E- SAFETY/ ACCEPTABLE USE POLICY

Adapted from NSPCC
Written: October 2020
Reviewed: February 2022
Next review: February 2023

The policy should be read in conjunction with ABC Primary Tutoring's Safeguarding and Child Protection Policy.

Purpose of This Policy

ABC Primary Tutoring works with children and families to provide tuition and an alternative education provision. We understand that we play a key role in ensuring the safety and wellbeing of children when young people or children are using the internet, social media or mobile devices. ABC Primary Tutoring ensures that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

How ABC Primary Tutoring Promotes the Safe Use of Technology

- Both parents and children (KS2) and parents on behalf of their child (KS1) sign an Acceptable Use Agreement when their time with ABC Primary Tutoring commences.
- Supervised access to an iPad or laptop may be incorporated into sessions, via a secure guest account with high-level filters to ensure only appropriate content can be accessed.
- If YouTube is used as a learning resource, videos will be watched by Joanna Leggett prior to the session in order to assess suitability. During the session, YouTube will be accessed via https://safeyoutube.net/
- If a library computer is used, this will be supervised and accessed via the child's individual library account login.

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 below:
- Online Abuse: https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying: https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child Protection: https://learning.nspcc.org.uk/child-protection-system

ABC Primary Tutoring Believes:

- 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.

ABC Primary Tutoring Recognises:

- 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 ABC Primary Tutoring'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.

ABC Primary Tutoring Will Seek to Keep Children Safe By:

- 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 an online safety agreement for use with young people and their parents/carers.
- 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 user names, 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.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If Online Abuse Occurs, ABC Primary Tutoring Will Respond to it By:

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

Further Information

- ABC Primary Tutoring- Safeguarding and Child Protection policy.
- NSPCC - E-safety at schools. https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools
- NSPCC - Safeguarding and Child Protection. https://learning.nspcc.org.uk/safeguarding-child-protection

Useful Websites

- CEOP (Child Exploitation and Online Protection)
- Childnet
- Internet Matters
- Net Aware
- NSPCC
- Parent Info
- Safer Internet

Primary Tutoring Services **Acceptable Use Agreement** – KS2

This Acceptable Use Agreement is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Systems used/ users are protected from accidental or deliberate misuse that could result in individual and security systems being at risk.
- Young people will have good access to digital technologies to enhance their learning and in return, expect students to agree to be responsible users.

This is how we stay safe when we use computers and other devices in sessions:

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps.
- I will ask Jo if I want to use my own computer or tablet
- I will not reveal my passwords to anyone.
- I will only use activities/websites that Jo has told, or allowed, me to use
- I will take care of the computer/tablet I am allowed to use
- I will ask for help if I am not sure what to do or if I think I have done something wrong
- I will tell Jo or my parents if I see something that upsets me on the screen
- I will listen when rules about online safety are explained so that I know what to do if there is a problem.

Signed (child): ....

Signed (parent): ....

Date: ....

Primary Tutoring Services

Acceptable Use Agreement – Parent/Carer

This Acceptable Use Agreement is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Systems used/ users are protected from accidental or deliberate misuse that could result in individual and security systems being at risk.
- Parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

ABC Primary Tutoring endeavours to ensure that your child will have good access to digital technologies to enhance their learning and will, in return, expect your child to agree to be a responsible user. A copy of the Key Stage Two Acceptable Use agreement is attached to this permission form, so that parents / carers will be aware of the expectations of the young people in our care. However if your child is KS1, you are signing this Acceptable Use Agreement upon their behalf.

Parents are requested to sign below to show their support of Therapeutic Teaching in this important aspect of the provider's work.

Parent / Carers Name: ....

Student / Pupil Name: ....

As the parent / carer of the above student I give permission for my son / daughter to have access to the internet during lessons (at home or in the local library) and to a tablet or laptop device owned by ABC Primary Tutoring used under supervision during lessons.

I know that my son / daughter has signed an Acceptable Use Agreement (if KS2) and has received, or will receive, online safety education as part of the provision and with my support to help them understand the importance of safe use of technology and the internet – both in and out of lessons.

I understand that Jo Leggett (ABC Primary Tutoring) will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that Jo Leggett (ABC Primary Tutoring) cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that Jo Leggett (ABC Primary Tutoring) will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform Jo Leggett (ABC Primary Tutoring) if I have concerns over my child's online safety.

The personal data in this form will only be accessed by Jo Leggett (ABC Primary Tutoring).

It will be stored in secure cloud space in the name of ABC Primary Tutoring for the duration of the involvement with your child's educational support, plus three months after case closure in the event of re-involvement. It will then be destroyed by deletion in the cloud storage.

Signed: .... (Parent/ carer)

Date: ....