

Online Tuition and Acceptable Use Policy

Whitemere Tutoring | Anna Prudente-Poulton | 29 September 2026

This policy sets out how online lessons work at Whitemere Tutoring and the shared expectations that help them stay safe, respectful and useful. Online tuition is an option alongside in-person tuition. Arrangements can be adapted to the learner's age, needs and agreed support, while safeguarding remains a priority.

Before a lesson

- I agree the lesson platform, time, joining details and main contact with the adult learner or with a child's parent or carer. Joining links should not be shared with others.
- For a child, a parent or carer should know when the lesson is taking place and be available if needed. We agree in advance whether a support person will be present or nearby.
- The learner should work in a suitable, reasonably quiet space. A shared living area is preferable for children; a bedroom is generally unsuitable unless an agreed need makes another arrangement necessary.
- We agree any access needs in advance where possible, including breaks, camera use, screen sharing, a supporter, or alternative ways of responding.

During a lesson

- I may use shared documents, screen-led activities, games, quizzes, images and sources chosen for the lesson. The learner may participate by speaking, typing, pointing, or another agreed method.
- Everyone should speak respectfully and avoid abusive language, harassment, discriminatory material or content unrelated to the lesson. I may pause or end a session if conduct or a technical problem makes it unsafe or unworkable.
- Learners do not have to have their camera on. We will agree another way to communicate and participate that works for the learner and allows me to manage the lesson safely.
- Only the people agreed for the lesson should join. Please tell me if another person enters or is listening. Private information or images about others should not be shared on screen without a good reason and permission.

Messages, files and recordings

- For children, arrangements and messages outside lessons normally go through the parent or carer. I do not use private social media contact with a child learner.
- Please use agreed channels for lesson materials and enquiries. Do not post meeting links, lesson materials, another learner's work or screenshots publicly.
- Lessons are not routinely recorded. Neither I nor a learner or family should record, photograph or capture a lesson without discussing and agreeing the purpose, access and storage in advance. Separate permission is needed before any recording or image is used publicly.

If something goes wrong

If the connection fails, we will try the agreed contact route and decide whether to resume, rearrange or use another suitable activity. Please tell me promptly about a safety concern, unwanted contact, accidental sharing or inappropriate content. For an immediate risk of harm, call 999. I will follow the Whitemere Tutoring Safeguarding Policy where relevant.

Personal information

I use information needed to organise and deliver lessons and handle it in line with the Whitemere Tutoring Privacy Policy. Some agreed online platforms process information under their own terms and privacy notices. I will explain the tools I plan to use where this affects the learner.

Related documents

Please read this policy alongside the Safeguarding Policy, Privacy Policy and Terms and Conditions. Any lesson-specific arrangement agreed in writing can clarify how these expectations work for an individual learner.