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# E-safety and Online Access Policy

April 2024

Review April 2025

Cambridge Online Tuition understands the responsibility to educate pupils on all e-Safety issues. This includes teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of a classroom.  
Information and Communications Technology (ICT) covers a wide range of resources. These include:-  
Web-based and mobile learning. It is also important to recognise the constant and fast-paced evolution of ICT within our society as a whole. Currently, the internet technologies children and young people are using both inside and outside of the classroom include:

* Websites
* Learning Platforms and Virtual Learning Environments
* Email and Instant Messaging
* Chat Rooms and Social Networking
* Blogs
* Podcasting
* Video Broadcasting
* Downloading from the internet
* Gaming
* Mobile/Smart phones with text, video and web functionality
* Other mobile devices with web functionality

# Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within Cambridge Online Tuition, the Senior Leadership Team has the ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named DSL at Cambridge Online Tuition is Ms Lucy Wallis All tutors have been made aware of who holds this post. It is the role of the e-safety coordinator to keep abreast of current issues and guidance through.

The e-safety coordinator updates the other members of The Senior Management Team of any issues within the business in relation to local and national guidelines and advice.

# Writing and reviewing the e-safety policy

This policy (for staff, volunteers, visitors and pupils) is to protect the interests and safety of the business. It is linked to the following policies: Health and Safety, Child Protection, Bullying and Harassment, internet usage and Prevent policies.

Our e-safety policy has been agreed to by the Director and all staff. The e-safety policy and its implementation are reviewed at least annually.

# E-Safety skills development for staff

All tutors receive regular information and training on e-safety issues through staff meetings, training sessions and email updates.

All tutors have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any student or member of staff.

All new tutors receive information on the Acceptable Use Agreement as part of their induction.

# Teaching and Learning

Internet use will enhance learning. Cambridge Online Tuition will provide opportunities within a range of curriculum areas to teach e-safety. Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the e-Safety curriculum. Pupils are made aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also made aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent or a career, a teacher or a trusted member of staff, or an organisation such as Childline 08001111 or CEOP.

# Managing Internet Access

Cambridge Online Tuition ICT systems, capacity and security will be reviewed regularly. All system security is overseen by our contractors

# Published content and our website

The contact details on the website are the business address, e-mail and telephone numbers. Staff personal information is not published. The Senior Management Team will take overall editorial responsibility and ensure that content is accurate and appropriate.

**Social networking and personal publishing**

Cambridge Online Tuition blocks access to personal social networking sites.Staff are advised during induction that the use of social media networks outside Cambridge Online Tuition is to be used with caution. Staff are advised to set and maintain profiles on sites to maximise privacy and deny access to unknown individuals. Staff are asked to report any incidents of bullying on social media to their line manager. Staff are advised not to add children, or parents as ‘friends’ if they use social media Managing emerging technologies both on and off site Emerging technologies will be examined for educational benefit and suitability and a risk assessment will be carried out before any use is authorised. Tutors must not use personal mobile devices/phones whilst tutoring online. Tutors must follow the educational establishment rules regarding mobile devices on site. The sending of abusive or inappropriate messages outside business hours is forbidden and disciplinary action will follow for anyone found in breach of this rule.

# Protecting personal data

Cambridge Online Tuition will use information about students to tailor making learning to provide the best opportunities for them to learn, considering their individual needs.

Cambridge Online Tuition will hold personal information on its systems. Cambridge Online Tuition works with third parties to integrate customer data onto our platform. Customers choose how often the data is rechecked. We will ensure that all personal information supplied is held securely, in accordance with GDPR.

# Policy Decisions

Authorising Internet access

Access to the Internet should be directly supervised and be too specific to approved online materials. All staff using an Cambridge Online Tuition laptop, desktop, tablet or phone will be made aware of the internet usage policy.

# Password Security

Customers are provided with a school ID, username and password. Students are provided with a school ID, username and password. All members of Cambridge Online Tuition staff are aware of the importance of locking the devices when left unattended and of the importance of keeping passwords secret regardless of online or in person tuition. All members of Cambridge Online Tuition staff are aware of their individual responsibilities to protect the security and confidentiality of the data we collect.

# Assessing risks

Cambridge Online Tuition will take all reasonable precautions to ensure that users access only appropriate material. Cambridge Online Tuition will audit ICT provisions to establish if the e-Safety policy is adequate and that its implementation is effective.

# Handling e-Safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff and reported to the Director.

Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-Safety coordinator and disciplinary action will follow.

Any complaint about staff misuse must be referred to The Director.

Complaints and concerns of the nature of child protection must be dealt with in accordance with our child protection procedures. For example:

* Evidence of inappropriate online relationships; a child watching pornography or any ‘18’ films on a regular basis; online/digital bullying, harassment or inappropriate image sharing etc. Cara Radford is the Designated Safeguarding Lead.
* Staff and customers have been informed of the complaint’s procedure.

# Tutors and the e-Safety policy

* All tutors must sign the Staff E- E-Learning Policy and a copy is kept on file.
* Any information downloaded must be respectful of copyright, property rights and privacy.
* All tutors are aware that internet traffic is monitored and traced to the individual user. Discretion and professional conduct are essential.
* Users of such equipment should therefore adhere to policies regarding appropriate use with regard to Internet access, GDPR and use of software, both in and out of work.

# The Learning Platform and other home/school internet use

* All tutors have been trained and given advice on how to effectively use the internet, Microsoft Office and the Cambridge Online Tuition Platform.

# Monitoring and review

This policy is implemented on a day-to-day basis by all staff and is monitored on an annual basis by the DSL Ms Lucy Wallis This policy is the Directors responsibility. It will be reviewed as to its effectiveness annually.

On-going child protection concerns and incidents will continue to be reported to the appropriate services.

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