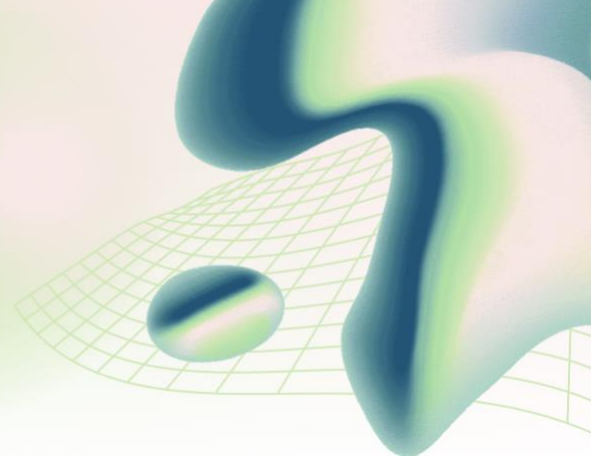# ONLINE TUTORING ACCREDITATION

Evaluating safeguarding standards in online tutoring

1. Safeguarding Standards Appropriate to 1:1 and Small Group Online Learning

Criteria:

☐ **Appropriateness:** The tutoring platform and activities are age-appropriate and aligned with safeguarding principles.

Comments:

☐ **Accessibility:** The safeguarding policy and procedures are readily accessible to all users (tutors, learners, parents/guardians).

Comments:

☐ **Training:** Tutors receive regular safeguarding training relevant to the online environment.

Comments:

☐ **Supervision:** Adequate supervision mechanisms are in place, especially for new tutors.

Comments:

☐ **Environment:** Tutors use professional and appropriate backgrounds and are presentable and respectable online.

Comments:

Summary:

    ☐ Fully complies with the GOER standard

    ☐ Partially complies with the GOER standard

    ☐ Falls below the GOER standard

Overall Significant Comments:

2. Online Safety Policies and Procedures

Criteria:

☐ **Acceptable Use:** A clear acceptable use policy is in place that covers online behaviour, communication, and content.

Comments:

☐ **Monitoring:** Systems are in place to monitor online interactions for potential safeguarding concerns.

Comments:

☐ **Reporting Mechanisms:** Clear reporting mechanisms are available for learners, tutors, and parents/guardians to report concerns.

Comments:

☐ **Incident Response:** A defined incident response plan is in place to address safeguarding incidents promptly and effectively.

Comments:

☐ **Cyberbullying:** Policies address cyberbullying and online harassment.

Comments:

Summary:

☐ Fully complies with the GOER standard

☐ Partially complies with the GOER standard

☐ Falls below the GOER standard

Overall Significant Comments:

3. Tutor Background Checks and Vetting

Criteria:

☐ **Background Checks:** Comprehensive background checks are conducted on all tutors before they begin tutoring.

Comments:

☐ **Reference Checks:** References are thoroughly checked to verify the tutor's suitability for working with children/vulnerable individuals.

Comments:

☐ **Identity Verification:** Tutor identity is verified to prevent impersonation.

Comments:

☐ **Ongoing Monitoring:** Systems are in place for ongoing monitoring of tutor conduct.

Comments:

☐ **Training Verification:** Verification of tutors possessing/ having completed up to date training.

Comments:

Summary:

☐ Fully complies with the GOER standard

☐ Partially complies with the GOER standard

☐ Falls below the GOER standard

Overall Significant Comments:

4. Reporting and Escalation Procedures

Criteria:

☐ **Clear Procedures:** Clearly defined reporting and escalation procedures are in place for safeguarding concerns.

Comments:

☐ **Training:** Tutors are trained on how to identify and report safeguarding concerns.

Comments:

☐ **Designated Safeguarding Lead:** A designated safeguarding lead is available to handle safeguarding reports and provide guidance.

Comments:

☐ **External Reporting:** Procedures are in place for reporting concerns to external agencies (e.g., local authorities, police).

Comments:

☐ **Record Keeping:** Accurate records are maintained of all safeguarding reports and actions taken.

Comments:

Summary:

☐ Fully complies with the GOER standard

☐ Partially complies with the GOER standard

☐ Falls below the GOER standard

Overall Significant Comments:

5. Parental Involvement and Communication

Criteria:

☐ **Informed Consent:** Parents/guardians provide informed consent for their child's participation in online tutoring.

Comments:

☐ **Communication Channels:** Clear communication channels are established between tutors, parents/guardians, and the tutoring company.

Comments:

☐ **Feedback Mechanisms:** Mechanisms are in place for parents/guardians to provide feedback on the tutoring service and safeguarding practices.

Comments:

☐ **Access to Information:** Parents/guardians have access to information about the tutoring program, safeguarding policies, and procedures.

Comments:

☐ **Safeguarding Awareness:** Information is provided to parents on how to support their child's online safety.

Comments:

Summary:

☐ Fully complies with the GOER standard

☐ Partially complies with the GOER standard

☐ Falls below the GOER standard

Overall Significant Comments:

6. Data Privacy and Learner Protection in Safeguarding Context

Criteria:

☐ **Data Protection Policies:** Clear data protection policies are in place that comply with relevant data privacy regulations (e.g., GDPR, CCPA).

Comments:

☐ **Data Security:** Adequate security measures are in place to protect learner data from unauthorized access, use, or disclosure.

Comments:

☐ **Data Minimization:** Only necessary learner data is collected and retained.

Comments:

☐ **Data Retention:** Clear data retention policies are in place that specify how long learner data is retained and how it is securely disposed of.

Comments:

☐ **Consent for Data Use:** Explicit consent is obtained from parents/guardians for the collection, use, and sharing of learner data.

Comments:

Summary:

☐ Fully complies with the GOER standard

☐ Partially complies with the GOER standard

☐ Falls below the GOER standard

Overall Significant Comments:

Accrediting Score Summary

☐ Fully complies with GOER safeguarding standards

☐ Partially complies with GOER safeguarding standards

☐ Falls below GOER safeguarding standards

Final Comments: