



Team Up - Remote Learning

Team Up is committed to providing students with a safe learning experience, whether conducted face to face or remotely.

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per Team Up's Safeguarding and Child Protection Policy which can be viewed on our website; where appropriate, referrals should still be made to children's social care and, as required, the police.

Normal safeguarding procedures for reporting issues will remain in place, with tutors or students able to raise concerns to their Programme Manager or to the Designated Safeguarding Officer via email or telephone call.

Considerations for remote learning

Tutorials

- As with face to face tutorials, volunteers will not be permitted to conduct tutorials with a student until they have been vetted with an enhanced DBS with barred children list check, and until they have successfully completed tutor training including Team Up's safeguarding training. Furthermore, between April and July 2020 and unless otherwise specified, all tutors will have taken part in previous Team Up programmes as volunteer tutors, and thus be known to Team Up staff.
- Volunteers should only conduct tutorials online using the approved platform Bramble.
- Team Up's Head of Programmes will be a part of each tutoring session, entering the video call between tutors and pupils at intermittent points during the session. Furthermore, recordings will be monitored by Team Up's Head of Programmes to ensure tutorials are professional, and the recordings will be retained as long as the pairing is online with us so they can be reviewed if any issues arise.
- PMs will carry out thorough briefings before sessions and debriefs after sessions so that tutors can raise any safeguarding issues if they are not able to raise them during the session.

Holding Remote Sessions - Video Recorded Platforms

- Volunteers/staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas of the home, with doors open and a parent/carer in close proximity during the session.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.



Team Up : Remote Learning - Safeguarding

- Live session should be kept to a reasonable length of time (no later than a start time of 6:30 pm), or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Parents/carers are advised to supervise these tutorials.
- If any tutors, students or staff are deemed to be sharing inappropriate content, they will be removed from the platform and appropriate safeguarding measures will be followed according to our Safeguarding Policy.

Holding Remote Sessions - Emails and Phone Calls

- If a student or tutor is unable to partake in tutorials via the online platform, emails can be sent to conduct tutorials instead. The Programme Manager should be cc'ed into every email. Tutors should alert their Programme Manager if they are concerned or if the communication falls outside the student and tutor codes of conduct. Pupils should alert their Programme Manager or, on West London Zone programmes, their Link Worker if they have safeguarding concerns.
- If this is not possible, we will permit tutorials to be held over the phone. Please note that these should be held in a communal area of the tutor's house with other people present, and the student should have a parent or carer present. **This would not be a suitable option for tutors who live alone.**