

Earthlings Learning Safeguarding Policy 2025



At Earthlings Learning, we aim to create a safe, healthy and supportive environment for all students. The emotional and physical health of my students is of paramount importance to me as a tutor, and I take responsibility for monitoring and reporting any potential safeguarding issues that may arise.

The following document outlines the safeguarding procedures in place to protect your child during online sessions and in-person fieldtrips. It also includes actions you can take at home to ensure your child's safety during online sessions

Identity security

- Upon joining courses, parents or guardians are required to complete a registration form highlighting any special educational needs or personal circumstances that may require additional safeguarding consideration.
- On first joining the course, students are required to join with a camera turned on, so that I can confirm their identity and ensure no adults are impersonating a minor to join the classes.

Tutor conduct

- I have a responsibility to maintain professional conduct during online classes, whether during group courses or delivering one-to-one sessions.
- My sole responsibility is the provision of tutoring for the appropriate course; however, I also have a legal and moral duty of care to recognise, respond appropriately and report any safeguarding issues that arise.
- Although my direct contact with students is very limited, to the best of my ability will uphold my duty of care in preventing any form of abuse that may arise during classes and identify any safeguarding issues that may occur outside of the classroom. Interactions using microphones and the global chat during classes to prevent any bullying/harassment/discrimination. To prevent any person-to-person interactions I can't monitor student-to-student chatting is disabled during classes.

Student conduct

- There is a zero-tolerance policy towards any form of abuse or discrimination based on ethnicity, sexual orientation, religious views, or any other protected characteristic. Any issues arising in this manner will be addressed with a three-strike policy.
 - **First Strike:** The issue will be raised directly with the parents or guardians concerned via email or phone call.
 - **Second Strike:** A formal virtual meeting will be held with the parents or guardians to discuss the ongoing behaviour and potential consequences.
 - **Third Strike:** Further disciplinary action will be taken, ranging from limiting access to the microphone/chat during the lessons to expulsion from the course.
- Students are encouraged to undertake classes in communal spaces, such as living rooms. If this is not possible, students can also join from private spaces like bedrooms, provided the door is left open. This is so ideally, they are within earshot of parents or guardians.
- Students should be appropriately dressed during online classes, whether they have their cameras active or not.
- Parents are welcome to sit in on classes whenever they like. To ensure the safety of other students during the class, they may not interact with other students, but they may observe at any time.
- Students are actively discouraged from communicating directly with me via social media. They may submit their homework to me directly via Google Classroom, where they can also send comments and receive feedback in their own Google accounts with parental consent.

Direct contact during classes.

- During classes, students may speak directly with me using their microphones.
- To enable students experiencing anxiety to ask and answer questions, they may also message me directly using the Zoom chat function.
- Private messaging between students will be disabled due to the difficulty in monitoring them and the risks of safeguarding issues arising. Students may still communicate individually via other platforms outside of my supervision.

Class Recordings

By joining the course, you are consenting to the classes being recorded and stored online for the following reasons:

- 1) To allow students who have missed a class to catch up on the recording
 - 2) To allow students to review classes at a later date.
 - 3) To allow parents unable to attend classes to view the recorded classes
 - 4) To provide a record in case any safeguarding issues arise.
- For security reasons, recordings are restricted access and can only be viewed or downloaded using an email address provided by the parent. Sharing these recordings with third parties is **strictly prohibited**.
 - Recordings will be stored online for a period of **no longer than one year** following the completion of the course to allow students taking exams at a later date to access them, whereupon they will be permanently deleted.

Managing student data

- Data regarding students is not shared with any third parties
- Any personal data regarding students (name, age, educational needs, etc) is stored securely on my computer and my secure online back-up and destroyed upon the termination of the course

Reporting concerns

- I take any issues affecting the well-being of students very seriously. The learning environment should be a safe and healthy environment for everyone.
- If you are concerned about the conduct of another student during the course please contact me to raise the issue so that we can investigate it further.
- Alternatively, if you are not comfortable doing so or have concerns about my conduct, please contact the NSPCC in the UK or any other relevant agency for further support and guidance

[Help for adults concerned about a child](#)

Call us on [0808 800 5000](tel:0808 800 5000)

[Help for children and young people](#)

Call Childline on [0800 1111](tel:0800 1111)