



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).

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

Keep the links to Teams/Zoom Sessions confidential and not share these with any third parties
Ensure they do not record any part of any live Sessions or pre-recorded sessions (either photographs, video or audio) and do not share with any third parties or on social media platforms

I have read and agree to the Online Learning Policy 2022:

Signed: _____

Date: _____