Online Safety Policy
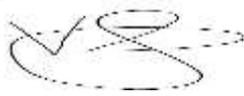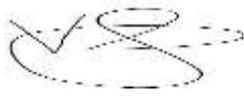
Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/07/2021	Carol Skitt	01/07/2023

Reviews Completed

Role	Name	Signature	Date
Managing Director	Vanessa Leach		01/07/2021
Head of HR and Compliance	Carol Skitt	C Skitt	01/07/2021
Managing Director	Vanessa Leach		01/07/2022
Head of HR and Compliance	Carol Skitt	C Skitt	01/07/2022

Details of policy updates

Date	Details

Contents

1　Introduction

Tute understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games, and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are always kept safe.

2　Purpose and aims

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media, or mobile devices.

- Provide staff and volunteers with the overarching principles that guide our approach to online safety.

- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

This policy provides guidance on the procedures that will support the use of technology social networking within Tute. It is important that all staff, contractors, board members, are aware of this policy.

3　Our beliefs:

- Children and young people should never experience abuse of any kind.

- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

4　We understand that:

The online world provides everyone with many opportunities; however, it can also present risks and challenges.

We have a duty to ensure that all children, young people, and adults involved in our organisation are protected from potential harm online.

We have a responsibility to help keep children and young people safe online, whether they are using Tute's network and devices.

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.

Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

4.1 Related policies
- Safeguarding policy
- GDPR policy
- Whistleblowing policy
- Code of conduct policy
- Managing allegations policy

5 Procedures

5.1 We will endeavour to keep children and young people safe by:
Providing clear and specific directions to staff on how to behave online through our behaviour code of conduct.

Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.

Reviewing and updating the security of our information systems regularly

Ensuring that usernames, logins, email accounts and passwords are used effectively.

Ensuring personal information about students who are involved in our organisation is held securely and shared only as appropriate.

Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.

Providing supervision, support, and training for staff about online safety

Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

5.2 If online abuse occurs, we will report it by

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

- Providing support and training for all staff on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse, and sexual exploitation

- Making sure our response takes the needs of the person experiencing abuse, any bystanders, and our company into account.

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Advertisements Spam Sponsorship Personal Information	Violent/hateful content Lifestyle sites	Pornographic or unwelcome sexual content	Bias Racist Misleading information or advice
Contact (child as participant)	Tracking Harvesting Personal information	Being bullied, harassed, or stalked.	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material; sexting	Providing misleading info and advice Health and wellbeing; time spent online

6 Professional Boundaries

Staff must ensure that communication with students is within clear and explicit professional boundaries staff must be fully aware to ensure that nothing they say or do, including using social networking sites, which would result in bringing Tute's name into disrepute.

6.1 Standards

As teachers will been seen by students, clients, and members of the public, it is always important to present a professional image.

6.2   Appearance and background

It is policy at Tute for teachers to ensure of the following during the delivery of a lesson:

- They are framed correctly in the webcam video.
- They will have a Tute background on display.
- They are dressed appropriately.
- They do not ask students to put their cameras on
- They conduct themselves in a professional manner at all times.

6.3   Managing disturbances

Teachers will strive to ensure to create an environment that is conducive to a positive space where disturbances are not a barrier to learning.

Teachers will deliver lessons where possible from a neutral room where the full attention is given to the students, ie a bedroom or bathroom would not be classed as acceptable. There will be no background noise or distractions for the duration of the lesson ie dogs barking, mobile phone ringing.

6.4   Group dynamics

Tute will provide appropriate guidance for the group which promotes our behaviour expectations and ensures, mutual respect between learners and that every learner has the right to be listened to and be respectful to each other.

A teacher should adapt to the dynamics of each group that they teach ensuring positive interaction between all.

6.5   Privacy controls

Privacy controls on the learning cloud are not accessible to students and are managed by the teacher who has full control of the functions, features and tools including removing students from the lesson, muting microphones, and disabling the ability to type in the chat box. In addition, we have some features that are set as standard by default such as; students not being able to turn their webcam on.

6.6   Password protection,

Tute will ensure that usernames, logins, email accounts and passwords are used effectively as per the guidance our user password policy.

6.7   Use of chat function

Student, teachers and specified school admin users and IT will utilise the chat function during lessons to enable questions to be answered and participate in the lesson.

All Tute lessons are recorded as part of safeguarding and are available for playback.

The chat box and its content are captured as part of this if needed for future reference.

6.8 Video streaming

Video streaming is not required via the Tute learning cloud, no students will ever be asked by a teacher to switch their webcam on during a lesson, the teacher will always share their webcam to enable the student to see them.

As part of any standard lesson videos can be used by a teacher and will be streamed through the learning cloud.

7 Annual Review

The Online safety policy will be reviewed on an annual basis.