

## **Safeguarding Policy**

Parents, responsible adults, and tutors should read the following guidelines alongside our Terms and Conditions, available on the Smart Alec Tutoring website.

Our Child Protection Policy applies to all tutors working on behalf of Smart Alec Tutoring (SAT). SAT ensures that all students receive tuition in a safe and supportive environment. Each tutor has a moral and legal obligation to ensure that, when given responsibility for young people, they are treated with the highest possible standard of care. A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children & Young Persons' Act 2008).

Purpose:

- To protect children and young people who receive Smart Alec Tutoring's online services.
- To provide tutors with guidelines to ensure adequate child protection and good practice when delivering online tuition or other educational guidance.

### **OVERVIEW**

1. Smart Alec Tutoring is committed to providing the highest standard of online education and safeguarding. The personal safety and wellbeing of each student and tutor using SAT services are central to our ethos.
2. We have a vetting procedure for tutors and a code of conduct in place for parents/guardians of students and tutors to ensure the wellbeing and safety of both parties.
3. Our safeguarding policy provides guidelines specific to online tutoring, applicable to parents/responsible adults and tutors who use our services.
4. All policies and procedures are designed to ensure that users of SAT services can engage safely, within UK law, and according to the highest child safeguarding standards.

### **AIMS**

1. To safeguard all students benefitting from Smart Alec Tutoring's online services.
2. To clearly outline the responsibilities of tutors, students, and parents (responsible adults/guardians).
3. To ensure that all individuals using or working on behalf of Smart Alec Tutoring are fully aware of and abide by this safeguarding policy. Any contravention of this document may result in suspension or barring from services.

## ON-BOARDING TUTORS

1. **Vetting Tutors:**

At **Smart Alec Tutoring (SAT)**, all tutoring services are provided directly by the lead tutor. The tutor holds advanced academic qualifications, including successfully defending a PhD viva, and extensive subject expertise in the sciences.

2. **Qualifications:**

The tutor's qualifications, including undergraduate, master's, and doctoral degrees, are from accredited institutions and are available for verification by parents or responsible adults upon request.

3. **DBS Certification:**

The tutor has undergone a Disclosure and Barring Service (DBS) check to ensure they are suitable for working with young people.

4. **Transparency:**

Parents or guardians are welcome to ask for proof of qualifications, the DBS certificate, or references before tuition services commence.

5. **Feedback:**

Smart Alec Tutoring values feedback from students and parents to ensure a high standard of service. A process is in place to evaluate this feedback and make any necessary adjustments to meet the needs of the student.

## TUTOR CODE OF CONDUCT

1. **Data Protection:**

All data held by Smart Alec Tutoring (SAT) is managed in compliance with the Data Protection Act 1998 and updated legislation. No data will be used for purposes other than tuition services provided by SAT.

2. **Communication:**

Where applicable, the tutor will copy parents/guardians into relevant email communications to ensure transparency and appropriateness in all interactions.

3. **Student Contact:**

The tutor will only contact the student in their capacity as a tutor, and communication will be limited to matters directly related to the tuition session.

4. **Session Recording (Online Lessons):**

At the request of parents or guardians, online lessons may be recorded. These recordings will **exclude video footage to safeguard the student's identity** and will only capture the audio and

shared screen content.

- Recordings will be shared with students to support their revision up until their exams.
  - After the exam period, recordings will be securely deleted.
5. **Professional Environment:**  
The tutor will ensure their teaching environment is free from inappropriate images or materials that could be viewed by the student or parent/responsible adult during a session.
  6. **Fair Treatment:**  
The tutor will treat all students with fairness, respect, and without discrimination, regardless of age, disability, gender, race, religious belief, sexual orientation, or identity.
  7. **Appropriate Language:**  
The tutor will always use language that is appropriate, respectful, and free from discrimination or offense.
  8. **Improper Suggestions:**  
The tutor will not make any improper suggestions or send unsolicited communications to the student, parent, or responsible adult.
  9. **Reporting Issues:**  
The tutor will report any disputes, inappropriate behaviour, or illegal activity within a session involving the student or any third party to the relevant parent or guardian immediately.

