

Choosing Online Tutors

Safeguarding considerations and guidance
when appointing tutors

Guidance for Schools in England

Tutoring online will include unsupervised activities with children, such as unsupervised teaching and training children. Consequently, it should be considered as a regulated activity.

Therefore the requirements of Keeping Children Safe in Education (KCSIE 2019 and 2020) and Safer Recruitment apply. Leaders should therefore ensure that they complete all appropriate suitability checks on companies and individuals and should refer to the section title online learning at home.

Recruitment Checklist

Safer recruitment guidance included in KCSIE states:

When appointing or contracting new staff [ie a tutor], schools and colleges must:

- *Verify a candidate's identity*
- *Obtain an enhanced DBS certificate*
- *Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;*
- *Verify the person's right to work in the UK*
- *If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate; and*
- *Verify professional qualifications [and references], as appropriate*

It is your responsibility to verify with any agency you may have appointed that these requirements have been completed.

Schools and colleges must maintain a single central record of pre-appointment checks. This should include all appointed tutors

Further considerations for Leaders:

- Target your recruitment to meet the needs of the individual pupils
- Match the needs of your children to the skills and experience of the tutor
- When contracting with agencies, aim for consistency of tutors for each pupil
- Decide and specify how tutors will work with children online (platforms, application, schemes, policy and processes)

swgfl.org.uk/saferemotelearning

Expectations Checklist

- The safeguarding of pupils is paramount and takes precedence over all
- Identify a suitable environment for the call. Discourage, where possible, pupils from making video calls from their bedroom
- Appropriate clothing for all participants
- No personal items visible in the background
- Distractions and disturbances minimised
- Use a headset or headphones
- Cameras optional, but preferred
- Adherence of all to relevant behaviour and conduct policies
- Maintain a central register of all video calls and contacts - include the link to the call
- Adherence to the pre-agreed policy for the recording of sessions
- Involve parents and carers to ensure that they are well-informed
- Be conscious of confidentiality when working online

Induction Checklist

It is **vitaly important** to ensure that tutors understand the values and ethos of your school.

Safeguarding Children

- Share required documentation and staff handbook
- Safeguarding and child protection
 - Your policies and expectations (inc. conduct and working practices)
 - KCSIE Part 1
 - Know how to report a child protection concern to the school
 - Are they knowledgeable in Remote Working for Education professionals
 - Do they have an up-to-date training in safeguarding and online safeguarding training and e-learning training on PREVENT)
 - Knowledge of the school's data protection processes and expectations
- Consider how to share information with the tutor about individual pupils' needs (include any relevant SEN information)

Safeguarding Technology

- Agree which technology/systems will be used and provide access
- Complete connectivity and technology checks before starting
- Agree quality assurance practices and monitoring approaches
- Agree if online sessions are to be recorded in line with local guidance and practice. Please note: any recordings must not be used for any performance management purposes

Further Reading

UKCIS External Visitors, SWGfL Safe Remote Learning, 360 degree Safe

[swgfl.org.uk/saferemotelearning](https://www.swgfl.org.uk/saferemotelearning)