

Online Tuition Safety Policy

Introduction

As some of the provisions of Evermore Education are delivered online, the following considerations should be taken into account:

- We need to be mindful of the ICT that young people can access from their homes, considering different internet speeds and hardware access.
- The minimum technology required will be an internet connection and a camera (accessed through a tablet, laptop or PC). We have ensured our tutors have access to the relevant technology.
- We are in regular contact with parents and carers. These communications are used to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse — learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying — learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection — learning.nspcc.org.uk/child-protection-system

Policy statement:

We believe that:

- 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 kept safe at all times

We recognise 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 or not they are using Evermore Education 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

We will seek to keep children and young people safe by:

- Appointing an online safety coordinator
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- 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
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- 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 the adults and children 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 and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation

If online abuse occurs, we will respond to it by:

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

- Providing support and training for all staff and volunteers 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 organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term

Online delivery - Zoom or Google Meet

Tutors providing online tutoring and consultancy with Evermore Education are required to use Zoom or Google Meets, which allows tutors and students to see and hear each other in High Definition, interact via Whiteboard technology, and do so safely.

To fulfil our legal safeguarding obligation and legitimate interest to safeguard students and tutors, lessons may be recorded if the tutor feels it is appropriate. The tutor has the right to record if they believe there is a safeguarding concern, for example, a student not in a suitable location for the lesson (e.g. in bed or profanity posters around), if the student is inappropriately dressed, or the student is not behaving appropriately during lesson time. The tutor will also inform the student that they are recording if they have any concerns. Please note that you have the right to object to video recordings of the lesson. If you would like to object, please put your concerns in writing and send them to evermoreeducationuk@gmail.com

Recordings are encrypted in transit and at rest, stored securely and are only accessible for safeguarding purposes by our team.

Safeguarding Checklist for Tutors - General

- If using screen sharing, please ensure nothing else is shown on your computer that is personal.
- Ask anyone else in your house to be mindful that you are holding a session and to keep noise levels down.
- No contact should be made directly with the student via any form of social media account.
- No contact should be made directly with the student via their mobile, email or by any other method. All contact should be via the parent or carer's email address and phone number, with the Co-Directors cc'd in. Contact should relate only to accessing session

links and class-related information. Any further requests from parents should be shared with Evermore Education.

- If a student attempts to contact you directly, outside of the agreed tutoring timetable, uses inappropriate language or sends inappropriate images, report this as a safeguarding concern without hesitation and relinquish all contact immediately.
- If there is a safeguarding concern during the lesson, the tutor will contact the Co-Directors immediately.
- If the student is not in an appropriate location to have the lesson, if they are not wearing appropriate clothing or they are using inappropriate language, the tutor has the right to end the lesson.

Useful Links for Tutors

Guidance for Educational Settings www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-classroom-materials

Childnet: www.childnet.com

Internet Matters: www.internetmatters.org

Internet Watch Foundation (IWF): www.iwf.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

NSPCC: www.nspcc.org.uk/onlinesafety

ChildLine: www.childline.org.uk

Net Aware: www.net-aware.org.uk

The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

UK Safer Internet Centre: www.saferinternet.org.uk

Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline

360 Safe Self-Review tool for schools: www.360safe.org.uk

National Links and Resources for Parents/Carers

Action Fraud: www.actionfraud.police.uk

Childnet: www.childnet.com

Get Safe Online: www.getsafeonline.org

Internet Matters: www.internetmatters.org

Internet Watch Foundation (IWF): www.iwf.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

NSPCC: www.nspcc.org.uk/onlinesafety

ChildLine: www.childline.org.uk

Net Aware: www.net-aware.org.uk

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