

Tutoring and Online Tutoring Policy

Policy statement

For the purposes of this policy, tutoring or coaching is defined as additional support that is given to pupils beyond that which is within the School curriculum ordinarily delivered in the classroom or as part of a teacher's contracted and expected support of any individual pupil. This may involve individual or small group support and usually involves a regular commitment of time.

Tutoring or coaching is consequently not defined as engaging a teacher to teach a pupil a subject that is not ordinarily taught by the School for example, a language (often the pupil's first language). Such appointments are teaching appointments and hence, entail teacher recruitment. As a consequence, all procedures that are outlined in the Recruitment Policy must be followed. A suitable period of advance notice is required by Human Resources for all such appointments to allow the necessary checks to be completed to ensure the safeguarding of all concerned.

Since the beginning of the Global Covid-19 Pandemic, the nature of tutoring for pupils has developed and progressed into the form of online tutoring.

Box Hill School cannot endorse, promote, or advertise private tutors. The School cannot provide the necessary oversight of quality of private tutors not act if the service provided is unsatisfactory. Further, the School is not in a position to monitor the actions of tutors to ensure that they comply with the requirements of the JCQ or the appropriate exam boards.

Where the School becomes aware of a breach of regulations by a tutor our policy is to report the matter to the individual's employer or the relevant body as appropriate. Where the actions of a tutor cast doubt on the authenticity or integrity of a pupil's work, then the School will take whatever action it deems necessary to address the matter and to comply with the requirements of JCQ or any other body. The School will not provide information about pupils or their progress to private tutors.

Neither will the School assess or comment on work done by a pupil for a tutor. The School will provide access to information on tuition provided by public education bodies such as Colleges and Universities. This does not apply to activities held on the premises of such bodies but organised by external providers.

Tutoring undertaken by Box Hill School staff

1. Current pupils

The School's position is that ordinarily no member of staff may engage in tutoring or coaching current pupils for financial reward. It is expected that staff will provide all necessary support for the School's pupils as a usual part of their working day.

If there are particular individual pupil circumstances that may mean that tutoring or coaching current pupils for financial reward is potentially appropriate this must be discussed with the Headmaster. It is the Headmaster who will make the final decision as to whether such an arrangement is allowed to be made. The Headmaster will consider such areas as safety of both staff and pupil, location of tutoring, potential conflict of interest issues and corruption risks.

If such an arrangement is agreed by the Headmaster (and the necessary paperwork completed by the Head's Office - see Appendix One) it is vital that staff abide by the School's Safeguarding Policy, Code of Conduct and the One-to-One Policy. It is the staff member's responsibility to ensure that all such earnings are appropriately declared to HMRC.

2. Past pupils

If a past pupil approaches a member of staff to engage in tutoring or coaching for that particular individual, this must be discussed with the Headmaster.

No member of staff should be using the School's pupil database to actively search for tutoring or coaching opportunities; to do so would represent a breach of GDPR. This applies equally to staff who leave the School's employment.

Tutoring undertaken by external tutors

1. Day pupils

If the parents of a day pupil make arrangements to use a private Tutor outside of the School day and away from the School's premises this is not something that the School would ordinarily become involved in. If, however, the School becomes aware of unsafe practice that raises safeguarding concerns for one of its pupils, it would act. In addition, the School is able to advise parents on the areas to consider to best safeguard their child however, the School is not able to recommend any particular Tutors or Tutor Agencies.

No day pupil may arrange for a private Tutor during School hours or on School premises without agreement with the school Head of Year and/or Head.

2. Boarding pupils

In person tutoring for boarding pupils

We cannot promise parents that if they engage a private Tutor to be used after the School day that we will agree to this; in most cases it will not be possible.

If a parent believes that a Tutor is necessary and chooses to use a reputable Tutoring agency which has its own local tutoring premises (that are not in a private home) then it might be possible for a Tutor to be used, although permission must be sought from the Headmaster. In such cases, there is not a contractual relationship between the Tutor and the School, but between the parents and the Tutor. However, the School will seek assurances from the agency concerned that all the necessary recruitment and safeguarding checks have been undertaken. It must be recognised that not all agencies check their staff in the rigorous way that Schools will do so and hence, as a School we are

unable to recommend any particular Tutoring agencies to parents who ask. The School will therefore retain the right to refuse the use of a Tutor if they believe that such processes have not been correctly followed.

If tutors are to come into School for a boarding pupil, they will be required to complete all preappointment checks required by the School (this will include a DBS check) and complete the safeguarding training necessary to work on site. This will be at the expense of the family who have engaged the tutor.

Under no circumstances can a member of Box Hill staff recommend a tutor to a pupil.

Electronic tutoring for boarding pupils

It may be possible for boarders to receive tutoring by electronic means, using School approved software, such as Zoom. This will need to be discussed with the Headmaster, Deputy Head Pastoral, Assistant Head Pastoral on a case-by-case basis. Sufficient time will be required to undertake a suitably risk assessed approach and to allow discussion with the IT department.

If a parent wishes for their child to receive electronic tutoring, they will need to complete the electronic form providing all of the required information. Parents will need to state that they accept full responsibility for the tutor that they have put in place, while certain elements of the safeguarding will be delegated to House/duty members of staff. See Appendix 2.

If it agreed that a pupil can receive tutoring in this way then the pupil must be on School premises supervised in a safe space by agreement with the House Parent. The School reserves the right to refuse the use of a Tutor. Pupils will also need to adhere to the Online Tutoring Code of Conduct. See Appendix 3.

Boarders out of School time

If the parents of a boarding pupil make arrangements to use a private Tutor outside of the boarding School day (for example when at home at weekends or if home mid-week with a guardian) and away from the School's premises this is not something that the School would ordinarily become involved in. If, however, the School becomes aware of unsafe practice that raises safeguarding concerns for one of its pupils, it would act. In addition, the School is able to advise parents on the areas to consider to best safeguard their child however, the School is not able to recommend any particular Tutors or Tutor Agencies.

CLo/HRO
September 2023
Review date September 2024

Appendix One

Permission form for private tuition – Box Hill School

Box Hill School acknowledges that private tuition can often be helpful to a pupil to develop understanding and confidence outside of normal curriculum study.

The School has crafted a curriculum which meets the need for age appropriate advancement and it is also an expectation that where possible staff will support pupils and offer suitable revision sessions or study skills to prepare for exams.

To avoid a potential conflict of interest, pupils are encouraged to seek tuition support by recognised external agencies in the first instance.

However, there are some circumstances where internal private arrangements between pupils and staff can be authorised.

Notes:

By undertaking private tuition of a Box Hill School pupil, the teacher agrees that they will declare all associated private revenue to the appropriate agency for taxable income. The parent will pay for tuition at a mutually agreed hourly rate.

The teacher will not modify in any way their internal class support of the pupil concerned or the other pupils in the class.

The teacher will nevertheless at all times behave in a way which meets the standards and codes of conduct expected in a professional School environment and pay due regard to safeguarding policy.

There is an acceptance by all parties that this agreement does not imply any shortfall of subject learning provision by the School.

All parties agree that the provision of tutoring may cease at any time.

Signed by:

Pupil:

Print Name:

Date:

Parent:

Print Name:

Date:

Teacher:

Print name:

Date:

Headmaster:

Date:

Form to be completed by all parties and copies disseminated by BHS

Appendix 2

Online Tutoring in Boarding House

House Staff Responsibility:

1. The House Parent/duty member of staff has primary responsibility for the welfare and safety of the pupil during a tutoring session and should be present or available to deal with any concerns or incidents reported by the pupil.
2. Following the session, it is also the duty of the House Parent/duty member of staff to ensure the wellbeing of the child if they have been affected by anything said or done by the tutor.
3. If the House Parent/duty member of staff is alerted by the pupil to any inappropriate behaviour/language or information by the pupil or they witness any inappropriate behaviour/language or information by the tutor, they should immediately speak to the tutor, state their concern and inform them they are terminating the session. The incident should then be reported to the Assistant Head and Deputy Head Pastoral to take appropriate action.
4. The pupil should have no further contact with the tutor involved in the incident until it has been followed up the Pastoral Team.
5. If the House Parent/duty member of staff is alerted by the pupil to any inappropriate or abusive images or they witness any inappropriate or abusive images displayed by the tutor, they should immediately speak to the tutor, state their concern and inform them they are terminating the session. The parent/responsible adult should inform (in all cases) the Assistant Head and Deputy Head Pastoral of the incident to ensure the correct next steps are taken.

Appendix 3

Online Tutoring Code of Conduct

- The safeguarding of pupils is paramount and takes precedence over all
- Pupils must identify a suitable environment for the call. It is discouraged, where possible, that pupils make video calls from their bedroom.
- Pupils must ensure appropriate clothing for the session.
- Pupils should ensure no personal items visible in the background and that other pupils are not in view of the tutor.
- Parents must ensure that tutors are from a reputable company where the relevant safeguarding training has been completed.
- Pupils should not share overly personal details with their tutors, including their personal contact details, social media accounts etc.