



**ACADEMIC
SUCCESS**

ACADEMIC SUCCESS UK

Safeguarding & Duty of Care

Academic Success UK · All programmes, all year groups · Last updated 25 April 2026

Our commitment

At Academic Success UK, the safety, wellbeing and emotional security of every child is our highest priority. We work with children aged 3 to 11 across in-person and online programmes, and we recognise the significant trust parents place in us when they entrust their children to our care.

Safeguarding is embedded in every part of how we operate. This policy explains how.

1. Scope of this policy

This policy covers every Academic Success programme — in person and online — and applies to:

- 4+ Diagnostic Assessments, Readiness Classes, and Mock Assessments (in person)
- 11+ Weekly Workshops, Sunday Masterclasses, and Mock Exam Series (online and in person)
- Holiday intensives — Half-Term, Christmas, Easter, and Summer (online and in person)
- Summer Online courses for Year 4 and Year 5 (online via Zoom)
- Summer School at NLCS Edgware (in person, Reception to Year 6)
- All written, recorded, and one-to-one engagement with children and families

2. Statutory framework

Our procedures follow the principles and obligations set out in:

- Children Act 1989 and Children Act 2004
- Keeping Children Safe in Education (KCSIE) — most recent edition
- Working Together to Safeguard Children — most recent guidance
- Education Act 2002, Section 175
- Prevent Duty Guidance
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

This policy is reviewed annually and updated whenever statutory guidance changes.



3. Designated Safeguarding Lead (DSL)

Our Designated Safeguarding Lead is:

- **Reena Damani** — Founder, qualified teacher, DSL-trained
- Email: reena@academicsuccess.uk
- Phone: 07352 452 249

The DSL is responsible for receiving and responding to safeguarding concerns, liaising with statutory agencies where necessary, maintaining safeguarding records, and ensuring all staff are trained and supported.

4. Our duty of care

During any Academic Success session, your child is:

- Supervised at all times by qualified, experienced teachers
- Cared for in a calm, structured, nurturing environment
- Supported emotionally as well as academically
- Never left unattended in person
- Only released, in the case of in-person sessions, to the parent or guardian who brought them, or to an adult previously authorised in writing

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

5. Safer recruitment

All Academic Success teaching staff and assistants:

- Hold enhanced DBS checks, refreshed in line with statutory guidance
- Are qualified and experienced in working with primary or early years children
- Have completed Level 1 (or higher) safeguarding training, with refreshers every two years
- Sign a confidentiality agreement and Code of Conduct as part of induction
- Are selected for their teaching ability and for their calm, age-appropriate manner with children

References are taken up before any staff member begins work with us. We do not appoint anyone whose references raise unresolved concerns.

6. Supervision and group sizes



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Our programmes operate in deliberately small groups to ensure close supervision, individual attention, and immediate support for any child who feels unsettled.

- **4+ Readiness Classes and 4+ Mock Assessments:** maximum 6 children per group, with one teacher and at least one classroom assistant.
- **11+ in-person sessions:** maximum 8 children per group, with one teacher.
- **Online sessions (all year groups):** maximum 8 children per group, with one teacher.
- **Summer School at NLCS Edgware:** supervised by qualified teachers in line with the venue's child-protection requirements and our own group-size limits.

7. Arrival and collection (in-person sessions)

- Children are signed in and out by a parent or authorised guardian.
- Children will not be released to anyone not previously authorised in writing.
- Parents must remain contactable throughout the session via phone.
- Clear handover takes place at the end of each session.
- In the event of late collection, we will follow our missed-pickup procedure: contacting the registered parent contact, then the emergency contact provided. Children remain in our care, supervised, until safely collected.

8. Online safeguarding

Online sessions present specific safeguarding considerations. Our protocols are:

Joining and access

- All sessions use a Zoom waiting room. Children are admitted only when their identity has been verified by the teacher.
- Joining links are sent only to the registered parent contact and are not to be shared.
- Children must use their first name as the Zoom display name (not a generic family device name).

During sessions

- Cameras are expected to remain on. We cannot teach effectively, and we cannot safeguard appropriately, when we cannot see a child.
- A responsible adult must be present in the home during the session.
- The teacher remains visible on camera throughout.



