

GAP Learning Zone – Online Tuition Policy

Policy Statement

GAP Learning Zone is committed to providing high-quality, inclusive, and safe online tuition for all learners. Our virtual sessions are designed to support learners' academic progress, well-being, and personal development while ensuring the safeguarding of all participants. This policy outlines the principles, expectations, and procedures that govern our online tuition offer.

Aims and Objectives

- Deliver accessible and differentiated online learning to all students, including those with Special Educational Needs and Disabilities (SEND).
- Maintain a safe, respectful, and professional online learning environment.
- Ensure robust safeguarding procedures are upheld in all virtual sessions.
- Provide families with clear communication and accessible resources to support remote learning.
- Uphold our commitment to equality, inclusion, and data protection across digital platforms.

Safeguarding and Online Safety

This policy is guided by our Safeguarding and Child Protection Policy and reflects the principles of Keeping Children Safe in Education (KCSIE 2023), Working Together to Safeguard Children (2018), and the Early Years Alliance safeguarding framework.

Key Safeguarding Measures:

- All tutors hold enhanced DBS checks and receive regular safeguarding and online safety training.
- Sessions will only take place via approved, secure platforms such as Zoom, Google Meet, or Microsoft Teams.
- Students should access lessons from a shared or open family space where appropriate. A parent/carer must be aware of the timing and nature of each session.
- No online tuition will take place in private chat formats or outside scheduled sessions.
- Sessions will not be recorded unless explicit written consent has been obtained from parents/carers and GAP management.

Accessibility and Inclusion

Aligned with our Accessibility Plan (Section 5), we will:

Provide screen-reader compatible materials.

Offer captioned or subtitled video content when possible.

Adjust teaching materials to support students with visual, hearing, cognitive, or physical impairments.

Deliver differentiated resources based on individual learning plans or EHCPs.
Ensure staff receive regular CPD on inclusive teaching and accessibility tools.

Roles and Responsibilities

Role	Responsibility
Tutors	Plan, deliver, and assess high-quality, inclusive online sessions. Maintain safeguarding and professional conduct.
SENCO/Lead Educator	Oversee differentiation, ensure accessibility of content, review EHCP alignment.
Digital Learning Lead	Monitor online platforms, conduct tech checks, ensure virtual learning systems are secure.
Parents/Carers	Support children during sessions, ensure the learning environment is suitable, report concerns promptly.
Students	Engage respectfully, follow behaviour expectations, communicate any challenges.

Conduct and Behaviour Online

All participants must use appropriate language, dress modestly, and behave respectfully. Students must not share meeting links or passwords. Tutors and learners must not engage in one-to-one unsupervised communication via text, social media, or outside session platforms. Misconduct will be addressed in line with GAP Learning Zone's Behaviour Policy. Data Protection and Confidentiality

GAP Learning Zone complies with the Data Protection Act 2018 and UK GDPR. Personal data shared during sessions will be kept confidential and securely stored. Online documents are shared through protected links, and access is limited to necessary stakeholders.

Technical Requirements

Learners should have access to a stable internet connection, a device with a camera/microphone, and an appropriate learning environment. Technical support can be requested through the Digital Learning Lead.

Parental Communication and Feedback

Weekly updates and resources will be shared via email or an online portal.

Parents/carers are encouraged to provide feedback through termly surveys.

Any concerns should be directed to the Designated Safeguarding Lead or Centre Manager.