



Overstone Park School

ONLINE TUTOR POLICY

Safeguarding, Safer Recruitment, Verification and Delivery Controls

Overstone Park School

Policy Date: 23/10/2024

Review Date: 23/10/2026

Policy Owner: Headteacher / Designated Safeguarding Lead

1. Purpose

This policy sets out Overstone Park School's mandatory requirements for the recruitment, verification, onboarding, and safeguarding of online tutors. It ensures that no online tutoring takes place unless all statutory safeguarding, safer recruitment, and verification requirements have been fully completed and formally approved.

Safeguarding considerations override all operational, scheduling, and contractual arrangements.

2. Scope

This policy applies to all individuals delivering online tutoring or educational support, whether employed, engaged as independent contractors, or working on a sessional or temporary basis.

3. Statutory and Regulatory Framework

This policy is informed by and aligned with:

- Keeping Children Safe in Education (KCSIE)
 - Safer Recruitment Guidance
- Education (Independent School Standards) Regulations
- ACAS guidance on recruitment, conditional offers, and fair process
- UK General Data Protection Regulation (UK GDPR)

4. Safer Recruitment Principles

Online tutors are subject to safer recruitment procedures. No individual may commence tutoring, have access to pupils, or deliver online sessions unless all safeguarding and verification requirements have been completed and recorded.

The School reserves the right to pause, delay, or withdraw recruitment or engagement at any stage where safeguarding requirements are not met.

5. Mandatory Safeguarding and Statutory Checks

Before any online tutor may be cleared to commence teaching, the following checks must be completed, verified, and recorded:

- Enhanced DBS check (including barred list check where applicable)
 - Right to Work in the UK
 - Verification of identity
- Verification of relevant qualifications
- Safeguarding training certification

- References, where required
- Any additional checks required by law or School policy

Incomplete checks automatically prevent commencement.

6. Final Verification Check (MANDATORY)

In addition to documentary checks, all online tutors must complete a final verification check.

The final verification must take place:

- In person, or
- Via the School's official Microsoft Teams account, or
- Via FaceTime using a School-approved business device

The final verification check will:

- Confirm identity against original documentation;
- Confirm understanding of safeguarding responsibilities and reporting procedures;
- Reinforce professional boundaries and conduct expectations;
- Confirm readiness to commence tutoring safely.

No tutoring may begin until this verification has been completed, recorded, and formally signed off.

7. Mandatory Onboarding Conversation

Following final verification, and before any teaching takes place, tutors must participate in a mandatory onboarding conversation with a designated School representative.

This onboarding will:

- Confirm safeguarding expectations and escalation routes;
 - Clarify professional boundaries and conduct;
- Confirm approved systems, platforms, and communication routes;
- Reiterate data protection and confidentiality requirements.

Completion of onboarding is a condition of clearance to commence tutoring.

8. Approved Platforms for Online Tutoring (NON-NEGOTIABLE)

All online tutoring sessions must take place exclusively via the School's official Microsoft Teams account.

Online tutoring sessions must not take place via:

- FaceTime
- Mobile phones (personal or business)
 - Personal devices or accounts
 - Unapproved platforms

FaceTime and business phones may be used only for final verification or onboarding purposes and must never be used for teaching delivery.

9. Commencement of Tutoring

Tutoring may commence only when all of the following have occurred:

- All statutory safeguarding checks are complete;
- Final verification has been completed and recorded;
- Mandatory onboarding has been completed;

- Formal written clearance to commence has been issued by the School.

Provisional timetables, planning discussions, preparatory communication, or administrative contact do not constitute commencement.

10. Parent Contact and Communication (STRICT CONTROL)

Online tutors may contact parents only under the following conditions:

- Contact is strictly limited to a single introductory call; Personal mobile phones may only be used, where **expressly authorised, for pre-commencement administrative contact**. They must not be used for teaching sessions, ongoing communication with parents, or any form of pupil contact.
 - The purpose is limited to introduction and confirmation of practical arrangements only;
 - Prior written approval has been given by the School;
 - Explicit parental consent has been obtained in advance;
 - Contact takes place via School-approved communication methods.

Online tutors must not:

- Engage in ongoing or informal communication with parents;
 - Make arrangements independently of the School;
 - Contact parents without prior approval and consent.

All ongoing communication with parents must be managed or authorised by the School.

11. Professional Conduct and Online Safeguarding

Online tutors must:

- Maintain professional boundaries at all times;
- Use only School-approved platforms and systems;
- Not communicate with pupils outside approved systems;

- Immediately report safeguarding concerns to the Designated Safeguarding Lead;
- Comply with all School safeguarding, behaviour, IT, and online safety policies.

Any breach may result in immediate suspension or termination of engagement.

12. Monitoring, Review, and Enforcement

The School reserves the right to:

- Monitor online tutoring provision where appropriate;
- Review safeguarding compliance at any time;
- Suspend or terminate engagement where safeguarding concerns arise.

Failure to comply with this policy will be treated as a safeguarding matter.

13. Policy Review

This policy will be reviewed annually or sooner if statutory guidance changes or safeguarding concerns arise.

14. Final Statement

Overstone Park School is committed to the highest standards of safeguarding. Online tutoring will not take place unless all safer recruitment, verification, onboarding, and platform controls are fully met.

Safeguarding is not optional and cannot be overridden by operational need.

Approved by:

Name:

Role:

Date: