

THE COMMUNITY SCHOOLS ONLINE SAFETY GUIDE

Reviewed on 10th February 2025 by Claire Meadows-Smith – Principal and Wedny Meadows-Smith Director of Online Learning

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 Pencil Spaces
- 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.

The Community Schools CIC is a **not-for-profit cooperative** of qualified teachers dedicated to providing safe and affordable access to the highest quality tutoring according to needs that are not properly satisfied by the education system.



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 Gordon Leathers who can be contacted on

gordon@thecommunityschools.co.uk or 0774 703 7441

Next Review Date September 2025