

## **Online Tutoring Policy and Guidance**

WISE takes its responsibility seriously for the safety of all those using online platforms to receive, deliver and track education. Pupils, teachers/tutors, parents and carers are all actively responsible for playing a role in ensuring online safety of both children and adults in the virtual learning environment, by taking measures to protect them from harm and keeping themselves safe in the broader setting of the virtual world. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per WISE's Safeguarding policy.

This policy sets out the responsibilities which all parties should be aware of with specific reference below to WISE's online policy for tutoring for U18s.

### **Online Tutor for U18s**

An online tutor is there to support and facilitate a learning experience and add extra value to the overall learning experience.

Online tutors support learners by:

- Responding to pupils' queries and providing their subject matter expertise
- Initiating learning activities for individuals or groups of pupils
- Providing feedback to tasks submitted, informally or as part of formal assessment
- Moderating and contributing to online discussions and live chat

**All tutors are fully vetted in line with WISE's recruitment policy.**

### **Roles and Responsibilities**

#### **The Tutor shall:**

- Ensure that if no parent/responsible adult is present during a lesson session that the pupil is comfortable to continue the session; if not, they can terminate the session.
- Treat pupils fairly and without prejudice or discrimination; pupils who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the pupil's wellbeing.
- Ensure that the tutor environment does not display any inappropriate images or documentation capable of being viewed by the pupil or parent/responsible adult when conducting a session.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the pupil is appropriate to their role as a tutor and confined to the relevant lesson session.
- Not make any improper suggestions to a pupil.

- Not send personal or unsolicited communications via any means to the pupil or parent/responsible adult.
- Value and take pupils' contributions seriously.
- Continue to look out for signs a child may be at risk and report and such concerns appropriately.
- Report any emergency, dispute or incident with a pupil or parent/responsible adult to Liz Denham ([liz.denham@weybridge-english.com](mailto:liz.denham@weybridge-english.com)).
- Report any inappropriate behaviour or illegal activity identified within an lesson session by the pupil or third party, in accordance with WISE's Safeguarding policy.
- Be aware that the sessions are recorded and they are available for review by a pupil or parent/responsible adult.

#### **The pupil shall:**

- Ensure that if no parent/responsible adult is present during a lesson session that they are comfortable to continue the session; if not, the session can be terminated.
- Treat the tutor with respect and fairness, and not subject them to abusive behaviour or language.
- Report any dispute or incident with a tutor to a parent/responsible adult as soon as possible.
- Report any inappropriate behaviour or illegal activity by a tutor within a session as soon as possible.
- Be aware that the sessions are recorded and they are available for review.

#### **Parent/Responsible Adult**

Parent/responsible Adult shall:

- Ensure the pupil is fully aware of WISE's Child and Vulnerable adult Protection policy as well as their Safeguarding Policy.
- Ensure that if no parent/responsible adult is present during a lesson session that the pupil is comfortable to continue the session; if not, they can terminate the session.
- Always be responsible for the welfare of the pupil during the session.
- Continue to look out for signs a child may be at risk and report and such concerns appropriately.
- Always be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.

- If they consider it appropriate, be present or available during a tutor session so any concerns encountered by the pupil can be reported as soon as possible and ensure the pupil and tutor are behaving in an appropriate manner.
- Ensure that tutors will be treated with respect and fairness by the pupil and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the tutor or pupil.
- Ensure the pupil has no inappropriate communication with the tutor outside the lesson session.
- Report any unsolicited communications between the tutor and pupil if appropriate
- Report any dispute in accordance with WISE's Safeguarding policy.
- Report any inappropriate behaviour or illegal activity identified within a lesson session by the pupil or third party, in accordance with WISE's Safeguarding policy.
- Be aware that the sessions are recorded and they are available for review by a pupil or parent/responsible adult.

Written by: KM

Date: 8<sup>th</sup> February 2021

Date reviewed: Feb 2022