



## At-Home Online Tuition Agreement

Completing this agreement will enable the child/young person named below to receive home tuition from an SP Tutors' tutor. Home tuition is online tuition to children/young persons in their homes.

SP Tutors' carries out a series of robust safer-recruitment procedures including, but not limited to, Enhanced DBS checks, Children's Barred List checks, Teacher Prohibition Checks, current references, and Childcare Disqualification Declarations. We require tutors to abide by a code of conduct to keep pupils safe, part of which is shown below. However, there are a number of things that you, as a parent/carer, can do to make these safeguarding procedures even more robust whilst at-home online tuition sessions take place.

### Tutor code of conduct

When providing at-home online tuition our tutors will follow this code of conduct:

1. 1:1s must be avoided; a parent/carer must be present for the duration of the session.
2. Tutors should not behave any differently towards pupils compared with when they are in school. They must never attempt to arrange any meeting, including tuition sessions, without the full prior knowledge and approval of the school, and should never do so directly with a pupil. Cancellation or changes to the session should be arranged on the T-Reach platform through the school.
3. Tutors should only use platforms specified by the school or SP Tutors. They should not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the school or SP Tutors without approval.
4. Any at-home online tuition sessions must be recorded so that if any issues arise the video can be reviewed. The recording must be stored on the school's network in an area that can only be accessed by those staff who need to. It will be retained for a year, after which time it should be deleted. Tutors must not take secret recordings or screenshots of themselves or pupils during sessions.
5. Tutors should conduct any at-home online tuition sessions in a professional manner, as if they were in school. This includes being suitably dressed, using professional and appropriate language and not being in a bedroom or bathroom. Where the use of a bedroom is unavoidable, it should be impossible to tell that it is a bedroom, even if the camera slips. The camera view should not include any personal information or inappropriate objects and where possible the background should be blurred/changed.
6. Tutors should look out for signs that a child/young person may have been harmed or be at risk of harm, as they would if they were in school. Any concerns or disclosures must immediately be passed on to the Designated Safeguarding Lead in the pupil's school or, in their absence, a deputy designated safeguarding lead, in line with the school's child protection procedures. This must also be logged with the SP Tutors' safeguarding team.

### What we expect from parent(s)/carer(s)

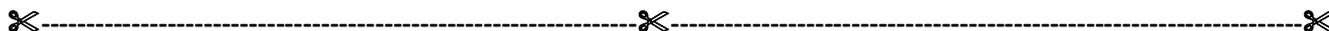
To keep your child/young person safe and ensure they get the most from at-home online tuition, we expect you to:

1. Be present for the duration of the session.
2. Make sure your child/young person does not join a session from a bedroom or bathroom. If joining a session from a bedroom is unavoidable, point the camera away from beds and any personal information, and blur or change the background where possible.



3. Make sure your child/young person, and anyone else who might be seen during the session, wears suitable clothing and is fully dressed.
4. Make sure that your child/young person's language, and that of anyone in the background, is appropriate.
5. Make sure no other children are in front of the camera, so they are not captured in the recording.
6. Do not take secret recordings or screenshots of the tutor during the session(s).
7. Make sure your child/young person knows they can tell you if they are asked to keep a secret or anything happens or is said that is strange or makes them feel uncomfortable, scared or upset.
8. Cancellations or amendments made to tutoring sessions should be arranged with good notice through the school.

**If you have any safeguarding concerns about the tutor, report them immediately to the Headteacher at your child's school.** The Headteacher will follow the guidance in part four of [Keeping Children Safe in Education](#), which deals with allegations of abuse made against teachers and other staff. The Headteacher will immediately inform the SP Tutors' Designated Safeguarding Lead (DSL) or, in their absence, SP Tutors Deputy DSL.



### Consent of the parent(s)/carer(s)

By completing this form and providing the information requested, you are giving consent for the child/young person named to receive at-home online tuition from an SP Tutors' tutor. As outlined above, at-home online tuition sessions will be recorded. Complete an [online form](#) or complete this form and return to your child's school. You can add a digital signature in Word by double clicking the signature box.

### Please complete every section

Child/young person's name: \_\_\_\_\_

Child/young person's school: \_\_\_\_\_

Parent(s)/carer(s) name(s) (please print): \_\_\_\_\_

X

Parent/Carer's Signature

Date form signed: \_\_\_\_\_

You may withdraw your consent at any time, if you wish to do so please **contact your school** and email [contact-us@sptutors.co.uk](mailto:contact-us@sptutors.co.uk) putting, 'Withdraw consent for at-home online tuition', in the subject.