



# Bespoke

Tutors UK Ltd.

67 King Street, Maldon, Essex. CM9 5DX

Company registration no.: 14831085

## Safer Remote Learning Policy

Last Updated: 30.08.24

Reviewed on: 30.08.24

### Statement of Intent

Bespoke Tutors UK Ltd. works with children and families as part of its activities. These include:

- Providing tuition services to children and young people
- Providing support around mental health and anxiety to children and young people
- Advising on statutory processes to parents and professionals
- Advising on a range of special educational needs to parents and professionals
- Assessing children and young people for exam access arrangements in accordance with JCQ regulations

### The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and contractors with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the

law in terms of how we use online devices.

The policy statement applies to all staff, contractors, children and young people and anyone involved in Bespoke Tutors UK's activities.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and Wales.

Summaries of the key legislation and guidance are available on:

- online abuse
- bullying
- child protection.

### **Our Values**

#### **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 our network and devices
- 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
- 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.

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

- appointing an online safety coordinator [this may or may not be the same person as your nominated child protection lead]
- providing clear and specific directions to staff and contractors on how to behave online through our behaviour code of conduct
- 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 or 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 or young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively where necessary
- 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.
- Recording sessions where an adult is not present in order to safeguard both the child and tutor.

**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 contractors on dealing with all forms of abuse, including bullying or 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.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- safeguarding policy
- code of conduct
- terms of business
- privacy notice
- data protection policy

### **Contact details**

Designated lead for safeguarding and child protection

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We are committed to reviewing our policy and good practice annually.

**Signed: *K Marshall***

**Position: Company Director**

**Date: 30.08.23**