

Teachwise Tutoring (EDU) LTD

Online Safety & E-Safety Policy

Definitions

Online Safety (E-Safety)

Online safety is defined as *“the process of protecting children and young people when using digital technologies, ensuring they are kept safe from harmful content, harmful contact, and harmful conduct.”*

Harmful Content – exposure to inappropriate or unsafe material.

Harmful Contact – interactions with individuals who may pose a risk.

Harmful Conduct – children’s own behaviour online that may put them at risk.

Purpose

The purpose of this policy is to:

- Safeguard children and young people during online tutoring.
- Provide clear expectations for tutors, students, and parents.
- Establish procedures for managing concerns or incidents.

Scope

This policy applies to:

- All students are receiving online tutoring via Teachwise Tutoring.
- All tutors delivering lessons on behalf of Teachwise Tutoring.
- All platforms, devices, and communication used for tutoring sessions.

Responsibilities

Tutors must:

- Use only approved online platforms for lessons.
- Maintain a professional background and environment during sessions.
- Dress and act professionally at all times.
- Never use personal accounts or private messaging apps for teaching.
- Report any safeguarding concerns immediately to the DSL.

Students & Parents must:

- Ensure lessons take place in a safe, appropriate environment at home.
- Provide supervision for younger students where necessary.
- Do not record, screenshot, or share lessons without prior consent.
- Report any inappropriate or unsafe online behaviour to Teachwise immediately.

Training & Monitoring

- All tutors receive training in safeguarding and online safety during their induction.
- Online safety is included in annual safeguarding updates.
- The DSL will review online safety practices annually and in response to emerging risks.

Incident Management

If an online safety concern arises:

1. The tutor must stop the session if the student is at risk.
2. The concern must be reported immediately to the DSL.
3. The DSL will log the incident and conduct an investigation.
4. Where appropriate, parents and external safeguarding agencies (e.g., Local Authority Designated Officer, LADO) will be informed.
5. A record of the incident will be retained securely.

Review

This policy will be reviewed annually, or sooner if new technology, risks, or statutory guidance arise.

Joshua Howarth
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