ProEd

SAFEGUARDING FOR ONLINE TEACHING OF UNDER 18S

POLICY INTENDED FOR:	Staff, Students
CATEGORY:	Safeguarding
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

Overview

This document is intended to provide best practice guidance for safeguarding in the provision of online teaching for under 18s. Online teaching can take many forms and this document aims to cover those used by ProEd, but may not cover every eventuality. This document, whilst providing general guidance, is written specifically to cover Microsoft Teams.

Recruitment of teaching staff

Teachers/Tutors should be recruited following the same safer recruitment principles as they would if they were recruited for a face-to-face role. All teaching staff must have a valid DBS check completed before commencing any online teaching.

Adding members

Both students and teachers must not use personal email addresses to access online teaching, a ProEd account, should be used instead. This allows membership of the platform to be actively monitored, prevents access to personal email addresses of other students and tutors, ensures all parties are using their actual names, and ensures only those who are authorised to be in the classes have access.

Students will be sent clear instructions on how to download and use Microsoft Teams prior to the start of the course.

When an individual student's course ends, they will be removed from the Team.

Creating teams

Within the Teams individual private channels should be created for each class. Only students who are in these classes should be added to these class channels. Setting these to private ensures that only students who are authorised to do so, can access the channel, and the meeting.

Inductions

All teaching staff should have an induction into using Microsoft Teams prior to the start of the online classes. Particular attention will be given to making sure teachers/tutors know how to blur/change their background and how to use the screen share facility so that only what they intend to share is visible. It is recommended to record this session and make it available to teaching staff to refer back to, should they need to.

Web cams

The use of web cams can aid in the delivery of teaching and help with student engagement. Students can be encouraged to use web cams but should have the option to keep it turned off if desired. Students should, where possible, be in a communal area of their homes with parents/guardians in nearby attendance. If the only space available is in their bedroom, then the door should be open. Tutors should have webcams turned on and should have a neutral background behind them or make use of the virtual backgrounds available through Teams.

Code of conduct

Tutors must act ethically, treating students with fairness and courtesy while upholding clear professional boundaries. Punctuality, appropriate dress, and a professional online presence are essential. Safeguarding student welfare is a priority, and tutors must adhere to ProEd's safeguarding policies, reporting any concerns promptly. Confidentiality must be maintained at all times, with strict adherence to data protection regulations, ensuring student information is not shared or misused.

Monitoring

Members of the Management Team should be added to the Teams and have access to all channels. Students and tutors should be made aware that members of the Management team may drop in from time to time to monitor lessons. For teacher's/tutor's first lesson it is recommended that a member of Management is present at the start to make sure the lesson

starts as intended. If any recordings of lessons do take place the consent of all present in the class must be obtained.

One-to-one classes

All one-to-one lessons must be recorded to ensure the safety and well-being of both students and tutors. These recordings serve as a safeguarding measure by providing a full record of the session. Students must be informed in advance that the lesson will be recorded. Once the session is completed, the recording should be promptly sent to the ProEd Management team and securely stored on a protected server in compliance with data protection regulations.

Reporting concerns

If tutors or students have any concerns during or after the session, they must contact the Operations Director for further guidance.