



E Safety Policy

1. Purpose and Scope

This policy sets out Prime Tutors' approach to ensuring the safe and responsible use of digital technologies, the internet, and electronic communications. It applies to all staff, tutors, contractors, learners, and parents/carers involved with Prime Tutors' services, both in-person and online.

The policy aims to:

- Protect learners and staff from online risks, including cyberbullying, exploitation, grooming, and harmful content.
- Promote responsible and respectful digital behaviour.
- Ensure compliance with legal and statutory safeguarding duties.
- Provide clear procedures for responding to e-safety concerns.

2. Principles

- **Safeguarding First** – Learner safety and wellbeing is paramount in all digital activities.
- **Education & Empowerment** – Learners are supported to develop digital resilience and critical thinking skills.
- **Accountability & Responsibility** – Staff and learners are accountable for their online conduct.
- **Transparency & Partnership** – Parents/carers are kept informed and engaged in e-safety practices.

3. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- Ensures this policy is implemented and reviewed annually.
- Monitors e-safety incidents and takes appropriate safeguarding action.

- Provides training and updates to staff and learners.

Staff & Tutors

- Model positive online behaviour.
- Use organisation-approved platforms for communication and tuition.
- Report any safeguarding concerns, breaches, or inappropriate content.
- Maintain professional boundaries in online communications.

Learners

- Use technology safely, respectfully, and responsibly.
- Avoid sharing personal information inappropriately.
- Report any concerns, cyberbullying, or unwanted contact immediately.

Parents/Carers

- Support learners in following e-safety guidance.
- Monitor home internet use where tuition is delivered remotely.
- Raise concerns promptly with the organisation.

4. Safe Use of Technology

- **Approved Platforms:** Only secure, organisation-approved platforms (e.g., encrypted video conferencing and learning management systems) are to be used for online tuition.
- **Communication:** Tutors must not use personal phone numbers, emails, or social media accounts for learner contact.
- **Recording:** Sessions may be recorded for safeguarding purposes, with parental consent, and stored securely in line with data protection requirements.

- **Data Protection:** Personal data must be processed in line with GDPR and Prime Tutors' Data Protection Policy.

5. Online Safety Risks Addressed

- **Cyberbullying** – Clear reporting procedures and support provided.
- **Inappropriate Content** – Filters and monitoring systems in place; learners encouraged to report exposure.
- **Online Grooming & Exploitation** – Vigilant safeguarding monitoring, staff training, and learner awareness.
- **Digital Footprint** – Learners educated on responsible use of social media and long-term impacts of online behaviour.

6. Education and Training

- Staff receive regular training on e-safety, safeguarding, and digital teaching practices.
- Learners are given age-appropriate guidance on safe and responsible internet use.
- Parents/carers are provided with resources and advice to support e-safety at home.

7. Responding to Concerns

- All concerns must be reported immediately to the DSL.
- Concerns will be logged and handled in line with the Safeguarding and Child Protection Policy.
- If a learner is at immediate risk, emergency services and the Local Safeguarding Children Partnership will be contacted.

8. Monitoring and Review

- The policy will be reviewed annually or sooner if technological, statutory, or organisational changes require it.
- E-safety incidents and feedback will inform updates and improvements.