

## Equal Education Partners Online Safety Policy

<b>Company Name:</b>	Equal Education Partners (E-Equal Recruitment Ltd) ('the company')
<b>Document</b>	Online Safety Policy
<b>Topic:</b>	Online Safety Policy
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This policy should be read in conjunction with Equal Education Partners':

- Safeguarding and Prevent Policy.
- Data Protection Policy.

Any concerns or issues raised relating to online safety should follow the safeguarding and child protection processes outlined in the policy.

## Policy Objectives

### The purpose of this policy is to:

- Set out the key principles expected of all Staff with respect to the use of online technologies.
- Safeguard and protect children and staff.
- Assist staff working with children to work safely and responsibly with the Internet and other IT and communication technologies.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet during EQUAL EDUCATION PARTNERS sessions.
- Ensure that all members of the EQUAL EDUCATION PARTNERS community are aware that unlawful or unsafe behaviour is unacceptable.
- Minimise the risk of incorrect or malicious allegations made against tutors who work with pupils.
- For the purposes of this policy, the term staff is used to describe staff and tutors engaged with employment through Equal Education Partners.

For the purposes of this policy, Equal Education Partners has identified the following as main areas of risk, in relation to online safety:

- Exposure to inappropriate content
- Hate content
- Grooming (sexual exploitation, radicalisation, etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords
- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Sexting
- Lifestyle websites promoting harmful behaviours, for example the promotion of disordered eating or substance misuse.

## **Communication of policy:**

The policy will be communicated to staff and pupils in the following ways:

- Policy to be posted on the EQUAL EDUCATION PARTNERS website
- Current staff to be emailed the Policy
- Policy to be part of an induction pack for new tutors.
- Regular updates and training on online safety for all staff.

## **Reviewing and Monitoring Online Safety**

The online safety policy is referenced within EQUAL EDUCATION PARTNERS's Safeguarding policy.

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within EQUAL EDUCATION PARTNERS.
- There is widespread ownership of the policy and it has been agreed by EQUAL EDUCATION PARTNERS' Directors. All amendments to the online safety policy will be disseminated to all members of staff and pupils.

## **Roles and responsibilities**

### **Senior Leadership Team**

- Must be adequately trained in off-line and online safeguarding.
- To help maintain a 'safeguarding' culture, ensuring that online safety is fully integrated with safeguarding.
- To take responsibility for online safety provision.
- To take responsibility for data management and information security.
- To be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles.
- To be aware of procedures to be followed in the event of a serious online safety incident.

- To ensure the Equal Education Partners website contains relevant information regarding online safety.

### **Designated Safeguarding Lead**

- To undertake appropriate DSL training and attend refresher courses where appropriate.
- To take day to day responsibility for online safety issues and a leading role in establishing and reviewing EQUAL EDUCATION PARTNERS's online safety policy/documents.
- To promote an awareness and commitment to online safety throughout EQUAL EDUCATION PARTNERS
- To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident.
- To ensure that online safety incidents are logged as a safeguarding incident.
- To facilitate training and advice for all staff.
- To be regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns.

### **All staff and tutors**

- To report any suspected misuse or problem to the Safeguarding Lead.
- To maintain an awareness of current online safety issues and guidance e.g. through CPD.
- To model safe, responsible and professional behaviours in their own use of technology.
- To supervise and guide pupils carefully when engaged in learning activities involving online technology.

### **Pupils**

- To understand the importance of reporting abuse, misuse or access to inappropriate materials.
- To know what action to take if they or someone they know feels worried or vulnerable when using online technology.
- To understand the importance of adopting safe behaviours and good online safety practice when using digital technologies.

## **Management of Safeguarding Online Incidents:**

- EQUAL EDUCATION PARTNERS will take all reasonable precautions to ensure online safety.
- Designated Safeguarding Lead acts as the first point of contact for any incident.
- Any suspected online risk or infringement is reported to Safeguarding Lead on the same day.
- Any concern about staff misuse is always referred directly to the Managing Director unless the concern is about the Managing Director in which case the complaint is referred to the Safeguarding lead and/or the LADO (Local Authority's Designated Officer).

## **Pupil online safety**

Where tuition is to take place online, EQUAL EDUCATION PARTNERS will ensure:

- That schools obtain and share parental consent that families have agreed to tutoring prior to tuition commencing (*see Appendix 1*).
- Parental consent includes an agreement that an appropriate parent or guardian must be present for the duration of the session.
- A clear guidance document will be provided to parents/ guardians outlining expectations for online tutoring sessions (*Appendix 2*).
- Guidance document will also include information about contact details for our DSL and how to report any safeguarding or additional concerns.
- At the beginning of a session, tutors will confirm that an appropriate parent or guardian is present.
- All online sessions will be recorded using Lessonspace. These are saved on Lessonspace to be accessed by Equal Education Partners at any time.

- Where a school wishes for pupils to access online tutoring using their own platform, provision should be made for these sessions to be recorded and shared with Equal Education Partners in the event of a safeguarding incident or suspected incident.
- A safeguarding 'spot-check' will be undertaken at a minimum of once per term per tutor by the DSL and recorded internally, detailing any safeguarding concerns raised and any subsequent actions in line with our Safeguarding policy.
- Where recording is not possible, where the school owns the recording and Equal Education Partners are unable to monitor in this way, or in cases where a pupil cannot be recorded (for example a child who is looked after) the school and Equal Education Partners will liaise to ensure that a teacher or teaching assistant supervises the session by joining online. The parent or guardian of this child (or children in this group) should also be made aware of these arrangements.

