



Apollo Tuition Child Safety Policy

Within this child safety form, it is important to discern the following terms that will be used.

'Students' or 'Children', will refer to the clients receiving tutoring who are assumed to be under the age of 18.

'Parent', will refer to the legal parent or guardian responsible for the child/student receiving tutoring.

'The Tutor', will refer to the tutor providing educational services to the Child.

Our Purpose

At Apollo Tuition we understand that child safety is one of the most important and key considerations to account for when providing tutoring services, especially to minors.

The purpose of our child safety policy is to provide a clear and concise explanation of how our tutors can and should act, as well as expectations of both parents and children to ensure that your children remain safe.

We encourage Students to express their views and concerns. Students are informed at their first session that they have a right to feel safe and can report any concerns directly to Apollo Tuition admin or a trusted adult.

Legal Child Safety Standards

Each and every one of Apollo Tuitions tutors hold valid working with children's checks. As we operate in the state of Queensland, these are specifically referencing blue cards.

Every tutor must keep their blue card up to date and valid.

We hold each and every blue card of each tutor in a secure database registry and ensure that tutors keep their blue card up to date.

Our tutors are also required to follow the 'Reportable Conduct Scheme', a scheme requiring the legal reporting of child abuse to the authorities. Reportable conduct can include the following grooming behaviours, significant emotional harm, or serious neglect.

If any complaints regarding a tutor's conduct, please send a report to:

admin@apollotuition.com.au

Staff Recruiting and onboarding policies

Our staff require multiple checks before accepting tutors to work for apollo tuition.

1. We require a valid working with children check (blue card.)
2. We conduct a face-to-face interview to identify if the tutor is a suitable fit for Apollo Tuition.
3. We require 2 references to vouch for the Tutors character.
4. Every tutor is required to agree to our tutor's code of conduct.

Tutors will only be able to work with us if they pass these 4 requirements.

Apollo Tuition

Managing Risk for Tutoring environments

Our tutors are committed to providing children with safe tutoring services are expected to follow the following code of conduct:

Physical Safety (In-Person Tutoring)

Tutors must maintain a professional distance. Any unnecessary physical contact between a Tutor and a Student is strictly prohibited.

Tutors should always conduct services in a place within line of sight of the parent. Tutoring in enclosed spaces or rooms with closed doors is strictly prohibited. Parents should cater for tutoring sessions by providing an open area to work with within the house allowing services to be viewed from a common area.

Tutors should only conduct services if the parents are present in the household. Services should be discontinued otherwise.

Digital Boundaries (Online Tutoring)

Tutors should use a centralised tutoring platform like teams to conduct tutoring sessions, as well as using tutoring accounts instead personal accounts.

Tutors are strictly prohibited from privately dm'ing students. All communication should go through the parents or Apollo Tuitions admin in regard to tutoring services.

Profession versus Personal Boundaries

Tutors are banned from giving gifts to students or sharing overly personal details.

Tutors are explicitly prohibited from communicating with students outside of designated tutoring sessions.