



LearnIt Cambridge's Contact Details:

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LearnIt Cambridge – Child Protection and Safeguarding

LearnIt Cambridge and all tutors working in collaboration with *LearnIt Cambridge* are committed to ensuring that learners receive tuition in a congenial and safe environment and that they are treated with the highest possible standards of care.

LearnIt Cambridge and all tutors working in collaboration with *LearnIt Cambridge* are members of the Tutor's Association ('TTA'). As members of this body, we are committed to complying with the TTA Code of Conduct, which includes detailed provisions on safeguarding and child protection. Below is a summary of our principles and practices. For more information, please refer to the TTA Code of Conduct at [Code of Practice \(https://thetutorsassociation.wildapricot.org/code\)](https://thetutorsassociation.wildapricot.org/code) or contact *LearnIt Cambridge*.

Child Protection and Safeguarding

A child/young person is defined as a person under the age of 18 (The Children's Act 1989 and 2004, and the Children and Young Person's Act 2008).

The director and all tutors working in collaboration with *LearnIt Cambridge* hold an enhanced DBS certificate ('DBS') and subscribe to the government's DBS Update Service.

LearnIt Cambridge and all Tutors working in collaboration with *LearnIt Cambridge* are committed to the safeguarding of children and young people and to the following principles.

- The welfare of children and young people is paramount. This is not limited to learners but extends, for example, to the siblings or relations of learners.
- All reasonable steps should be taken to protect children and young people from harm, discrimination and demeaning treatment and to respect their rights, wishes and feelings.
- Tutoring should take place in a safe environment and learners' contributions valued, irrespective of their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.
- Tutors should respect the cultural background and values of the children and young people whom they tutor, subject to the principle that the child/young person's welfare is paramount.
- Any suspected child protection incidents should be taken seriously and dealt with swiftly and appropriately and in accordance with statutory recording and reporting requirements (for further details see the TTA Code of Conduct).



- Tutors who work with children should seek guidance and/or training in good practice and child protection procedures and should work in partnership with parents and children.
- Tutors should provide a caring, positive, safe and stimulating environment in which learners can study and learn and which promotes the wellbeing of the children being taught.

Face-to-Face Lessons

When face-to-face lessons take place at the learner's house, the parent or legal guardian undertakes to ensure that they (or a responsible adult whom they nominate) are always available and within earshot of the lesson. It is the responsibility of the parent/guardian/nominated responsible adult to ensure that this is always the case.

Furthermore, the parent or legal guardian undertakes to provide a suitable, quiet and appropriate study place (e.g., not a bedroom).

If these conditions are not complied with, the Tutor may refuse to teach the lesson (or the remainder of the lesson), which will then be considered as a Student's No-Show.

Online Lessons

LearnIt Cambridge and tutors collaborating with *LearnIt Cambridge* deliver online teaching to learners under 18 using some of the most popular video conferencing platforms (such as Zoom, Skype, etc.). These applications allow tutors to share their screen and to display Powerpoint presentations, documents and other educational resources. They do not give them access to or control over the learner's device.

If a learner is under 18, the tutor will invite both the learner and their parent/guardian to each lesson using an emailed meeting invitation. Parents/guardians are welcome to join at any time to observe the lesson. Tutors will send a new, unique meeting link prior to each lesson. Tutors will use the waiting room/lobby feature to ensure that they have full control over access to the meeting.

In line with the safeguarding recommendations of TTA, and subject to the parent/guardian giving their explicit consent in advance, online tutorials with children/young people will be recorded and stored securely and in accordance with the data protection policy of *LearnIt Cambridge* for a period not exceeding six months. Recordings will be deleted promptly and irretrievably on request of the parent/guardian or, when the learner is over the age of 18, the learner themselves, unless these recordings are needed for an investigation or are under the scrutiny of the authorities. Recordings will never be shared with third parties or used for any purpose other than the reference of the tutor or learner, or to satisfy a statutory requirement or obligation.

A parent or guardian must be always available and within earshot of the tutorial; it is the responsibility of the parent/guardian to ensure that this is the case.

If these conditions are not respected, the Tutor may refuse to teach the lesson (or the remainder of the lesson), which will then be considered a student's No-Show.



Work-Related Interactions

All e-mails sent by *LearnIt Cambridge* or by tutors collaborating with *LearnIt Cambridge* to learners under the age of 18 will be copied to the learner's parent or legal guardian. Similarly, all didactic tools and resources sent or shared by The School, some of which are third-party (e.g, Quizlet), will always be sent both to the learner and their parent or legal guardian.

Non-Work-Related Interactions

It is *LearnIt Cambridge's* policy, and therefore also the policy of all collaborating tutors, not to contact or allow contact requests from learners under the age of 18 on any social media platforms or to engage in any conversation via text messaging or social media with learners under the age of 18. If a tutor has an existing social media connection with the family of a learner who is under the age of 18 (or with the learner themselves), this will be disclosed to *LearnIt Cambridge* by the tutor and the family will be asked to give explicit consent for the learner to be taught by this tutor.

I have read the 'Child Protection and Safeguarding' document above and I agree with all that is outlined above. I promise to explain the above to the minor Learner. I promise to always be available and within earshot of the tutorial. I will make sure that the Learner will also understand the above:

Date: _____

Learner's print name: _____

Client's (parent or guardian) signature:
