



Learning Academies Online Guidance Form for Parent's/Guardians

You are receiving this Guidance Document and Consent Form as the parent/guardian of a student accessing online tuition with Learning Academies.

The safeguarding of your student and their tutor(s) is paramount and we ALL have a critical role to play in achieving an effective, safe and enjoyable learning online experience. This document outlines your responsibilities in relation to this. If you have any concerns in relation to any of these points please call Head Office on 01206 252152 or email info@learningacademies.co.uk. By working effectively together we are able to make your child's online tuition an effective, safe and enjoyable experience.

In allowing your child to access online tuition you agree to

- Storing your student's log in details securely and safely.
- Ensuring that your child only accesses their tuition room at the previously agreed times/dates. Outside of these times, your child would enter a secure Virtual Waiting Room until their tutor approves access. Please be reassured that they will not be able to see or communicate with any other learners.
- Ensuring that any absence is notified to Head Office (01206 252152) at the earliest possible time. We treat online learning in just the same way as 'face to face' learning in school. So, if your child is unable to make a session, it's really important that we know as early as possible.
- Ensuring that communication outside of tuition time is only held directly with your allocated Education Director or a member of the Head Office team. We ask that communication directly with tutors outside of your child's tuition time does not happen as they may well be in other sessions and working with other children. You are always welcome to call Head Office if there is a concern. (01206 252152).
- The recording of the tuition session, by the tutor, for the purpose of safeguarding. Sessions are stored securely by Learning Academies for a maximum of one month, at which point the recordings will be deleted. They will only be accessed for the purpose of safeguarding if a concern is shared.
- Ensuring that a responsible adult remains in close proximity to the student during tuition sessions. We define close proximity as being within the same building and within calling distance. If an adult is not available at the student's home, the lesson will, unfortunately, not be able to go ahead. The adult supervising in the home should confirm their presence at the start and end of each session.
- Ensuring a safe and suitable learning space is provided. This should usually be within a shared family space – ideally not in bedrooms or bathrooms. A room with windows and open curtains is ideal. If your child's bedroom is the only suitable space then we request that you encourage them to keep the door open. It is useful for your pupil to be away from other noise (as much as is possible!) and we ask that you consider what is visible in the background, remaining mindful that other students may be present if your child is working in a small group. Inappropriate or confidential documents/images (e.g. bank statements) should not be in view.
- Overseeing the suitability of the hardware your child is using to access online tuition, ensuring that only the Virtual Tuition room is open during sessions. By hardware, we mean the computer or laptop that your child is using.
- Ensuring students, and other members of the household, are appropriately clothed. Reminding family members who may appear in the background of a video of the session in hand is a good idea!
- Reminding your student to switch off their mobile phones during their tuition sessions.

- Allowing a member of the Learning Academies Senior Leadership team, to 'drop in' to sessions as part of our ongoing safeguarding and quality assurance process. They will aim to be as unobtrusive as possible and will be introduced to your child by their tutor.
- Notifying Learning Academies if you are aware of anyone who lives in your household, or visits, has previously been disqualified from working with children.
- Sharing with your child's school, their tutor and/or Head Office any concerns you may have in regards to safeguarding. The Learning Academies Designated Safeguarding Leads are shared listed on the Learning Academies website at <https://learningacademies.co.uk/safeguarding/>

IF YOU HAVE ANY QUESTIONS PLEASE SPEAK TO YOUR CHILD'S CLASS TEACHER OR TO A MEMBER OF THE LEARNING ACADEMIES TEAM

info@learningacademies.co.uk

Academy House, 39 Hazel Close, Thorrington, Colchester, Essex, CO78HJ
01206 252152.

Thank you