**The Tutor will**

• Ensure that a parent/carer or responsible adult is present during the time of the

online lesson if the student is under the age of 18 or a vulnerable adult.

• Any computers/laptops/tablets used should be used in a neutral area /background where nothing personal or inappropriate can be seen or heard in the background. No tuition in bedrooms is permitted.

• Staff and pupils must wear appropriate clothing, as should anyone else in the

household

• Never contact (or respond to) students directly through personal email, text messages

or social media or any other means.

• Report any inappropriate behaviour, illegal activity or inappropriate material in

line with TTF  Safeguarding Policies and Procedures.

• Report any safeguarding or child protection concerns in accordance with the standard procedure using MyConcern and to Lily Truong ([Lily.truong@thetutorialfoundation.co.uk](mailto:Lily.truong@thetutorialfoundation.co.uk)).

**The pupil will:**

• Not start using the service unless a parent/carer/guardian over the age of 18 has

formally registered for them.

• Not communicate directly with the tutor through social media or any other means. Will use their The Tutorial Foundation email where possible.

• Dress and behave appropriately and respectfully.

**The parent/carer/responsible will:**

• Be responsible for the welfare of the learner and ensure appropriate clothing is worn to

include anyone in the household.

• Ensure that any computers/laptops/tablets used should be in an appropriate area,

for example, not in bedrooms

• Be present in the home or location of the learner during an online tuition session

I have read and agree to the Online Learning Policy 2021:

Signed: ———————————

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_