



## Online Tutoring Policy

This policy should be read in conjunction with New way Tuition E-Safety, Child protection and Safeguarding Policy.

Reviewed by: Mandy Ward

Date: August 2024

To be reviewed: August 2025

# Online Tutoring Policy for New Way Tuition

## Purpose

The purpose of this Online Tutoring Policy is to establish guidelines and expectations for the safe and effective delivery of online tutoring sessions at New Way Tuition. This policy aims to ensure a secure, professional, and productive online learning environment for students and tutors.

## Scope

This policy applies to all members of the New Way Tuition community, including tutors, students, parents, carers, and any other individuals involved in online tutoring sessions.

## Policy

### 1. Online Platform Usage

- **Approved Platforms:** All online tutoring sessions must be conducted using approved, secure platforms provided or recommended by New Way Tuition.
- **Account Security:** Tutors and students must use unique, secure login credentials. Sharing of accounts or passwords is strictly prohibited.
- **Session Recording:** All online tutoring sessions must be recorded. Tutors are required to inform students at the beginning of each session that the session will be recorded. Recordings must be saved to the New Way Tuition Students folder.

### 2. Conduct and Professionalism

- **Professional Behaviour:** Tutors must always maintain a professional demeanour, including using formal language and appropriate dress during sessions. (i.e., no hats, vest tops)
- **Boundaries:** Tutors must maintain professional boundaries. Personal discussions unrelated to the tutoring session are discouraged.
- **Respectful Communication:** All interactions must be respectful. Any form of bullying, harassment, or inappropriate behaviour will not be tolerated.

### 3. Session Management

- **Scheduling:** Sessions must be scheduled in advance and agreed upon by both tutor and student (or their parent/carer).
- **Attendance:** Tutors and students are expected to be punctual. Any delays or cancellations should be communicated as early as possible.
- **Environment:** Tutors should conduct sessions in a quiet, well-lit, and appropriate setting. Students are encouraged to do the same to facilitate effective learning.

#### 4. Safeguarding and Privacy

- **Parental Consent:** Parental consent must be obtained for students under 18 before commencing online tutoring.
- **Supervision:** Parents or carers should be aware of the online tutoring schedule and are encouraged to be present or nearby during sessions.
- **Confidentiality:** Avoid engaging in personal conversations but if personal information is shared during sessions this must be kept confidential, unless it is a safeguarding concern, then this must be reported to the DSL.
- **Appropriate content:** Tutors should ensure that session content is appropriate and aligns with the student's learning needs.
- **Lesson Recording:** All online lessons are recording for safeguarding purposes. The pupil will be notified of this at the start of every lesson.

#### 5. Technology and Resources

- **Technical Requirements:** Both tutors and students should have access to a reliable internet connection, appropriate devices, and necessary software to conduct sessions effectively.
- **Technical Support:** New Way Tuition will provide technical support to address any issues that may arise during online sessions.

#### 6. E-Safety

- **Online Safety Education:** Students will receive guidance on online safety, including how to recognise and report inappropriate behaviour.
- **Monitoring:** Tutors are responsible for monitoring the online environment to ensure it remains safe and conducive to learning.
- **Reporting Concerns:** Any concerns regarding e-safety should be reported immediately to the E-Safety Coordinator and the Designated Safeguarding Lead (DSL).

#### 7. Responsibilities

##### Tutors

- **Preparation:** Tutors must prepare adequately for each session, ensuring that materials and resources are ready.
- **Engagement:** Tutors should engage students actively and adapt teaching methods to suit individual learning styles.
- **Feedback:** Provide constructive feedback to students and communicate progress with parents/carers as appropriate.
- **Recording Sessions:** Tutors must record all online tutoring sessions, inform students at the start of each session that it will be recorded, and save the recordings to the New Way Tuition Students folder.

## Students

- **Participation:** Students are expected to participate actively and complete any assigned tasks or homework.
- **Behaviour:** Students must adhere to the agreed-upon conduct guidelines and use the online platform responsibly.
- **Acknowledgement of Recording:** Students must be informed that sessions are being recorded and understand the purpose of these recordings.

## Parents/Carers

- **Support:** Encourage and support students in their learning. Ensure the student's environment is suitable for online tutoring.
- **Communication:** Maintain open communication with tutors to monitor progress and address any concerns.
- **Consent:** Provide consent for the recording of sessions for students under 18.

## Compliance

Failure to comply with this Online Tutoring Policy may result in disciplinary action, including suspension of access to New Way Tuition's services and potential termination of employment or contract.

## Review

This policy will be reviewed annually to ensure its effectiveness and compliance with current educational standards and legal requirements.

## Acknowledgment

By participating in New Way Tuition's online tutoring sessions, you agree to comply with this Online Tutoring Policy and understand the importance of maintaining a safe, professional, and productive online learning environment.

For any questions or further information regarding this policy, please contact the Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead (DSL):

- Name: Mandy Ward
- Contact Information: 07985 686 992

This Online Tutoring Policy ensures that New Way Tuition provides a secure and effective online learning environment, fostering educational growth and safeguarding the well-being of all participants.