

# Online Education Safeguarding Policy



**This policy is provided as an annexe to our existing Safeguarding Policy, and it is designed to give policy guidance specifically for online education.**

**This policy applies to all staff, including permanent and temporary employees, supply staff and anyone working on behalf of Vision for Education, ABC Teachers or Smart Teachers as an online tutor, or in any other capacity related to online education.**

Alongside this policy, all staff undertaking work in online education on behalf of Vision for Education, ABC Teachers or Smart Teachers must also agree to and adhere to our Code of Conduct for Tutors and our Social Networking Policy.

The aim of this policy is to protect all children, young people and vulnerable adults during any form of online education.

1. All safeguarding-related policy and procedure guidance provided by Vision for Education, ABC Teachers and Smart Teachers during registration should be fully read and understood before engaging in any work in online education.
2. Staff who work with children, young people and vulnerable adults must look out for signs of risk. Any safeguarding concerns raised to, or observed by, an online tutor must be reported immediately to the Designated Safeguarding Lead, Fiona Baker, on [fiona.baker@visionforeducation.co.uk](mailto:fiona.baker@visionforeducation.co.uk).
3. All peer-on-peer abuse, whether suspected or observed, should be immediately reported to the Designated Safeguarding Lead, Fiona Baker, on [fiona.baker@visionforeducation.co.uk](mailto:fiona.baker@visionforeducation.co.uk).
4. Full safeguarding and vetting procedures must be carried out and full compliance criteria must be met before a candidate is given access to our Online Tutoring Service platform. Anyone found to be unsuitable for a role in online education during registration will not be given access to our Online Tutoring Service platform.
5. Anyone alleged to be, or found to be, unsuitable whilst cleared for work in either an online or non-online educational capacity, will have their access to our Online Tutoring Service platform immediately revoked.

## Privacy

- The contents of all communications between tutors, parents and students will go via the Online Tutoring Service platform in order to protect the anonymity of the student to the tutor.
- The tutor will not be aware of the email address of the student or parent/responsible adult and will not be able to communicate with them directly outside of our Online Tutoring Service platform.
- All personal details about the student and parents, including personal email address and phone number, will remain private and confidential and will not be available to the tutor.
- All data held by Vision for Education, ABC Teachers and Smart Teachers is in accordance with GDPR (also see our Privacy Policy).
- Vision for Education, ABC Teachers and Smart Teachers may review any Online Tutoring Service platform content between tutors and students and will allow access to third parties where any allegation or child protection concern is raised.

All staff involved in online education will be expected to familiarise themselves with basic safeguarding principles and guidance relating to online safety. Vision for Education, ABC Teachers and Smart Teachers offer free CPD via the external training providers.