Online Education - Safeguarding Policy Annexe

This policy is provided as an annexe to our existing Safeguarding and Child Protection 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 adhere to our Staff **Code of Conduct** 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 a Designated Safeguarding Lead, on dsl@edwin.supply
3. All peer-on-peer abuse, whether suspected or observed, should be immediately reported to a Designated Safeguarding Lead, on dsl@edwin.supply
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.

It is crucial that staff promote online safety for all children, young people and vulnerable adults. All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.
All staff should read and understand our **Safeguarding and Child Protection Policy** for further information on the signs of peer-on-peer abuse, cyberbullying and cybercrime.

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.

Online Tuition Code of Conduct

Whilst undertaking a role within online education with us, you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately during your online communications, both inside and outside of your role.

You should:

- promote relationships that are based on openness, honesty, trust and respect
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- encourage that whenever possible, a parent or guardian is within earshot of the student during your online lesson
- conduct sessions in a suitable space. Ensure that backgrounds are neutral and no personal items e.g. photos are within view during the lesson

Responsibility

You are responsible for:

- ensuring that any content that you share with students is appropriate and is filtered in a way that is relevant and acceptable to the student's needs learning requirements.
- ensuring that any devices and internet connections that you use during tuition sessions have appropriate privacy and content controls activated to minimise risk of inappropriate content being accessed or displayed
- prioritising the welfare of children and young people
- providing a safe learning environment for children and young people
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- reporting all concerns about abusive behaviour and following our safeguarding and child protection procedures. Any child protection concerns should be reported to dsl@edwin.supply. This includes behaviour being displayed by an adult or child and directed at anybody of any age.
- following our principles, policies and procedures

Unacceptable behaviour

When working with children and young people, **you must not:**

- allow allegations or concerns to go unreported
- take unnecessary risks
- consume alcohol, smoke or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people

- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- **let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account**
  As part of your online registration with Vision for Education, you agree to comply with our social networking policy. Our social networking policy contains broad guidance for online conduct, and compliance with the policy is vital for a role in online education.

  Upholding this code of conduct

  You should always follow this code of conduct and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be removed from our register. We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to a Designated Safeguarding Lead, on dsl@edwin.supply.
  All staff involved in online education will be expected to undertake training in safeguarding principles and guidance relating to online safety. We offer free CPD via the external training providers, please see our website or contact your local branch for information on additional CPD offerings.