

Action Tutoring Safeguarding & Child Protection Policy for Online Tutoring
(at home and in school)

Purpose: This policy is to be used in addition to all the safeguarding and child protection parameters and procedures outlined in the 'Action Tutoring Child Protection and Safeguarding Children Policy' dated May 2019, found here: <https://actiontutoring.org.uk/safeguarding/>. This policy is designed to expand child protection and safeguarding parameters and procedures to any online tutoring that takes place in the name of the charity. Also relevant is the Action Tutoring Data Protection Policy for Schools and Volunteers, found here: <https://actiontutoring.org.uk/privacy-policies/>.

As a reminder: All children have an absolute right to a childhood free from abuse, neglect or exploitation. Action Tutoring believes that in all matters concerning child protection and safeguarding, the welfare and protection of the young people we work with is of paramount consideration. All adults involved in Action Tutoring's activities and who come into contact with children have a duty of care to safeguard and promote their welfare. This policy and the procedures contained within it exist not to discourage adults from being involved in the work of Action Tutoring but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so.

- There is a duty placed upon us to ensure that all adults who work with or on behalf of our young people are competent, confident and safe to do so.
- Adults working or volunteering for Action Tutoring are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motivation or intention.
- Everyone involved in Action Tutoring activities must follow Action Tutoring's Code of Conduct.
- They must also be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.

For all online tutoring completed in the name of Action Tutoring, Action Tutoring will provide:

- Clear staff training in how to monitor child protection and safeguarding in online tutoring sessions.
- Clear tutor (volunteer) training on how to conduct themselves in a safe and appropriate manner throughout online tutoring sessions.
- A designated Safeguarding Officer who is responsible for supporting and training all staff and volunteers involved in Action Tutoring's work, ensuring that all Action Tutoring staff and volunteers are sufficiently vetted, acts as the main point of contact in the event of any allegation or disclosure, acts as the as the main point of contact between Action Tutoring and partner schools.

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- Designated Safeguarding Officer: Jen Fox
(safeguarding@actiontutoring.org.uk) Jen can be contacted on: 0203 872 5894 / 07775 077781. Our Deputy Safeguarding Officer is Jasmin Bemmelen who is contactable through the same email address.
- All the data and recordings generated as a result of online sessions is stored safely and with limited access. GDPR apply as per the Action Tutoring Data Protection policies found here: <https://actiontutoring.org.uk/privacy-policies/>.

Tutor online code of conduct

All tutors who volunteer to tutor through Action Tutoring online sessions are required to adhere to the following code of conduct:

- Tutors will only conduct online tutoring with their pupils at the designated tutoring times and dates advertised by Action Tutoring.
- Tutors will conduct online tutoring either in a workplace or location that does not expose personal information or access to inappropriate background content.
- Tutors who are temporarily based abroad for work or educational purposes may request to continue tutoring during their time abroad. Only tutors who will be abroad for 6 weeks or less will be considered. Schools have the right to pause tutoring by tutors who are abroad if it is in conflict with their own school policies.
- Tutors will be dressed appropriately in a manner that would be suitable for their attendance at a school in person.
- Tutors will keep their video stream 'on' for the duration of their sessions.
- Tutors will not record video, still images or audio of any tutoring sessions.
- Tutors will not use the screenshare function.
- Tutors will never disclose their phone, email or other communication details with their pupil nor request their pupils' through the online platform.
- Tutors will conduct their sessions without disruption (mobile phones should be set to silent and away from gaze) or supervision by any other persons not approved by Action Tutoring.
- Tutors will not share any links to online content or websites that contain anything other than educational resources that directly link to the content of their sessions and Action Tutoring workbooks. If in doubt of the validity of any websites or material please get in contact with the Action Tutoring team who need to approve all non-Action Tutoring resources used in sessions.
- Tutors will not take any screenshots of sessions.

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- Tutors consent to the recording and safe storage of online sessions for up to one term past the date of recording, unless recordings are deemed to be needed by the Designated Safeguarding Officer. This is for monitoring and safeguarding purposes only.
- Tutors consent to the monitoring of all online sessions by Action Tutoring staff either live during the tutorial or afterwards in a systematic random review of safeguarding procedures.
- Tutors will report any concerns about safeguarding or child protection as well as follow all Action Tutoring safeguarding and child protection procedures outlined in the main text of the 'Action Tutoring Child Protection and Safeguarding Protection Policy dated May 2019'.
- Tutors will follow any additional requirements as requested by individual school policies regarding digital working.

Pupil online code of conduct

All schools who partner with Action Tutoring agree to the following code of conduct for their pupils involved in online sessions:

- Pupils will only receive online tutoring at the designated tutoring times and dates advertised by Action Tutoring, in agreement with their school.
- Pupils who receive online tutoring from their home shall do so with a parent or guardian within 'listening-distance'.
- Pupils will be dressed appropriately in either their uniform or appropriate attire for attendance at a school event.
- Pupils will conduct online tutoring either in location appropriate for learning that does not expose personal information.
- If broadband speed permits, pupils will keep their video stream 'on' for the duration of their sessions.
- Pupils will have any mobile phones on silent and out of gaze during sessions, or completely away as dictated by their school's policy.
- Pupils will not record video, still images or audio of any tutoring sessions.
- Pupils will never disclose their phone, email or other communication details with their tutor nor request those of their tutor through the online platform.
- Pupils will not share any links to online content or websites that contain anything other than educational resources that directly link to the content of their sessions and Action Tutoring workbooks.
- Pupils will not take any screenshots of sessions.
- Pupils consent to the recording and safe storage of online sessions for up to one term past the date of recording, unless recordings are deemed to be needed by the Designated Safeguarding Officer.

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- Pupils consent to the monitoring of all online sessions by Action Tutoring staff either live during the tutorial or afterwards in a systematic random review of safeguarding procedures.

Parent/Guardian code of conduct (for home-based online tutoring):

- Parents/Guardians of pupil's in receipt of home-based tutoring will remain at home and at 'listening-distance' for the duration of the tutoring session.
- Parents/Guardians will support their child with basic IT set up, with the support of the Action Tutoring team.
- Parents/Guardians will support their child to attend and engage in as many online tutoring sessions as possible.
- Only pupils enrolled on the Action Tutoring programme may be involved in online tutoring sessions with Action Tutoring tutors.
- Parents/Guardians will pass on any concerns about safeguarding immediately to the Programme Coordinator in Action Tutoring or directly to the Designated Safeguarding Lead through safeguarding@actiontutoring.org.uk.
- Parents/Guardians will ensure a safe, quiet and appropriate environment for online tutoring to take place at home for their child.