



Beyond the Books: A holistic path to progress

Online Safety & Acceptable Use Policy

A Different Approach Tutoring and Therapy Services Ltd

(hereafter referred to as 'ADA Ltd')

Version: 1.0 | **Reviewed:** April 2026 | **Next Review:** April 2027

1. Statement of Intent

ADA Ltd is committed to protecting students from online harm, including grooming, cyberbullying, and exposure to inappropriate content. We adhere to the **Online Safety Act 2023** and **Keeping Children Safe in Education (KCSIE) 2025/26** requirements.

2. Use of Mobile Phones & Smart Technology

- **The "Dual-Line" Provision:** All professional communication is conducted via a **dedicated business eSIM/phone line**. No student or parent contact data is stored on the Director's personal SIM or personal cloud backup.
- **Professional Boundaries:** Personal mobile numbers and private messaging accounts are **never** used for **ADA Ltd** business.
- **Image Storage:** Personal devices are **never** used to take or store images of students. Any required digital evidence is captured on encrypted business hardware.
- **For Students:** Provision is **"mobile-free"** by default. Devices are stored securely and returned at the end of the session. Exceptions are made only for **medical monitoring** as documented in an Individual Healthcare Plan (IHP).

3. Social Media & Digital Boundaries

- **Professional Conduct:** The Director will not "friend" or follow current or former students or their families on personal social media platforms.



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- **Private Commissions:** For private clients, all contact regarding invoicing and scheduling is via the **parent's provided email** and the **dedicated business phone line**.
- **Marketing & Promotion:** **ADA Ltd** will only post images of student work or testimonials on official business social media accounts with **express, time-limited written parental consent**. No identifiable images of students' faces or full names will ever be published.
- **Reporting:** Any attempt by a student to contact the Director via personal social media will be recorded and reported to the **Commissioning School's DSL**.

4. Filtering and Monitoring

- **External Venues:** When using community spaces like libraries, the Director verifies that the venue's Wi-Fi has active **safety filtering** before allowing student access.
- **Device Security:** Any **ADA Ltd** hardware used by students is subject to appropriate filtering and monitoring in line with **UK Safer Internet Centre** standards.

5. Cyberbullying & Online Incidents

Cyberbullying is treated as a form of bullying under **ADA_POL_009**. Any online safety incident will be recorded and reported to the commissioning body within **24 hours**.

Lead Director: Jennie Jepps (DSL Online Safety Trained: Feb 2026)
