

Safeguarding & Duty of Care – Academic Success (4+ Programmes)

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At Academic Success, the safety, wellbeing and emotional security of every child is our highest priority.

We work with children aged 3–4 preparing for 4+ assessments, and we recognise the enormous trust parents place in us. Safeguarding is embedded into every part of how we operate.

Our procedures follow the principles of:

- **Children Act 1989**
- **Children Act 2004**
- **Keeping Children Safe in Education (KCSIE)**
- **Working Together to Safeguard Children**

Our Duty of Care

During any Academic Success session, your child is:

- Supervised at all times by experienced EYFS / KS1 educators
- Cared for in a calm, structured, nurturing environment
- Supported emotionally as well as academically
- Never left unattended
- Only released to the parent/guardian who brought them (unless agreed in advance)

We prioritise helping children feel safe, settled and confident before any learning takes place.

Safer Recruitment

All Academic Success staff and teachers:

- Hold enhanced **DBS** checks
- Are experienced in working with early years and primary children
- Understand safeguarding responsibilities and child protection procedures
- Are selected not only for teaching ability, but for their calm, nurturing manner with young children

Supervision & Ratios

Our 4+ readiness classes and mock assessments operate in small groups to ensure:

- Close supervision
- Individual attention where needed
- Safe transitions between activities
- Immediate support for any child feeling unsettled

Arrival & Collection Procedures

- Children are signed in and out by a parent/guardian
- We do not allow children to leave with anyone not previously authorised
- Parents remain contactable throughout the session
- Clear handover takes place at the end of each session

Toileting & Personal Care

Children attending should be toilet independent.

If a child requires support:

- A staff member will support verbally and sensitively from outside the toilet area
- Parents will be contacted if direct assistance is required

Wellbeing First Approach

We understand that some children may feel nervous in a new environment.

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Instagram: [@AcademicSuccessUK](https://www.instagram.com/@AcademicSuccessUK) | TikTok: [@AcademicSuccessUK](https://www.tiktok.com/@AcademicSuccessUK) | YouTube: [@AcademicSuccessUK](https://www.youtube.com/@AcademicSuccessUK)



Our approach is always:

- Gentle settling-in
- No pressure to perform
- Playful transitions between activities
- Emotional reassurance throughout

If a child is too distressed to participate comfortably, we will contact parents.

Photography & Devices

- No photographs or videos are taken of children
- Staff do not use mobile phones during sessions
- Parents are asked not to photograph children during sessions

If we have a safeguarding concern

If we observe anything that raises a safeguarding concern, we follow formal safeguarding procedures in line with UK guidance. This may include recording concerns and, where appropriate, seeking advice from relevant safeguarding authorities.

Partnership with Parents

Safeguarding is strongest when parents and educators work together.

We ask parents to:

- Inform us of any medical, emotional or behavioural needs in advance
- Remain contactable during sessions
- Share anything that may help us support their child

Contact

For any safeguarding questions, please contact:

Academic Success

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