

**Cambridge Online Tuition
E-Safety and Online Learning Policy**

Updated: 19th September 2025

## 1. Purpose & Scope

This policy outlines how Cambridge Online Tuition (COT) ensures safe, responsible and respectful use of technology during online lessons. It applies to all tutors, students, and parents/guardians. COT is committed to safeguarding children online and promoting digital responsibility.

## 2. Roles & Responsibilities

COT staff and community members share responsibility for e-safety:

* • Company Director – oversees e-safety policy and compliance.
* • Designated Safeguarding Lead (DSL) – monitors online safety, handles concerns, and delivers training.
* • Tutors – act as role models, follow Acceptable Use and Safeguarding policies, and report concerns immediately.
* • Students – use technology responsibly, follow tutor guidance, and report anything that makes them uncomfortable.
* • Parents/Guardians – support safe use of technology at home and encourage responsible online behaviour.

## 3. E-Safety in Teaching & Learning

* • All lessons are delivered via secure, monitored platforms.
* • Children are taught about safe and respectful online behaviour.
* • Use of websites, apps, social media and online games is discussed in lessons where relevant.
* • Tutors model responsible digital behaviour.

## 4. Tutor Responsibilities

* • Use only COT-approved platforms and accounts for lessons and communication.
* • Never use personal devices or accounts to contact students.
* • Ensure lessons are recorded and stored securely for 30 days.
* • Report any safeguarding or e-safety concerns immediately to the DSL.
* • Follow COT’s Acceptable Use, Data Protection and Safeguarding policies.

## 5. Data Protection & Personal Data

Personal data (such as student details, reports, or contact information) will be processed securely in line with COT’s Data Protection Policy and GDPR requirements. Tutors must never share or download student information to personal devices.

## 6. Password & Internet Security

* • All accounts must use strong, unique passwords and be kept secure.
* • Tutors and students must log out after lessons and keep login details private.
* • Internet use during lessons is monitored to prevent misuse.
* • Any suspected security breaches must be reported immediately to the DSL.

## 7. Managing Misuse & Complaints

COT will take all misuse seriously. Complaints or concerns will be handled as follows:

* • The DSL investigates all incidents promptly.
* • Safeguarding issues are escalated immediately to safeguarding procedures.
* • Parents/guardians will be informed where appropriate.
* • Serious breaches may result in disciplinary action, up to removal from COT.

## 8. Monitoring & Review

This policy is monitored daily by tutors in practice and reviewed annually by the DSL and Company Director. Updates are communicated to all tutors, parents and students.