

Safeguarding Policy for Online Science Tutoring

1. Purpose

This policy outlines how safeguarding will be maintained when delivering online science tutoring. Its aim is to protect students, tutors, and families, ensuring that tutoring sessions are conducted in a safe, professional, and supportive environment.

2. Scope

This policy applies to:

- All science tutors working with students online.
- All students (children and young people under 18, and vulnerable adults).
- The use of digital platforms, communication tools, and online resources during tutoring.

3. Principles

- Safety First: The welfare of the student is paramount.
- Professional Boundaries: Tutors must maintain appropriate boundaries at all times.
- Transparency: All sessions and communications should be open, accountable, and observable by parents/guardians where appropriate.
- Respect: Everyone is to be treated with dignity and fairness.
- Compliance: Adhere to local safeguarding laws, data protection regulations (e.g., GDPR), and child protection guidelines.

4. Online Tutoring Safeguards

4.1 Platforms & Technology

- Use only secure, approved platforms (e.g., Zoom, Teams, Google Meet) with password-protected sessions.
- Recording of sessions takes place, where possible.
- Tutors must use professional accounts (not personal social media).

4.2 Tutor Conduct

- Dress appropriately for all online sessions.
- Ensure the tutoring environment is quiet, professional, and free from inappropriate materials.
- Avoid unnecessary personal disclosure.
- Communicate only through agreed platforms only.

4.3 Student Safety

- A parent/guardian should be aware of when and where online sessions take place.
- For younger students, a responsible adult should be nearby during the session.
- Tutors must report any safeguarding concerns immediately to the designated safeguarding lead (DSL) or relevant authority.

4.4 Boundaries

- No one-to-one contact outside the agreed tutoring sessions.
- Tutors must not share personal contact details with students.
- Tutors must not accept or initiate “friend” or “follow” requests on social media.

5. Handling Safeguarding Concerns

- Tutors must remain vigilant for signs of neglect, abuse, or welfare concerns.
- Any disclosure or concern must be documented factually and reported immediately to the safeguarding lead or relevant authority.
- In case of immediate risk, contact emergency services.

6. Data Protection & Privacy

- Student data must be handled in accordance with GDPR or equivalent local data protection legislation.
- Personal information must be stored securely and shared only on a need-to-know basis.
- Online resources should be age-appropriate and free from harmful or offensive content.

7. Training & Review

- All tutors must undergo safeguarding training before working with students.
- This policy will be reviewed annually or sooner if guidance changes.

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