## STUDENT CODE OF CONDUCT

1. **Registration Requirements:**  
Students may request tuition services directly; however, they cannot commence sessions until a parent or guardian aged 18 or over has formally registered with **Smart Alec Tutoring (SAT)** and agreed to the terms and conditions.
2. **Respectful Behaviour:**  
Students must treat the tutor with respect and fairness and must not subject them to abusive behaviour or language.
3. **Improper Suggestions:**  
Students must not make any improper suggestions or comments to the tutor.
4. **Appropriate Communication:**  
Students must not engage in any communication with the tutor outside of the lesson session that is not directly related to the tuition services.

5. **Dispute Reporting:**  
Students must promptly report any disputes with a tutor to a parent or responsible adult.
6. **Inappropriate Behaviour or Activity:**  
Students must report any inappropriate behaviour or illegal activity by a tutor to their parent or responsible adult.
7. **Session Recordings:**  
Students must be aware when sessions are being recorded (audio-only, with shared screen content, no video of the student). These recordings are made available for their revision until their exam period and will be securely deleted afterwards.

## **PARENT/ GUARDIAN/ SCHOOL REPRESENTATIVE CODE OF CONDUCT**

1. **Tutor Selection:**  
The parent/guardian/responsible adult is responsible for selecting a tutor and carrying out any reasonable checks to ensure the tutor is suitable for the student. This may include reviewing the tutor's DBS certification documentation if required.
2. **Student Welfare and Session Environment:**  
The parent/guardian/responsible adult is responsible for the welfare of the student during online sessions and must ensure the student's physical environment is safe and appropriate for learning. They should be available during the tutoring session to address any concerns raised by the student and ensure the student and tutor are behaving in an appropriate manner.
3. **Respect and Fairness:**  
The parent/guardian/responsible adult must ensure that the tutor is treated with respect and fairness by the student and is not subjected to any abusive behaviour or language.
4. **Inappropriate Suggestions or Communication:**  
The parent/guardian/responsible adult must ensure that neither the tutor nor the student makes improper suggestions and that there is no inappropriate communication between the student and tutor outside the session.
5. **Reporting Concerns:**  
The parent/guardian/responsible adult must report any unsolicited communications between the tutor and student, as well as any disputes, inappropriate behaviour, or illegal activity involving the tutor.
6. **Session Recordings:**  
The parent/guardian/responsible adult must be aware when a session will be recorded (audio-only, with shared screen content and no video of the student). These recordings will be securely stored for revision purposes and made available to the student until their exam period, after which they will be deleted.

## SCHOOL AND TEACHERS/ SCHOOL REPRESENTATIVE

1. **Definition of "Responsible Adult":**

For the purpose of this document, "responsible adult" includes teachers and school representatives where Smart Alec Tutoring (SAT) has arranged tuition for students through their school.

2. **Student Welfare and Session Environment:**

The school and teachers or school representative are responsible for the welfare of the student during the session and for ensuring that the student's physical environment is safe and appropriate for learning.

3. **Student Behaviour:**

The school and teachers or school representative must ensure that the student behaves appropriately during the session, treating tutors with respect and fairness, and that tutors are not subjected to abusive behaviour or language.

4. **Inappropriate Suggestions:**

The school and teachers or school representative must ensure that no improper suggestions are made by either the tutor or the student.

5. **Availability During Sessions:**

The school and teachers or school representative must be present or available for the student during the session to address any issues. If the session takes place outside school hours, they must ensure that the student has an appropriate environment for the session, as agreed with the student's parent/guardian/responsible adult.

6. **Reporting Concerns:**

The school and teachers or school representative must report any disputes with a tutor, inappropriate behaviour, or illegal activity within a session to Smart Alec Tutoring.

7. **Session Recordings:**

The school and teachers or school representative can request sessions to be recorded (audio-only, with shared screen content and no video of the student) for safeguarding purposes. Recordings will be securely stored for revision purposes and available until the student's exam period, after which they will be deleted.

## **PROCEDURES**

In all cases related to child protection and safeguarding, any allegations must be treated seriously, in strict confidence, and reported immediately to the designated Smart Alec Tutoring safeguarding lead or the allocated school's child protection and safeguarding lead(s). Allegations against a tutor who may have behaved in a way that has or may have harmed a child, committed a criminal offence either against or related to a child, or behaved towards a child in a way that suggests they are unsuitable to work with children must be reported immediately.

## **CHILD PROTECTION INCIDENTS**

A child protection incident typically includes scenarios such as the following, though this list is not exhaustive or a formal definition:

1. A tutor receives information about a child or young person, either directly from the child or from another source, which indicates a potential risk of serious harm to the child, whether physical or psychological (forms of harm are outlined below).
2. A tutor observes a situation, such as a risk in a child's environment, that could cause serious physical or psychological harm.
3. Smart Alec Tutoring or a parent/guardian/responsible adult receives information about a tutor, either directly from the child or from another source, which indicates a potential risk of serious harm to the child, whether physical or psychological.

