



Principia Parva Tutoring



## Principia Parva Tutoring – Child Protection and Safeguarding Policy

I am committed to ensuring that my students receive tuition in a congenial and safe environment and that they are treated with the highest possible standards of care.

I hold an enhanced Disclosure and Barring Service ('DBS') certificate and subscribe to the UK government's DBS Update Service. For more information see <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#dbs-checks>.

As a member of the Tutors' Association ('TTA'), I am committed to complying with the TTA Code of Practice, which includes detailed provisions on safeguarding and child protection. Below is a summary of my principles and practices. For more information, please refer to the TTA Code of Practice at <https://thetutorsassociation.org.uk/membership/code-of-practice/> or contact me.

### Child Protection and Safeguarding

A child/young person is defined as a person under the age of 18 (The UK Children's Act 1989 and 2004, and the UK Children and Young Person's Act 2008).

**I am committed to the safeguarding of children and young people and to the following principles.**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of children and young people, to keep them safe and to practise in a way that protects them.
- The welfare of children and young people is paramount in all the work we do and in all the decisions we take. This is not limited to students but extends, for example, to the siblings or relations of students.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All reasonable steps should be taken to protect children and young people from harm, discrimination and demeaning treatment and to respect their rights, wishes and feelings.
- Tutoring should take place in a safe environment and students' contributions valued, irrespective of their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.
- Tutors should respect the cultural background and values of the children and young people whom they tutor, subject to the principle that the child/young person's welfare is paramount.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

- Any suspected child protection incidents should be taken seriously and dealt with swiftly and appropriately and in accordance with statutory recording and reporting requirements (for further details see the TTA Code of Practice).
- Tutors who work with children should seek guidance and/or training in good practice and child protection procedures and should work in partnership with parents and children.
- Tutors should provide a caring, positive, safe and stimulating environment in which students can learn and which promotes the wellbeing of the children being taught.

**I will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- adopting child protection and safeguarding best practice
- developing and implementing an effective online safety policy and related procedures
- attending regular child protection and safeguarding training
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families
- making sure that children, young people and their families know where to go for help if they have a concern
- using my safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- building a safeguarding culture where tutors, children, young people and their families treat each other with respect and are comfortable about sharing concerns.

**Online Safety Procedures**

I deliver online teaching using Zoom (<https://zoom.us/>). This application allows me to share my screen and to display slideshow presentations, documents and other educational resources. It does not give me access to or control over the student's device.

If a student is under the age of 18, I send the Zoom meeting invitation for each lesson by email to their parent/guardian. Parents/guardians are welcome and encouraged to join at any time to observe the lesson. I send a new, unique meeting link prior to each lesson. I use the waiting room/lobby feature to control access to the meeting.

For the purposes of online safety and quality assurance, in line with the child protection and safeguarding recommendations of TTA (please refer to the TTA Code of Practice), and subject to the parent/guardian giving explicit consent in advance (please refer to the Client Terms and Conditions), online lessons with students under the age of 18 are recorded and stored securely and in accordance with the data protection policy of Principia Parva Tutoring for a reasonable period not exceeding one year in the case of an ongoing tutorial relationship, or six months following cessation of tuition for the student(s) in question. After this time, recordings will be permanently deleted. Recordings will never be shared with third parties or used for any purpose other than the reference of the tutor or student, or to satisfy a statutory requirement or obligation, without the explicit consent of the parent/guardian, which may be rescinded at any time.

The parent/guardian is responsible for the child throughout each online lesson. A parent/guardian (or a responsible adult nominated by the parent/guardian) must be available and within earshot of the lesson at all times; it is the responsibility of the parent/guardian to ensure that this is the case.

Students must attend online lessons from an appropriate, quiet study place (not a bedroom). It is the responsibility of the parent/guardian to ensure that this is the case.

### **Procedures for Face-to-Face Lessons**

When face-to-face lessons take place at the student's house, the parent/guardian undertakes to ensure that they (or a responsible adult whom they nominate) are always available and within earshot of the lesson. It is the responsibility of the parent/guardian to ensure that this is the case.

The parent/guardian undertakes to provide a suitable, quiet and appropriate location for the lesson (not a bedroom).

When face-to-face lessons take place in a location other than the student's house, this location will be agreed in advance between the tutor and the parent/guardian. Parents/guardians are invited and encouraged to attend such lessons or to remain nearby and within earshot of lessons, for example, in an adjacent room.

### **Work-related Interactions**

When a student is under the age of 18, all email correspondence will be sent to the student's parent/guardian. As an exception to this, if the parent/guardian requests, and I agree, I may send emails containing information such as homework assignments direct to the student; all such emails will be copied to the student's parent/guardian. Access links to and codes for learning tools and resources, some of which may be provided by third-party applications (e.g. Quizlet, Wordwall), will be sent to the student's parent/guardian.

### **Non-work-related Interactions**

It is my policy not to contact or allow contact requests from students under the age of 18 on any social media platforms or to engage in any conversation via text messaging or social media with students under the age of 18.

**Contact details**

**Nominated child protection lead**

Name: Dr Sian E. Thomas

Phone: 01223 926092

Email: [principiaparva@protonmail.com](mailto:principiaparva@protonmail.com)

**NSPCC Helpline**

0808 800 5000

I am committed to reviewing my policy and good practice annually.

This policy was last reviewed on: 27 September 2024

Signed:

(Dr Sian Thomas)

Date:

I have read and agree to these principles and procedures:

Client's name: .....

Signed.....

Date.....