

API Horizons Safeguarding Policy

Version: 1.0

Effective Date: 10 August 2026

Review Date: August 2027

1. Purpose

API Horizons is committed to providing a safe, supportive and respectful learning environment for every child and young person. Safeguarding is at the heart of everything we do.

We believe that every student has the right to learn in an environment where they feel safe, valued and listened to. All tutoring is delivered in accordance with UK safeguarding principles and recognised best practice.

2. Scope

This policy applies to all tutoring, consultancy and educational services provided by API Horizons, including:

- Online tuition
 - In-person tuition
 - Small group tuition
 - Educational consultancy
 - School partnerships
 - Educational trips and enrichment activities (where applicable)
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3. Safeguarding Principles

API Horizons is committed to:

- placing the welfare of children above all other considerations
- creating a culture of respect and professionalism
- maintaining clear professional boundaries
- promoting student wellbeing
- acting immediately where safeguarding concerns arise

- working collaboratively with parents, schools and relevant agencies where appropriate
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4. Safer Recruitment

The Director of API Horizons:

- holds an enhanced DBS certificate (with update service where applicable)
- has extensive experience working in UK independent schools
- has received safeguarding and child protection training throughout his teaching career
- maintains appropriate professional references
- follows safer working practices expected within UK education

Copies of relevant safeguarding documentation can be provided to schools or parents upon request.

5. Online Tuition

To ensure online lessons remain safe:

- lessons take place on recognised educational platforms
- students should ideally join from an appropriate communal area of the home where practical
- parents are welcome to observe lessons at any time
- lessons are conducted professionally throughout
- no inappropriate language or behaviour will be tolerated
- communication remains educational in nature

API Horizons will never request students keep conversations secret from parents.

6. In-Person Tuition

When tuition takes place face-to-face:

- sessions are normally held in family homes with a responsible adult nearby, or in agreed public educational settings

- tutoring rooms should remain accessible where appropriate
 - professional boundaries are maintained at all times
 - no student will be transported by API Horizons without prior written parental agreement
 - risk assessments will be undertaken where necessary
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7. Communication with Students

Communication is kept professional at all times.

API Horizons will:

- communicate directly with parents for administrative matters whenever possible
 - use email or agreed educational platforms
 - avoid personal social media contact with students
 - avoid unnecessary messaging outside lesson arrangements
 - keep communications appropriate, respectful and transparent
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8. Confidentiality

Student information is treated confidentially.

Information may only be shared when:

- there is a safeguarding concern
- disclosure is required by law
- there is a risk of harm to the student or another person
- parents or schools have given appropriate consent

Where possible, students will be informed if information needs to be shared.

9. Recognising Safeguarding Concerns

Safeguarding concerns may include:

- physical abuse
- emotional abuse

- sexual abuse
- neglect
- child criminal exploitation
- child sexual exploitation
- domestic abuse
- online abuse
- bullying
- self-harm
- radicalisation
- mental health concerns that place a child at risk

API Horizons recognises that safeguarding is everyone's responsibility.

10. Responding to Concerns

If a safeguarding concern arises, API Horizons will:

1. listen calmly and without judgement
2. avoid asking leading questions
3. make an accurate written record as soon as possible
4. never promise absolute confidentiality
5. seek advice where appropriate
6. report concerns to the relevant safeguarding lead, local authority or emergency services where required

Where a student attends school, concerns will normally be shared with that school's Designated Safeguarding Lead (DSL), unless doing so would place the child at greater risk.

11. Professional Boundaries

API Horizons will always:

- maintain appropriate tutor–student relationships
- avoid favouritism

- avoid gifts of significant value
- never meet students socially
- dress and behave professionally
- use language appropriate to the student's age

Physical contact is avoided unless required for immediate safety.

12. Equality, Diversity and Inclusion

API Horizons welcomes students from all backgrounds.

Every learner will be treated with dignity and respect regardless of:

- age
- disability
- race
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy or maternity
- marriage or civil partnership

Discrimination or harassment will not be tolerated.

13. Digital Safety

API Horizons promotes responsible online behaviour.

Reasonable measures are taken to:

- use secure passwords
- protect student information
- use reputable online learning platforms
- minimise unnecessary sharing of personal data
- encourage safe online learning habits

14. Record Keeping

Appropriate records may be kept relating to:

- lesson attendance
- safeguarding concerns
- significant incidents
- communications where appropriate

Records are stored securely and handled in accordance with UK data protection legislation.

15. Parents and Carers

Parents are encouraged to:

- discuss any safeguarding concerns promptly
- inform API Horizons of any relevant medical or pastoral information
- remain involved in their child's educational journey
- communicate openly regarding any concerns

Parents are welcome to request copies of safeguarding procedures.

16. Review

This policy will be reviewed annually or sooner if there are changes to legislation, statutory guidance or the services offered by API Horizons.

Commitment Statement

At API Horizons, safeguarding is not simply a legal obligation—it is a core value.

We are committed to creating an environment in which every young person feels safe, respected, challenged and supported to achieve their full potential.