Teachers may be asked to teach remotely via video conferencing. All teachers should remember that safeguarding is just as important when teaching via video conferencing (or FaceTime, or any other equivalent) as it is when teaching face to face.

Teachers must obtain a copy of the schools’ online policy, read and adhere to it. If anything in the policy is unclear, it is vital that the teacher seeks clarification from the school before commencing online lessons.

Written parental consent must also be provided in advance of any online learning, acknowledging that The Tutorial Foundation’s Online Learning Policy has been read and understood.

A parent/carer must be present in the room for at least the beginning and end of the lesson.

Teachers should protect themselves from accidental inappropriate contact with students by restricting their profile so that it does not automatically accept contact requests and is not accessible to students.

Tutorial Foundation teachers must use their work email account. Only parental emails/video conferencing accounts should be used.

Teachers must use a business-like profile picture and all parties should establish a serious and appropriate manner when using video conferencing. Video conferencing is to be used for lessons only and not for other contact, e.g. general messaging or sharing photos.

Lessons must take place a communal room within the home and students' and teachers’ attire must be appropriate. If this is not the case, all parties should terminate the call and communicate the reason afterwards. If a student behaves inappropriately, teachers will follow The Tutorial Foundation’s behaviour policy/procedure.

If you have a query relating to teaching via video conferencing, we recommend that you contact The Tutorial Foundation.

Policy Sign off and review

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| --- | --- | --- |
|  | By whom | Date |
| Policy signed off by | Julia Low | 18.03.2020 |
| Reviewed by |  |  |
| Next Review By | Julia Low and Advisory Board | 31.01.2021 |