



Online Tutoring Guidance

North Tuition takes its responsibility seriously for the safety of all those using online platforms to receive, deliver and support education. This guidance outlines the expectations of online safety for both pupils and tutors in the virtual learning environment, taking measures to protect them from harm and keeping themselves safe in the broader setting of the virtual world. It is a collective responsibility to look out for signs that a child may be at risk, whether working with them in-person or online.

Prior to each online session, families will receive online meeting details from the agency or tutor. As part of North Tuition's safeguarding policy, tutors need to be familiar with the expectations for online sessions, which are also shared with families.

Tutor

- Where appropriate, the waiting room will be enabled for all sessions so that students can be permitted into the meeting once the tutor is ready.
- Tutors should wear suitable clothing and sit in front of an appropriate background. Other members of their household should not be visible or audible.
- Tutors should use appropriate, professional language and maintain suitable boundaries to ensure a professional, working relationship.
- Sensitive documents should not be shared over video call: screen share facilities should be used appropriately and contain no personal data.
- Any behavioural or safeguarding concerns should be reported to North Tuition's designated safeguarding leads. The session should be stopped if there are immediate concerns.
- Tutors should ensure that all contact with the pupil is appropriate and confined to the relevant session.
- Tutors should value and take pupils' contributions seriously.
- All tutors must have an up-to-date Enhanced DBS Certificate (within 2 years or on the update service) and Child Protection Training, which includes familiarisation of the latest DfE Guidance: Keeping Children Safe in Education (KCSiE).

Parents and Students

- The content of each session and any meeting login details are individual to each student and should not be shared.
- To promote safe internet usage, we ask that students access the sessions in an open area of the house, with an adult nearby.
- Other members of the household should not be audible or visible.
- Parents should avoid contact with the main session but may feel free to drop in at the beginning or end of the lesson as appropriate and if time allows.

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- Tutors should be treated with respect and fairness, and not subject to abusive behaviour or language.
- The parent/guardian is responsible for the welfare of the pupil during the session.
- The parent/guardian is responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.

For further detail about our safeguarding procedures and how to report a concern, please see North Tuition's Safeguarding Policy, which can be found at the following link:

<https://www.norhtuition.co.uk/policies/>

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