
Remote Tuition Safeguarding Guidance

Perfect Plus Tutoring is committed to providing students with a safe learning experience, whether conducted face to face or remotely.

It is important that all staff and tutors who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per Perfect Plus Tutoring's Child Protection Policy. Where appropriate, referrals should still be made to children's social care and as required, the police.

Safeguarding procedures for reporting issues will remain in place, with tutors, children and teaching staff able to raise concerns to the Designated Safeguarding Lead, Nicole King, via telephone: 07732 264001 or email: perfectplustutoring@outlook.com or the Deputy DSL, Cheryl deBie, by telephone: 07802828459 or email: admin@perfectplustutoring.com

1. Overview

1.1 Perfect Plus Tutoring are committed to providing the highest standard of safeguarding. The safety of our users is our paramount concern.

1.2 Perfect Plus Tutoring will use Zoom and Bitpaper online tuition platforms for all its online tuition, the platforms have been designed to ensure children and tutors work together in a safe environment.

2. Legislation

2.1 Our policies and procedures have been developed to ensure we comply with all relevant safeguarding legislation.

2.2 This guidance should be read in conjunction with Perfect Plus Tutoring Child Protection Policy.

3. Aims of the guidance

3.1 Perfect Plus Tutoring seeks to provide the best service possible and provide a safe experience in which children can learn.

3.2 This guidance aims to ensure we safeguard all users of Perfect Plus Tutoring (including children, parents/carers and tutors) whilst they engage with our Lessons.

3.3 This policy outlines the responsibilities of all users of Perfect Plus Tutoring (including children, parents/carers and tutors) and it is important that all have familiarised themselves with this guidance and our Child Protection Policy.

3.4 Alongside this guidance, users of Perfect Plus Tutoring (including children, teachers, parents/carers and tutors) must comply with Perfect Plus Tutoring Child Protection Policy, and all relevant legislation and government guidance.

3.5 If any user has a concern regarding child protection, they must contact Perfect Plus Tutoring immediately.

3.6 Contravention of any of the terms contained within this guidance may result in immediate removal of access to and permanent barring from our services.

4. Perfect Plus Tutoring Responsibilities

Perfect Plus Tutoring will carry out the following 'Safer Recruitment' practices before allowing a tutor to represent the organisation:

4.1 Identify tutors using key selection criteria.

4.2 Confirmation of the identity of the applicant.

4.3 Requirement to declare previous convictions and obtain an Enhanced with Barred List DBS check, for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact.

4.4 A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.

4.5 Documentary evidence of qualifications.

4.6 Use of several selection techniques to maximise the chance of safe recruitment, e.g. interview, role-play, references, checks.

4.7 The DSL from Perfect Plus Tutoring meeting with every applicant, and an exploration of their attitudes towards working with children. .

4.8 All tutors to complete training that includes Safeguarding, Child Protection and GDPR.

4.9 Perfect Plus Tutoring will take the necessary precautions to protect children's and tutors' information as stated within Perfect Plus Tutoring Data Protection Policy .

4.10 Perfect Plus Tutoring will protect all data in accordance with all relevant legislation.

4.11 Perfect Plus Tutoring may review any online lessons at any time for the purposes of improving our service or where a complaint or Safeguarding concern has been raised. This review could include entering a live session for either safeguarding or quality assurance purposes.

4.12 Perfect Plus Tutoring will deal with reports of possible illegal activity promptly, focusing on the safety and wellbeing of users. Perfect Plus Tutoring will allow access to UK law enforcement of any recording where a criminal offence may have occurred in relation to a specific lesson.

4.13 Perfect Plus Tutoring will endeavour to ensure complaints are considered promptly and in accordance with the Code of Conduct and employment law legislation.

4.14 Perfect Plus Tutoring will regularly review this guidance and our Child Protection Policy to ensure they are best suited to safeguarding all users.

5. Children's' Responsibilities

5.1 Children aged 16 or under must be represented by a parent/carer who gives consent for them to receive tuition. Parents/carers however, must remain responsible for the welfare and supervision of all children under the age of 18. Perfect Plus Tutoring is not responsible for any dispute regarding parental consent.

5.2 Parents/Carers/Teachers must ensure that parents/carers and children's details and contact information are accurate and up to date.

5.3 Children must ensure that there is no inappropriate communication between themselves, and the tutor outside the lesson platforms and report any communications from the tutor to either their parent/carer, teacher or Perfect Plus Tutoring.

5.4 Children are solely responsible for the material they post on the lesson platforms, including messages sent, and they must not post defamatory, offensive or illegal material.

5.5 Children must immediately report to their parent/guardian, teacher or Perfect Plus Tutoring any defamatory, offensive or illegal material they view on our lesson platforms.

5.6 Children must ensure that tutors are treated with respect and are not subjected to abusive behaviour or language.

5.7 Children must report any improper suggestions made by the tutor to their parent/carer/teacher or Perfect Plus Tutoring directly.

