**Looked after children tuition – Online Safeguarding Policy**

This online safeguarding policy is to be read and used in conjunction with existing and updated Safeguarding guidelines.

1. Teachers must be completely professional throughout tutoring sessions.
2. Teachers must treat students (LAC) in exactly the same way as they would a pupil at Orley Farm School.
3. Teachers will be provided with name and contact details of the carer and student before the first lesson.
4. Lesson times must be agreed in advance with the student and their carer and the lesson scheduled by the teacher.
5. When students join the online lesson, they must have their carer present. Please do not start the lesson if this is not the case.
6. If the carer is not able to be present, another member of staff (from Orley Farm School or the Virtual School) will be invited to the lesson, this member of staff will not be required to attend for the whole lesson but will have the opportunity to ‘drop-in’ at any time. They should aim to drop-in for 10% of lesson times and keep a record of these visits.
7. Abi Morgan will keep a record of all lesson times; it is the teacher’s responsibility to ensure Abi has the required up-to-date information.
8. All scheduling will be done by the teacher with the carer. Teachers will not schedule follow up lessons or further sessions without the carer and student’s knowledge and consent.
9. Teachers will have a neutral background for tutor sessions.
10. Teachers will make sure the screen used behind the session is clear and there is no personal information along the tool bar etc.
11. At the end of the interview the teacher must end the meeting for all.
12. All students and teachers should have their web camera on at all times.
13. Lessons should NOT be recorded.
14. If teachers have any safeguarding concerns, they must report it to the appropriate person as soon as possible. This should be the Designated Safeguarding Lead for the school of the teacher taking the lesson. For Orley Farm School this is Matthew King.

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