



THE COMMUNITY SCHOOLS ONLINE SAFETY PROCEDURES

For all online tutoring provided by the Community Schools,

Tutors will :

- receive clear training from the Community Schools on how to conduct themselves in a safe and appropriate manner throughout the tutoring sessions
- deliver all online tutoring sessions using the online platform Bramble, which does not use a video stream nor allow for sharing of screens
- consent to the recordings and storage of each Online session in the knowledge that the student, tutor and Community Schools administrators have access to the recorded sessions
- not share personal email addresses or phone numbers with the student or parent and make sure that all correspondence is via the Community Schools email
- only conduct Online tutoring at the designated time and dates
- conduct their Online sessions without disruption or involvement of anyone else
- only share links to online content or websites that contain educational resources directly connected to the content of the session
- consent to the monitoring of Online sessions by the Director of Online Learning Wendy Meadows-Smith

The Parent/Guardian will :

- support the student with basic IT set up
- ensure a safe, quiet and appropriate environment for Online tutoring to take place at home for the student
- remain at 'listening- distance' for the duration of the Online Session
- not share personal email addresses or phone numbers with the tutor and will conduct all correspondence through the business email
- will consent to the recording and storage of each Online session in the understanding that the sessions may be monitored



Registered in England number 03911174

Registered Office: Your Community Schools Limited, The Enterprise Centre, PO Box 656, Bury St Edmunds, IP30 9WR



The Student will:

- only receive online tutoring at the designated tutoring times and dates
- receive online tutoring with a parent/guardian at listening-distance
- have their mobile phone on silent and out of gaze during the online session
- never disclose their email address or mobile number to the tutor, all contact will be via the Community school email
- will consent to the recoding and storage of the online sessions in the understanding the sessions may be monitored. The recoded sessions can form an effective revision library
- will receive the online tutoring without disruption or the involvement of anyone else

The Designated Safeguarding Lead is Claire Meadows-Smith who can be contacted on claire@thecommunityschools.co.uk or 0774 703 7441

C. Meadows-Smith 26/10/2022