

Online Safety & Remote Tuition Safeguarding Policy

Policy Owner: Joe Robinson (Designated Safeguarding Lead)

Applies to: All tutors, staff, contractors and associates

Delivery model: Online 1-to-1 and small-group tuition

Review cycle: Annually or following safeguarding updates

Next review date: February 2027

1. Purpose of this Policy

Robinson Tuition recognises that delivering education online presents **specific safeguarding and online safety risks**.

This policy sets out the expectations, procedures and controls in place to ensure that:

- Children are safeguarded during online tuition
- Professional boundaries are maintained at all times
- Risks associated with digital delivery are minimised
- Concerns are identified, recorded and responded to promptly

This policy is aligned with:

- **Keeping Children Safe in Education (latest version)**
 - **Working Together to Safeguard Children**
 - **UK GDPR and data protection legislation**
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2. Scope

This policy applies to:

- All online tuition delivered on behalf of Robinson Tuition
- All tutors, staff and contractors
- All students under the age of 18

It applies regardless of:

- Location
 - Device used
 - Platform used
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3. Approved Platforms and Communication

3.1 Approved Platforms

Online tuition must take place only on **approved platforms** authorised by Robinson Tuition (for example, Google Meet).

Tutors must not:

- Deliver sessions via personal or unapproved platforms
- Use social media platforms for tuition delivery

3.2 Communication Boundaries

All communication with students must:

- Be professional, appropriate and age-appropriate
- Take place via agreed platforms and channels only

Tutors must not:

- Communicate with students via personal social media accounts
- Share personal contact details unnecessarily
- Engage in informal or private messaging outside agreed systems

4. Online Lesson Environment Expectations

4.1 Tutor Expectations

Tutors must:

- Use professional language at all times
- Dress appropriately for an online teaching environment
- Conduct sessions in a neutral and appropriate setting
- Ensure backgrounds and on-screen content are suitable
- Maintain clear professional boundaries

4.2 Camera and Audio Use

- Cameras should normally be on unless agreed otherwise
- Tutors must not request students to adjust clothing or camera angles
- Sessions must be paused or ended if inappropriate content appears

4.3 Lesson Recording

Online sessions must **not** be recorded unless:

- Explicit consent has been obtained
- Recording has been authorised by Robinson Tuition

Any authorised recordings must be:

- Stored securely
- Access-restricted
- Managed in line with data protection requirements

5. Safeguarding During Online Sessions

Tutors must remain vigilant for:

- Changes in behaviour or engagement
- Signs of distress or anxiety
- Inappropriate language or conduct
- Safeguarding disclosures

Any concern must be reported **without delay** to the Designated Safeguarding Lead.

6. Managing Inappropriate Behaviour or Content

If inappropriate behaviour or content occurs during an online session:

- The tutor should address the issue calmly and professionally
- The session may be paused or ended if necessary
- The incident must be reported to the DSL as soon as possible

The DSL will determine next steps in line with Robinson Tuition safeguarding procedures.

7. Reporting Online Safety Concerns

All online safety concerns must be reported to:

Designated Safeguarding Lead: Joe Robinson

Email: joe@robinson tuition.com

Concerns may include:

- Boundary concerns
 - Inappropriate communication
 - Online grooming concerns
 - Exposure to harmful or inappropriate content
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8. Training and Awareness

Robinson Tuition applies **proportionate safeguarding and online safety training requirements** based on the nature of provision delivered.

- Tutors delivering **school-commissioned or local-authority-referred provision** are required to complete safeguarding, Prevent and online safety awareness training aligned with Keeping Children Safe in Education.
- Tutors delivering **private-only tuition** receive safeguarding induction and online safety guidance and are required to adhere to Robinson Tuition's safeguarding policies and code of conduct.

Training requirements, induction processes and refresher expectations are set out in Robinson Tuition's **Safeguarding Training & Induction Policy**.

9. Data Protection and Privacy

Robinson Tuition ensures that:

- Personal data is processed lawfully and securely
- Approved platforms meet data protection requirements
- Access to student information is restricted

Tutors must not:

- Store student data on personal devices
 - Share session information or materials without authorisation
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10. Responding to Serious Online Safety Incidents

Where a serious online safeguarding concern arises:

- The DSL will follow Robinson Tuition safeguarding procedures
 - External agencies (children's social care, police, LADO) will be contacted where appropriate
 - Schools and parents will be informed in line with statutory guidance
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11. Monitoring and Quality Assurance

Robinson Tuition will:

- Monitor online safeguarding practice
 - Review incidents and concerns
 - Identify patterns or repeated issues
 - Update procedures as required
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12. Review of Policy

This policy is reviewed:

- Annually
- Following updates to statutory safeguarding guidance
- Following any significant online safeguarding incident