

COMPLETE POLICY FRAMEWORK

The Gold Standard for Educational Duty of Care
in High-Performance Environments



34 Policies | Full Organisational Framework

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Approved by: Senior Leadership / Designated Safeguarding Lead

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The TOG Standard[®]

The TOG Standard sets out what an educational duty of care looks like for children whose lives do not fit conventional schooling: on set, on stage, on tour and in sport. It makes sure every child receives an education that is planned, delivered by a suitable tutor, recorded and handed back to their school.

Why it exists. The law makes education a condition of every child performance licence, but never defines what a suitable tutor or a satisfactory education looks like. Once a licence is granted, no one tracks the quality of the teaching. The TOG Standard closes that gap.

One standard. Three pillars. Seven requirements.

Quality of education

The child keeps pace with their class

- 1 The child's year group is on the casting profile, and a full Education Profile, including any learning needs, follows once they are cast.**

The tutor can plan before day one, and needs are known from the start.

- 2 The curriculum and resources are planned.**

Learning follows the child's own curriculum, agreed with their school.

- 3 The school receives a written handover.**

What was taught and how the child progressed goes back to school at wrap.

Wellbeing and safeguarding

The child is settled and at their best

- 4 The tutor is sourced at casting and reserved for the whole job.**

One well-matched tutor protects education, safeguarding and wellbeing.

- 5 Wellbeing is monitored daily, and concerns are acted on.**

The tutor works alongside the chaperone, and concerns reach the right person quickly.

Compliance

The production is covered, and can prove it

- 6 Tutors are qualified, vetted, trained and certified.**

Qualified teacher status, enhanced DBS and training for production environments.

- 7 Every licensed hour is taught, recorded and reported.**

Records show what was learned and the progress made, not just the hours.

For sport and touring, "casting" means the point at which the child is selected or confirmed for the engagement.

Principles

Education is part of a child's welfare, not separate from it. It links licensing, safeguarding and wellbeing. Seven principles sit beneath every requirement and every policy.

- 1. **The child comes first.** No schedule outweighs a child's right to a good education.
- 2. **The right tutor, early.** A suitable tutor is sourced and reserved as soon as the child is cast, and stays with them where possible.
- 3. **Information before day one.** The tutor knows the child's year group, attainment, exam dates and learning needs before teaching starts.
- 4. **Continuity with school.** Learning follows the child's own curriculum and is handed back to school at wrap.
- 5. **The child's voice.** Children have a say in their own education plan.
- 6. **Quality is tracked, not assumed.** Learning and progress are recorded, not just hours.
- 7. **Proportionate.** A one-day shoot and a nine-month production need different levels of planning; the duty scales with the engagement.

How to use this framework

The seven requirements say what must happen. The 34 policies that follow say how it happens, in detail, across every setting TOG works in. The map on the next page shows which policies deliver each requirement.

Productions and tour teams	Use the seven requirements to brief your education provider, and the policies to check your licence conditions are met.
Tutors	Work to the requirements on every engagement. The policies set out how, from safer recruitment to record keeping.
Agents and casting	Requirement 1 starts with you: the year group on the profile, and the Education Profile once the child is cast.
Licensing officers and schools	Use the Standard as a benchmark for what a suitable tutor and a satisfactory education look like.
Parents	Know what to expect for your child, and what to ask for.

The policies are listed alphabetically in the contents that follows, numbered 01 to 34.

The policy map

Each of the 34 policies sits under the requirement it mainly delivers. Seven operating policies support all three pillars.

Pillar	Requirement	Policies
Quality of education	1 Education on the profile	06 Confidential Communications & Information Sharing 08 Data Protection & Confidentiality 25 SEN & Inclusion
	2 Curriculum and resources planned	07 Curriculum, Assessment & Reporting 14 Learning Environment & Space Standards 21 Remote Learning & Hybrid Delivery
	3 Written handover to school	09 Education Continuity
Wellbeing and safeguarding	4 Tutor sourced at casting and reserved	26 Supervision & Ratios 31 Chaperoning & Child Supervision on Location
	5 Wellbeing monitored daily	01 Anti-Bullying & Harassment 02 Behaviour & Conduct 03 Child Image, Filming & Photography 11 Emotional Wellbeing & Mental Health 13 Incident Reporting & Escalation 16 Medicines & Health Needs 17 Nutrition, Breaks & Workload Balance 18 Online Safety & Digital Communications 23 Safeguarding & Child Protection 28 Whistleblowing 32 Social Media & Public Profile
Compliance	6 Qualified, vetted, trained and certified	04 Code of Conduct for Tutors & Staff 12 Equality, Diversity & Inclusion 24 Safer Recruitment 33 Gifts, Hospitality & Conflicts of Interest 34 Tutor Performance & Professional Standards
	7 Every hour taught, recorded and reported	20 Quality Assurance 29 Record Keeping & Documentation
Operating policies	Support every requirement	05 Complaints 10 Emergency Management 15 Lone Working 19 Physical Safety & Environment Risk 22 Risk Assessment 27 Transportation & Travel Safety 30 International Working & Jurisdiction

Table of Contents

This document contains all 34 policies comprising the TOG Policy Framework, the gold standard for educational duty of care in high-performance environments.

01	Anti-Bullying & Harassment Policy
02	Behaviour & Conduct Policy (Children & Young People)
03	Child Image, Filming & Photography Policy
04	Code of Conduct for Tutors & Staff
05	Complaints Policy
06	Confidential Communications & Information Sharing Policy
07	Curriculum, Assessment & Reporting Policy
08	Data Protection & Confidentiality Policy
09	Education Continuity Policy
10	Emergency Management Policy
11	Emotional Wellbeing & Mental Health Policy
12	Equality, Diversity & Inclusion (EDI) Policy
13	Incident Reporting & Escalation Policy
14	Learning Environment & Space Standards Policy
15	Lone Working Policy
16	Medicines & Health Needs Policy
17	Nutrition, Breaks & Workload Balance Policy
18	Online Safety & Digital Communications Policy
19	Physical Safety & Environment Risk Policy
20	Quality Assurance (QA) Policy
21	Remote Learning & Hybrid Delivery Policy
22	Risk Assessment Policy

23	Safeguarding & Child Protection Policy
24	Safer Recruitment Policy
25	SEN (Special Educational Needs) & Inclusion Policy
26	Supervision & Ratios Policy
27	Transportation & Travel Safety Policy
28	Whistleblowing Policy
29	Record Keeping & Documentation Policy
30	International Working & Jurisdiction Policy
31	Chaperoning & Child Supervision on Location Policy
32	Social Media & Public Profile Policy
33	Gifts, Hospitality & Conflicts of Interest Policy
34	Tutor Performance & Professional Standards Policy

Get the complete TOG Policy Framework

This summary sets out The TOG Standard®. The complete framework contains all 34 policies in full: over 200 pages covering safeguarding, safer recruitment, curriculum and reporting, wellbeing, record keeping and every operating policy listed in the map.

Request your free copy at tutorsonglobal.com/resources, or email enquiries@tutorsonglobal.com.

Train to The TOG Standard

Tutors who complete TOG Standard training become TOG Standard Certified and receive the full framework as part of their training. Join the waiting list at tutorsonglobal.com/resources.

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