5.8 Children must report any safeguarding concerns or illegal activity immediately to their parent/carer/teacher or Perfect Plus Tutoring directly.

6. Tutor Responsibilities

6.1 Tutors are not employees of Perfect Plus Tutoring and are solely responsible for their own actions both on and off the lesson platforms.

6.2 Tutors must cancel sessions if a parent or legal guardian is not present at the start of a lesson with a child. A parent or legal guardian must also be present at the end of each session.

6.3 Tutors are solely responsible for the material they post on the lesson platforms, including messages sent, and they must not post defamatory, offensive or illegal material.

6.4 Tutors must immediately report to Perfect Plus Tutoring any defamatory, offensive or illegal material they view on our website.

6.5 Tutors must disclose any criminal convictions or cautions they may have to Perfect Plus Tutoring, including any criminal convictions or cautions received at any time after having registered as a tutor and for as long as the tutor remains active with Perfect Plus Tutoring.

6.6 Tutors must disclose any other relevant information which may lead Perfect Plus Tutoring to determine they are not suitable to tutor.

6.7 Tutors must take every precaution to ensure that they work in a safe environment.

6.8 Tutors must ensure that their environment does not display any inappropriate images or documents when conducting a session.

6.9 Tutors must treat children fairly and without prejudice or discrimination; whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.

6.10 Tutors must ensure all reasonable steps are taken to protect children from harm, discrimination and demeaning treatment and to respect their rights.

6.11 Tutors must value children and take their contributions seriously.

6.12 Tutors must ensure they work in partnership with teachers, parents and children – which is essential for the protection of children.

6.13 Tutors must ensure the language they use is appropriate and not offensive or discriminatory.

6.14 Tutors must ensure no improper suggestions are made to the children.

6.15 Tutors must ensure that any contact or communication they have with the children is conducted on Tutor Trust platforms only and appropriate to their role as a tutor .

6.16 Tutors are responsible for their own online security in conjunction with our services, both online and offline.

6.17 Tutors must report any Complaint in line with our Tutor Handbook.

6.18 Tutors must report any safeguarding concerns or illegal activity immediately to the appropriate contact at school and Perfect Plus Tutoring DSL as stated in the Child Protection Policy.

7. Parent/Carer adult responsibilities

7.1 The parent/carers will ensure the child is fully aware of the schools and Tutor Trust's Child Protection Policy and reporting procedures.

7.2 Children aged 16 or under must be represented by a parent/carers who gives consent for them to receive tuition. Parents/carers however, must remain responsible for the welfare and supervision of all children under the age of 18. Perfect Plus Tutoring is not responsible for any dispute regarding parental consent.

7.3 Parents/carers must ensure that all of their personal details and contact information are accurate and up to date.

7.4 A parent/carers of a child aged 16 or under who has a tuition session with a tutor, should be present at the beginning and end of the tuition session. Tuition will not take place if this is not adhered to.

7.5 Parents/carers must be available to the child to report any inappropriate behaviour or concerns. Children can also raise report any concerns to a parent/legal guardian, teacher or Tutor Trust immediately, using the contact details provided.

7.6 The parent/carers will always be responsible for the welfare of the child during the session.

7.7 The parent/carers will always be responsible for the physical environment of the child during the session ensuring it is safe and appropriate.

7.8 The parent/carers will report to Perfect Plus Tutoring any communication outside of tutoring sessions and platform between the tutor and child.

7.10 If the parent/carers has concerns about a tutor or quality of provision, please contact Perfect Plus Tutoring using the contact details enclosed.

8. Reported Breach

8.1 Any child or tutor reported for a breach of our Safeguarding Policy will be immediately suspended until the matter reported has been investigated by the appropriate authority. We will inform them of their suspension and seek guidance where required. The child or tutor reporting the breach may be informed of the resolution, if appropriate.

8.2 Perfect Plus Tutoring reserves the right to make a final decision on action taken for minor breaches of our Safeguarding Policy.

8.3 Any child or tutor reported for illegal activity whilst using the lesson platforms may be barred from the service, reported to the police and any other relevant organisations.

9. Updating our Policies and Procedures

This Remote Tuition Safeguarding Guidance and supporting Procedures will be reviewed by Perfect Plus Tutoring on a regular basis to ensure it is adequate and relevant to safeguarding standards.

Useful Remote Tuition Tips

- Tutors to set 'ground rules' before tuition begins and shared with all parties.
- All tuition parties must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas of the home, with doors open and a parent/ carer in close proximity during the session.
- Live session should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Teachers/parents/carers are advised to supervise these tutorials and must be present at the beginning and end of every session.
- If any tutors, children or staff are deemed to be sharing inappropriate content, they will be removed from the platform and appropriate safeguarding measures will be followed according to our Safeguarding Policy.
- Tutors/children must only use platforms provided by Perfect Plus Tutoring to communicate with children.
- Tutors will take registers of the length, time, date and attendance of any sessions held on the lesson platforms in the usual way.

For further information please contact:

Data Protection Officer

Nicole King trading as Perfect Plus Tutoring

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