## **Staff training**

### EQUAL EDUCATION PARTNERS:

- As part of the induction process, provides all new staff with information and guidance on the Online Safety Policy.
- Ensures that regular training is made available to staff regarding online safety issues
- Keeps tutors and staff informed of current best practice through the use of CPD update emails/ bulletins

## **Conduct of staff**

### At EQUAL EDUCATION PARTNERS, all users:

- Understand the significance of misuse or access to inappropriate materials and are aware of the consequences;
- Understand it is essential to reporting abuse, misuse or access to inappropriate materials and know how to do so;

- Understand the importance of adopting good online safety practice when using digital technologies.
- Know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- When delivering tuition online-at-home, ensure that a parent or guardian is present by requesting this at the beginning of a session.
- Where a parent or guardian is not present, understand that the session should be paused and contact should be made with a member of the Equal Education Partners NTP team.
- Know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open internet searching is required with younger pupils.

## **Incident Management**

In EQUAL EDUCATION PARTNERS:

- All members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the correct escalation processes;
- Support is actively sought from other agencies as needed in dealing with online safety issues;
- Monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school;
- We will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform the LA.
- The Police will be contacted if one of our staff or pupils receives online communication that we consider to be in breach of the law.

## Management

### EQUAL EDUCATION PARTNERS

- Uses individual log-ins for all users;
- Storage of all data within EQUAL EDUCATION PARTNERS will conform to the EU and UK data protection requirements; Storage of data online, will conform to the EU data protection directive where storage is hosted within the EU;
- Ensures staff read the EQUAL EDUCATION PARTNERS online safety policy;
- When accessing tuition online via our approved platform, all pupils have their own unique username and password which gives them access to lessons;
- Makes clear that no one should log on as another user;
- Requires all users to log off when they have finished working or are leaving the computer unattended;
- Ensures all equipment owned by EQUAL EDUCATION PARTNERS has up to date virus protection;
- Maintains equipment to ensure Health and Safety is followed;
- Has a clear disaster recovery system in place that includes a secure, remote off-site back-up of data.

## Password policy

- EQUAL EDUCATION PARTNERS makes it clear that staff and pupils must always keep their passwords private, must not share with others; if a password is compromised, EQUAL EDUCATION PARTNERS should be notified immediately.
- All staff have their own unique username and private passwords to access EQUAL EDUCATION PARTNERS.
- We require staff to use STRONG passwords.



## Equal Education Partners Website

- The CEO takes overall responsibility to ensure that the website (and related microsite) content is accurate and the quality of presentation is maintained.

## Social networking

### **EQUAL EDUCATION PARTNERS staff will ensure that in private use:**

- No reference should be made in social media to students/pupils, parents/carers or staff;
- Staff should not be online friends with any pupil/student;
- Staff do not engage in online discussion on personal matters relating to members of the EQUAL EDUCATION PARTNERS community;
- Personal opinions should not be attributed to EQUAL EDUCATION PARTNERS and personal opinions must not compromise the professional role of the staff member, nor bring EQUAL EDUCATION PARTNERS into disrepute;
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

### **Technical Solutions**

- We require staff to log-out of systems when leaving their computer;
- All servers are in lockable locations and managed by DBS-checked staff;
- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.

## **Mobile Devices (Mobile phones, tablets and other mobile devices)**

- Staff and student's personal mobile devices must not be used during lessons.

Appendix 1- Parental Consent Template Letter for Schools

**Online Tuition by Equal Education Partners**

Dear Mums, Dads and Carers,

Over the next term/ half term (*delete as appropriate*), your child will be benefiting from 15 hours of online tuition from a specialised tutor as part of the National Tutoring Programme. This tuition is being provided by an Approved Approved tuition partner; Equal Education Partners.

<https://eeptutoring.com/>

Tuition is part funded by the school and part funded by the Department for Education and is aimed at ensuring that all children are given the opportunity to catch up on any learning that they may have missed during school closures due to Covid 19.

Your child will be accessing online learning with their tutor as part of a small group/ individually (*delete as appropriate*). In order for your child to take part, we ask that a parent or guardian is present in the room during your child's participation. Our tutors will be checking this at the beginning and during the session. We also know that tuition is more effective when students and tutors can see one another so we ask that cameras remain on (unless there is prior agreement with the school).

We will provide a guidance document for you which provides further details about our expectations for online learning. If you have any further questions, please speak to your child's class teacher. In order for your child to access their online tuition, please sign and return the following consent form. Without your consent, your child will not be able to access this additional support.

Kind regards,

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*I give consent for my child to take part in online tuition.*

*I will ensure that a parent or guardian will be present during online learning sessions.*

Signed: ..... Date: .....

Relationship to Child: .....

*Appendix 2- Online Learning Guidance for Parents and Students*

## **Learning Online: Guidance for Parents, Carers and Pupils**

This guidance is intended to help you ensure that your child's tuition sessions run smoothly. It also provides further information about our tutors.

### **All of our tutors:**

- Are qualified teachers or graduates with teaching experience;
- Have an up to date DBS check;
- Have received induction and training about online safety and tuition.
- Are based in the UK.

### **Some tips to help your child's session run smoothly:**

- If possible, please help your child find a quiet place to study, although ideally this should not be their bedroom.
- Please ensure that a parent or guardian is present (within earshot) during the session; our tutors will not be able to deliver their session to your child if they are alone.
- Please ensure that the camera is on during your child's session.
- Your child's tutor will be supported by their class teacher or subject teacher to plan their sessions and will provide feedback to the school after each session as well. If you would like to add or receive any further feedback, please contact the school directly.

### **What to do if you have any concerns?**

Please contact Charlotte Sweet, Head of the National Tutoring Programme/  
Designated Safeguarding Lead for Equal Education Partners

[charlotte.sweet@equaleducationpartners.com](mailto:charlotte.sweet@equaleducationpartners.com)