

The Four Stones Multi Academy Trust

Safeguarding protocols when using external tutoring services

Version Control

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Policy approved by: Deputy Chief Executive Officer
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Version	Date	Details
1.0	March 2021	Protocols set up as tutoring providers utilised
2.0	1 st Sept 2021	General updates-eg replacing 'associate headteacher' with 'headteacher'

Safeguarding protocols when using external tutoring services

Due to the COVID-19 pandemic the Department for Education have provided additional finance to support schools through the use of the national tutoring programme.

The schools across The Four Stones Multi Academy Trust (MAT) may use the support of an online tutoring service to provide additional 'catch up' for students. Where this happens, we have agreed the following set of protocols to ensure that our students remain safe when online in their tuition session.

1. Wherever possible, we will use a recognised provider, one supported by the Department for Education's National Tutoring Programme (NTP); and
2. We will ensure that prior to commissioning a tutoring service we have checked the following details with the provider:
 - *Have all tutors completed an enhanced DBS check including a barred list check?*
 - *What safeguarding training have tutors completed and can the provider provide evidence of this training (this can be via their safeguarding policy)?*
 - *Are the tuition sessions recorded and what monitoring by the provider takes place?*
 - *A website check to ensure that they have a safeguarding policy and additional safeguarding information regarding is available. An example can be found [here](#).*

Our Students

Our students shall:

- Treat the tutor with respect and fairness, and not subject them to abusive behaviour or language;
- Not make any improper suggestions to the tutor;
- Have no inappropriate communication with the tutor outside the tutorial session;
- Report any dispute with a tutor to a parent/carer;
- Report any inappropriate behaviour by a tutor within a session to the school; and
- Be aware that the sessions are recorded and they are available for review.

Parent/Carer

Parents/carers shall:

- Ensure the student is fully aware of the both the tutoring provider and school's safeguarding policy;
- Always be responsible for the welfare of the student during the session, where they take place out of school hours;

- Always be responsible for the physical environment of the student 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 student can be reported as soon as possible and ensure the student and tutor are behaving in an appropriate manner;
- Ensure that tutors will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language;
- Ensure that no improper suggestions are made by either the tutor or student;
- Ensure the student has no inappropriate communication with the tutor outside the tutorial session;
- Report any unsolicited communications between the tutor and student if appropriate;
- Report any dispute with a tutor to the school;
- Report any inappropriate behaviour by a tutor to the school; and
- Be aware all tutorials will be recorded and made available.

School and teachers/school representative (if session is within school hours and on school premises)

The school and teachers or school representative shall:

- Be responsible for the welfare of the student during the session;
- Be responsible for the physical environment of the student during the session, ensuring that it is safe and appropriate;
- Be responsible for behaviour of the student during the session, ensuring that tutors will be treated with respect and fairness and will not be subjected to abusive behaviour or language;
- Ensure that no improper suggestions are made by either the tutor or student;
- Be present or available for the student during the session to address any issues;
- Report any dispute with a tutor to the DSL who will then inform the tutoring provider and headteacher;
- Report any inappropriate behaviour by a tutor within a session to the DSL who will then inform the tutoring provider and headteacher; and
- Be aware that all online tutorials will be recorded and made available.

If the tutorial session has been arranged by the school but takes place outside school hours and away from school premises, it is the responsibility of each individual school to make the parent/carer aware of the safeguarding policies (the provider's and the school's) and that both parties understand their safeguarding responsibilities.

We also recognise that some students across the schools in the MAT will participate in online tutoring outside of the 'catch up remit'. This policy should also be referred to when students are undertaking any online tutoring provided by an external provider.