## DEFINITIONS OF HARM/ ABUSE

- **Physical Abuse:** Physical injury to a child where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- **Neglect:** The persistent or severe neglect of a child that results in serious impairment of the child's health or development (both physical and mental).
- **Emotional Abuse:** The persistent or severe emotional ill-treatment of a child which has a severe adverse effect on the behaviour and emotional development of that child.
- **Sexual Abuse:** The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent.
- **Extremism:** A vocal or active opposition to fundamental human values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.
- **Grooming:** When someone builds an emotional connection with a child or a young person to gain their trust for the purposes of sexual abuse or exploitation.
- **Self-Abuse:** Any means by which a child or young person seeks to harm themselves. This can take many physical forms, including cutting, bruising, scratching, hair-pulling, poisoning, overdosing, and eating disorders.

## RECORDING A CHILD PROTECTION INCIDENT

1. All child protection incidents must be documented. It is essential to speak individually with all parties involved.
2. A detailed record of all conversations relevant to the incident must be kept, including telephone conversations, with a written report prepared for submission to the Local Authority Designated Officer (LADO) or the Child Protection Unit at the local authority where the incident occurred.
3. All allegations should be addressed thoroughly, fairly, and with common sense and professional judgement. Investigations should be conducted as quickly as possible, leading to a decision on whether the allegation is:
  - a) Unsubstantiated.
  - b) Substantiated in part or in whole but manageable through disciplinary procedures.
  - c) Substantiated and requiring formal referral in the first instance to the LADO (Local Authority Designated Officer) or the DCPO (Designated Child Protection Officer).

## HOME TUTORING RISK ASSESSMENT

Risk Assessment: **Home Tuition**

Date:

Assessor:

Review Date:

Hazard	Risk Involved	Control measures introduced to minimise risk	Further action taken or recommended
No adult present	Risk of allegations Danger of attack on teacher	Staff not to stay if appropriate adult not present	Record visit in log Report to SLT /manager Letter to parent
Aggressive Pet	Bite to staff	Tetanus injection Hepatitis injections Ask for animal to be in alternate room or outside during tuition	Report to police Letter to parent Use of alternative premises
Pupil 'kicks off'	Damage to property Damage to staff car Injury to staff or others	Avoid confrontation Leave session if pupil does not calm. Inform SLT & complete relevant reporting forms	Report to police
Staff threatened by parent in home	No witness available Threat may escalate into physical violence	Staff to leave Report to SLT / line manager Seek medical advice if needed	Report to police Use of alternative premises or adult
Staff 'tricked' into entering house and detained	Threats / injury to staff	Contact school if possible School routine to contact staff at set times each session with agreed message to confirm safety.	Report to police
Unacceptable behaviour to/by members of family witnessed	Involvement in family disputes Tutor subject to abuse/assault	Leave premises Contact school	Report to appropriate service, eg, police, social services
Illegal substances visible	Interpreted as accepting/condoning use of substance	Explain situation to parent Leave premises Inform SLT / line manager	Letter to parent before next session
Theft of items from tutor	Tutor without personal possessions	Do not take valuable items or large amounts of money to tuition. Explain situation to parent Inform SLT / line manager	Report to police
Tutor involved in accident on route to/from venue	No-one aware of accident	Tutor to phone school on arrival and departure at each venue Emergency contact details for home tutor to be held in school	

## COMPLIANCE

1. All persons using Smart Alec Tutoring services have a responsibility to familiarise themselves with this Safeguarding Policy.
2. Any tutor reported for a breach of the Safeguarding Policy will be suspended from the service until the incident has been investigated by the appropriate authority. The reporter may be informed of the resolution if deemed appropriate.
3. The final decision on action taken for minor breaches of the policy will rest with Smart Alec Tutoring.
4. Any person reported for illegal activity while using Smart Alec Tutoring services will be reported to the police and permanently barred from the service.
5. Any person reported for causing harm to a student or subjecting the student to sexual abuse will be reported to the police and permanently barred from the service.

## REVIEW

Smart Alec Tutoring will monitor and review this policy and its procedures every three years or whenever there is a significant organisational change or relevant legislative update.