

Online Safety Policy

Policy Aims

LwC is committed to safeguarding students during online tuition, in compliance with the UK Data Protection Act 2018, Keeping Children Safe in Education 2024, and related legislation. This policy outlines how LwC will provide secure online learning, particularly during unexpected events or closures, and defines roles and responsibilities for all stakeholders.

Roles and Responsibilities

1. **Directors**
 - Oversee policy development and ensure online safety measures are reviewed regularly.
 - Provide staff with appropriate training on online safety.
2. **Staff**
 - Implement online safety measures during tuition sessions, ensuring student protection.
 - Follow all online safety guidelines, report concerns to the Designated Safeguarding Lead (DSL), and engage in continuous online safety training.
3. **Parents/Carers**
 - Monitor and support their child's participation in online tuition.
 - Ensure secure and appropriate usage of technology at home in line with LwC's safety protocols.
4. **Students**
 - Follow all online safety instructions during sessions.
 - Report any concerning activity or behaviour during online lessons to their tutor or a trusted adult.
5. **Designated Safeguarding Lead (DSL)**
 - Handle online safety concerns and escalate any potential risks or incidents.
 - Train staff on safeguarding and ensure all incidents are addressed promptly.

Best Practices for Online Safety

1. **Keep Software Up to Date**
 - Regularly update video conferencing and security software to protect against vulnerabilities.
2. **Use Password-Protected Meetings**
 - Ensure all online meetings are password-protected using secure, randomly generated passwords.
3. **Secure Meeting Links**
 - Only share meeting details via secure, password-protected channels with parents or guardians unless they grant permission to contact students directly.
4. **Utilise Waiting Rooms and Lock Sessions**
 - Always use virtual waiting rooms and lock the session once all participants have joined to prevent unauthorised access.

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: kat.perry@learnwithconfidence.co.uk
Tel: 01403 586029
Learnwithconfidence.co.uk

5. **Limit Screen Sharing and Disable Private Messaging**
 - Control who can share screens, keeping it limited to tutors only. Disable private messaging between students to minimise distractions.
6. **End the Meeting for All Participants**
 - At the end of each session, ensure the meeting is ended for all participants to avoid unsupervised access.

Vulnerable Learners

LwC recognises that vulnerable learners may face additional online risks. Staff must take extra precautions to ensure these students are safeguarded, including closely monitoring their online activity and maintaining communication with parents or guardians.

Reducing Online Risks

- **Active Monitoring:** Tutors will actively monitor student activity during sessions to ensure appropriate behaviour.
- **Training:** Staff and students will receive regular training on identifying and mitigating risks such as cyberbullying, grooming, and inappropriate content.
- **Parental Support:** Parents should be involved in reinforcing online safety principles at home and ensuring a secure learning environment for their children.

Safer Use of Technology

LwC will use only secure, GDPR-compliant platforms for online tuition. Staff are required to:

- Enable password protection for meetings.
- Send meeting details only via secure, authorised channels.
- Monitor all communication during online sessions to ensure safeguarding principles are adhered to.

Responding to Incidents Online

1. **Incident Detection:** Staff must be vigilant in detecting online safety issues, such as inappropriate content, cyberbullying, or unauthorised access.
2. **Reporting:** Any concerns or breaches must be immediately reported to the DSL.
3. **Response:** The DSL will investigate all reported incidents and take appropriate steps, including notifying parents, carers, or relevant authorities if necessary.
4. **Record-Keeping:** All incidents will be documented to ensure proper follow-up and future policy improvements.

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Learnwithconfidence.co.uk

Review and Monitoring

This policy will be reviewed annually or as required by changes in technology, legislation, or safeguarding practices. Continuous professional development and training will be provided to all staff to ensure the effectiveness of online safety measures.

Version Control			
Version No.	Date	Author	Notes
1.0	15 th October 2024	K Perry	Initial Draft
1.1	September 4 th 2025	KP	