



Safeguarding protocols when using external tutoring services

Recommended by:	Vice Principal
Recommendation Date	23 rd June 2025
Ratified by:	Chair of Governors
Signed:	<i>J Goodman</i>
Position on the board	Chair of Governors
Ratification Date	23 rd June 2025
Next Review:	June 2026
Policy Tier (Central/Hub/School):	School

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Gospel Oak School may use the support of online commercial tutoring services 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.

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?
- Have all tutors completed the relevant safeguarding training?
- Are all tutors suitably qualified?
- Do all tutors undergo identification checks?
- Has the provider received and read a copy of our safeguarding guidelines including who to contact in the event of a disclosure?
- Is the online platform used a secure one?
- Is the provider able to provide weekly updates to the school regarding attendance to sessions.

If tutorial sessions take place outside of school hours and off school premises

Students

Our students will:

- 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; and
- Report any inappropriate behaviour by a tutor within a session to the school's Designated Safeguarding Lead.

Parent/Carers

Parents/carers will:

- Ensure the student is fully aware of the both the tutoring provider's 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. This might include encouraging students to speak out if they do not understand what is being taught and to ensure that they are in an environment where they can access learning without distractions;
- 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 poor behaviour or abusive 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; and
- Report any inappropriate behaviour by a tutor to the school's Designated Safeguarding Lead.

School

The school representative will:

- Make the parents/carers aware of the safeguarding policies (both the provider's and the school's) so that both parties understand their safeguarding responsibilities;
- Report any inappropriate behaviour by a tutor within a session to the school's Designated Safeguarding Lead, the tutoring provider and the Principal; and
- Ensure that all sessions are delivered on time, last for the agreed length of time and are to a good standard.

If tutorial sessions take place within school hours and on school premises

Students

Our students will:

- 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; and
- Report any inappropriate behaviour by a tutor within a session to the school's Designated Safeguarding Lead.

Parent/Carers

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- Report any dispute with a tutor to the school; and
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School

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- Make the parents/carers aware of the safeguarding policies (both the provider's and the school's) so that both parties understand their safeguarding responsibilities;
- 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. This might include encouraging students to speak out if they do not understand what is being taught and to ensure that they are in an environment where they can access learning without distractions;
- 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 poor behaviour or abusive 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 inappropriate behaviour by a tutor within a session to the school's Designated Safeguarding Lead, the tutoring provider and the Principal; and
- Ensure that all sessions are delivered on time, last for the agreed length of time and are to a good standard.