



VTO Tutoring Policy

Introduction

This policy should be read in conjunction with the VTO Safeguarding Policy Statement. The Volunteer Tutors Organisation (VTO) is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each pupil and tutor during tutoring sessions is paramount.

AIMS

- A) The aim of this policy is to safeguard all pupils, tutors, and parents / guardians during their time with VTO.
- B) This policy document contains the responsibilities of all persons accessing our tutoring service, including pupils, tutors, and parents / guardians.
- C) It is important that everyone who accesses VTO services or volunteers for VTO is aware of this policy and has familiarised themselves with the detailed safeguarding procedures.

Recruitment of Volunteer Tutors

All volunteers will have been successfully recruited as per the VTO Volunteer Policy, they will be members of the PVG scheme, and will have successfully completed the VTO Volunteer Induction Training.

Privacy

Tutors, parents / guardians and pupils must at all points protect each other's privacy by keeping details about them safe and secure and not sharing them with anyone unless for safeguarding reasons.

Online Tutoring – additional privacy requirements

- Depending on the platform being used for online tutoring, tutors will be allocated either a VTO email address, or an educator's account with the relevant council area. Tutors must use the account or email address allocated to them when participating in an online tutoring session, and **never** their personal email address or account. This is to ensure that the tutor and pupil cannot contact each other directly, and that VTO can maintain oversight over online tutoring sessions. Any VTO email address allocated is for log in purposes only and is not for use as a method of communication.



- Recordings: Depending on the platform used for online tutoring, sessions may be automatically recorded to a secure location. Any recordings made will be made available for playback to the pupil and their parents / guardians for up to 3 months. The recordings remain the property of VTO. All participants will be made aware if recording is a mandatory feature of the platform they are using and can request to use a different platform if they do not consent to being recorded. While it is possible to manually record tutoring sessions when using certain online tutoring platforms, such as Zoom or Teams, it is essential that participants **never** record these without the express permission of VTO. VTO may review any recordings where a report has been made by any person using an online tutoring service for the purpose of investigating the report. All data held by VTO is in accordance with the Data Protection Act 2018, The Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy and the VTO Staff Confidentiality Statement.
- When tutoring online, tutors and pupils must be mindful of what is displayed in their background and must ensure that their environment does not display any inappropriate images or documentation that could be seen during a tutoring a session. This includes, but is not limited to, any sensitive or inappropriate images or documents displayed while a tutor or pupil is sharing their screen. Tutors and pupils should consider blurring their background using the option included on both Zoom and Teams.

Roles and Responsibilities of persons using the VTO tutoring service.

The Tutor

The tutor shall:

- Always ensure language is appropriate and not offensive or discriminatory. This includes respecting the chosen name and pronouns of the pupil, their religious beliefs, and their cultural practices.
- Ensure any contact with the pupil is appropriate to their role as a tutor and confined to their tutoring sessions. Tutors do not have the right to all details of their pupil's personal and educational life. While VTO and the pupil, and their parents / guardians, may choose to share information relevant to tutoring, the tutor must at all times be mindful of their role and respect the boundaries put in place for privacy and safeguarding reasons.
- Ensure that when communicating with a pupil and their parent(s) or guardian(s):
 - Communication between a tutor and pupil must be confined to tutoring sessions. Tutors and pupils must never exchange contact details or attempt to 'friend' or 'follow' each other on social media.



- Communication between a tutor and a pupil's parent(s) or guardian(s) about the tutoring sessions is appropriate, However, tutors and the pupil's parent(s) or guardian(s) must not attempt to 'friend' or 'follow' each other on social media.
- Value and take pupils' contributions seriously.
- Report any issues or concerns about a pupil or their parent(s) or guardian(s) to their Learning Communities Coordinator (LCC) or Safeguarding Officer. Tutors may be asked to fill in a concern form to record the concern.
- Report any inappropriate behaviour or illegal activity identified within a tutoring session by the pupil or a third party, in accordance with the VTO Safeguarding Policy. Tutors may be asked to fill in a concern form to record the concern.
- Ensure that a trusted adult is in the home / tutoring venue with the pupil. For online tutoring this is done by checking in with them at the start and end of every tutoring session. If a tutor believes a pupil is alone in their home / tutoring venue, they must end the tutoring session immediately and should let their LCC know. If the tutor believes the pupil is vulnerable or in danger, they should contact the Safeguarding Officer as per the VTO Safeguarding Policy. Tutors may be asked to fill in a concern form to record the incident.

The Pupil

The pupil shall:

- Treat the tutor with respect and fairness, and not subject them to abusive behaviour or language.
- Have no communication with the tutor outwith the tutoring sessions.
- Report any issues or concerns about a tutor to a parent / guardian who in turn will report it to their LCC.
- Report any inappropriate behaviour or illegal activity by a tutor within a session to a parent / guardian who in turn will report it to their LCC.

Parent / Guardian

The parent / guardian / trusted adult shall:

- Ensure the pupil is fully aware of the VTO Tutoring Policy.
- Always be responsible for the welfare of the pupil during the tutoring session.
- Always be responsible for the physical environment of the pupil during the tutoring

session, ensuring it is safe and appropriate.

- Ensure that they or a trusted adult is in the home / tutoring venue during the tutoring sessions.
- Ensure that tutors are treated with respect and fairness by the pupil and are not subjected to abusive behaviour or language.
- Ensure the pupil has no communication with the tutor outwith the tutoring sessions, and report this where appropriate.
- Report any issues or concerns about a tutor to their LCC.
- Report any inappropriate behaviour or illegal activity by a tutor to their LCC.
- Ensure that, if tutoring is taking place face to face in their home, that they communicate with the tutor about any significant changes to the home environment such as new pets or a new trusted adult being present during a tutoring session.

Signed:



Douglas Johnston (Chair)

Date:

22nd February 2023