviewed annually or following significant changes
- Safeguarding practices are monitored for effectiveness
- Learner feedback is considered where appropriate

14. Key Contacts

- **Designated Safeguarding Lead:**
Name: Emma Sedgwick
Contact details: emma.sedgwick@tuition-extra.co.uk
- **Deputy DSLs:**
Name: Helen Gardiner
Contact details: Helen.gardiner@tuition-extra.co.uk
- Name: Penny McDonnell
- Contact details: Penny.mcdonnell@tuition-extra.co.uk
- **Local Adult Safeguarding Team:**
Contact details: 03000 413191 (Kent Safeguarding Children Multi-Agency Partnership)
- **03000411111 Social Care Front Door (Child) or 03000 416161 (adult)**
- **999 If an adult is in immediate danger call the Police**
- **For the LADO Contact lesasenquiries@kent.gov.uk**

