# SPM Development Services Ltd

## Online Safety Policy

**Reviewed and Updated**: September 2025

**Next Review:** September 2026, or sooner if statutory guidance changes.

## Purpose and Scope

This policy sets out how SPM Development Services Ltd ensures safe and appropriate use of online platforms for teaching and mentoring. It applies to all staff, learners, and parents/carers involved in online tuition.

## Legal and Guidance Framework

This policy is informed by:
• Keeping Children Safe in Education (KCSIE 2025)
• Working Together to Safeguard Children (2023)
• Prevent Duty Guidance (2023)
• DfE Cyber Security Standards for Schools and Colleges
• Data Protection Act 2018 and UK GDPR

## Responsibilities

• Tutors and staff are responsible for maintaining professional boundaries and safeguarding during online sessions.
• Learners must follow agreed rules to ensure their own safety and respectful conduct online.
• Parents and carers are responsible for ensuring sessions are conducted in a safe, supervised environment.

## Staff Conduct

Tutors and staff must:
• Use only SPM-approved platforms for online tutoring.
• Dress appropriately and ensure a professional background.
• Not share personal contact details with pupils.
• Not record, screenshot or share online sessions.
• Maintain professional standards at all times and report concerns immediately to the DSL.

## Learner Expectations

Learners must:
• Be dressed appropriately for online sessions.
• Engage respectfully with staff and peers.
• Not take screenshots, recordings or share content from online sessions.

• Keep mobile phones on silent and avoid distractions.
• Follow tutor instructions and safeguarding rules during sessions.

### Parent/Carer Role

Parents and carers must:
• Be present in the home during online tuition.
• Support children with IT set up where necessary.
• Ensure sessions take place in a safe and appropriate environment (e.g. not in bedrooms).
• Encourage positive engagement and ensure attendance at sessions.
• Report any concerns immediately to the DSL.

### Cyber Security and Data Protection

• Staff must follow SPM's data protection policy and GDPR requirements.
• Devices used for online tuition must be secure, with up-to-date antivirus and password protection.
• Personal data must only be shared through secure systems approved by SPM.
• Any data breaches or online safety concerns must be reported immediately to the DSL.

### Safeguarding Concerns

Any safeguarding concern identified during an online session must be reported to the DSL immediately. This includes inappropriate messages, unsafe online behaviour, or anything observed in the learner's environment that raises concern for their safety.

### Policy Review

This policy will be reviewed annually, or sooner if statutory guidance or commissioning authority requirements change.