

Safeguarding checklist for online classes with minors

A practical checklist for academies that teach children online: people, checks, class rules, contact, recording, observation, reporting and data.

Use this checklist to review how your academy keeps children safe in online classes. It is written for one-to-one and small-group classes where the teacher and the child are in different homes, often in different countries. Tick what you already do and plan the rest.

This is general guidance, not legal advice. Safeguarding law differs between countries; check the rules where your teachers and your students live.

People and responsibility

- ☐ One named Designated Safeguarding Lead, with a deputy for when they are away.
 - ☐ Their names and contact details are in the teacher agreement, the family policy and on your website.
 - ☐ The lead is reachable during all class hours, across your time zones.
 - ☐ A written safeguarding policy, reviewed every year, that every teacher has read and signed.
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Before a teacher teaches a child

- ☐ Identity checked against an official document.
 - ☐ Background check suited to the teacher's country, renewed on a fixed cycle.
 - ☐ Two references, at least one from previous work with children, followed up by phone or video.
 - ☐ Safeguarding training completed, with a record of the date.
 - ☐ A test class with a staff member playing the student, covering camera, background, dress and language.
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Class setup

- ☐ Classes happen only on the academy's platform and links, never on a teacher's personal account.
 - ☐ Children join with a link from the academy; they never need to share personal accounts or phone numbers with the teacher.
 - ☐ Teachers use a neutral background, dress appropriately and teach from a quiet room.
 - ☐ For young children, a parent or guardian is at home and reachable; the child learns in a shared room where possible.
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- ☐ Class start and end times are fixed; there is no reason for a teacher and child to stay on the call after class.
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Contact and communication

- ☐ All contact with children and families goes through academy channels the academy can see.
 - ☐ Teachers do not add students or families on personal social media or messaging apps.
 - ☐ Teachers do not give gifts, ask for personal information or arrange to meet in person.
 - ☐ Homework and progress messages go to the parent, not only the child.
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Recording, photos and observation

- ☐ A written rule on recording: either classes are not recorded, or families give consent, recordings are stored securely, access is limited and they are deleted on schedule.
 - ☐ No screenshots or photos of children by teachers.
 - ☐ Families are told in writing that staff may observe classes silently for quality and safety.
 - ☐ Observations happen regularly for every teacher, not only after a complaint.
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When there is a concern

- ☐ Teachers know the signs to watch for and that they must report the same day, immediately if a child may be in danger.
 - ☐ Teachers know not to investigate alone and never to promise a child to keep a secret.
 - ☐ A simple form or message template for reporting: what was seen or said, when, by whom, in the child's own words.
 - ☐ The lead knows when and how to contact local authorities or emergency services in the child's country.
 - ☐ Concerns, decisions and actions are recorded, kept confidential and stored securely.
 - ☐ A process to suspend a teacher from classes with children while a concern is looked into.
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Children's data

- ☐ You collect only what you need: name, age, guardian contact, time zone, level.
 - ☐ Access to children's data is limited to the people who need it.
 - ☐ Teachers delete student information from personal devices when they leave.
 - ☐ You know which data protection laws apply to the families you teach (for example GDPR or UK GDPR, or COPPA for online services aimed at children in the US).
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Review

- ☐ This checklist is reviewed every year, and after any serious concern.
 - ☐ Teachers refresh their safeguarding training every year.
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