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- Lessons take place in a quiet, suitable learning environment in the home — not in shared public spaces.
- Private chat between children is disabled. Chat with the teacher is available where appropriate.

Recording and privacy

- Some sessions are recorded by Academic Success for safeguarding, teacher development, or to support pupils who missed a session. Where a session is recorded, parents are notified at booking.
- Recordings are stored on a password-protected system accessible only to authorised Academic Success staff.
- Recordings are deleted after 90 days unless retained for a specific safeguarding reason.
- Children and parents must NOT record, screenshot, or share any part of an online session, including via a separate device. This rule protects every child in the session, not just your own.
- Breach of this rule may result in withdrawal from the programme without refund.

9. Toileting and personal care (in-person sessions)

Children attending should be toilet-independent. Where 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.
- Two members of staff will always be aware of any toileting support given, and a brief written note will be kept.

10. Wellbeing-first approach

Some children feel nervous in a new environment, especially during 4+ assessments and first weeks of a programme. Our approach is always:

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

If a child is too distressed to participate comfortably — in person or online — we will pause, support the child, and contact the parent. We will not push a child to continue an activity that is causing them genuine distress.



11. Photography and devices

- During in-person sessions, no photographs or videos are taken of children by Academic Success staff except where they are required for an opted-in promotional purpose with explicit written parent consent.
- Academic Success staff do not use personal mobile phones during sessions except in emergencies. Phones are kept on silent and out of sight.
- Parents are not permitted to photograph or film children during sessions, including their own children, in order to protect the privacy of other children present.
- During online sessions, parents and children are not permitted to take photographs or screenshots — see Section 8.

12. If we have a safeguarding concern

If we observe anything that raises a safeguarding concern, we follow formal safeguarding procedures:

1. The teacher records the concern in writing, with date, time, and exact observation.
2. The concern is reported to the Designated Safeguarding Lead (Reena Damani) within 24 hours, and earlier if the concern is urgent.
3. The DSL assesses the concern and decides whether to: (a) monitor and note further, (b) discuss with parents, or (c) escalate to relevant authorities (Local Authority Designated Officer, Children's Services, or Police).
4. Records are kept securely and accessed only by the DSL and any authority requesting them legitimately.
5. Parents are informed unless doing so would risk further harm to the child.

We will always act in the best interest of the child, even where this means raising a concern that may be uncomfortable.

13. Whistleblowing

Any member of staff, parent, or third party who believes that another adult — within or beyond Academic Success — poses a risk to a child can raise the concern directly with the DSL or, where appropriate, with statutory authorities.

We will support any genuine whistleblower and will not penalise anyone who raises a safeguarding concern in good faith.



14. Children with additional needs

Where a child has a disability, special educational need (SEND), medical condition, allergy, or behavioural consideration, we ask parents to share this in advance so we can adapt our approach and ensure the child is safe and supported.

Information shared is treated as confidential and is shared only with the staff who need it to do their jobs.

15. Partnership with parents

Safeguarding is strongest when parents and educators work together. We ask parents to:

- Inform us in advance of any medical, emotional, or behavioural needs
- Remain contactable during sessions, including online sessions
- Share anything that may help us support their child — even if it feels small
- Tell us if there has been any disclosure or change at home that we should know about

16. Data protection and record retention

Safeguarding records are retained in line with statutory guidance — typically until the child reaches age 25, or longer where required. Records are stored securely with restricted access.

All processing of personal data complies with our Privacy Policy and UK GDPR.

17. Policy review

This policy is reviewed at least annually by the Designated Safeguarding Lead. It is also reviewed:

- After any incident that involves a safeguarding concern
- After any update to statutory guidance or law
- Whenever Academic Success introduces a new programme format that has implications for safeguarding

The most recent version of this policy is always available on our website at academicsuccess.uk.

18. Contact

For any safeguarding question or concern, please contact:



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- **Reena Damani — Designated Safeguarding Lead**
- Email: reena@academicsuccess.uk
- Phone: 07352 452 249

If you believe a child is in immediate danger

Call 999. Then, where possible, contact our DSL so we can support and document.

If a child is at risk but not in immediate danger, you can also contact the NSPCC helpline on 0800 800 5000 or your local Children's Services.

Last updated: 25 April 2026