

SPM Development Services Ltd

Online Safety and Digital Learning Policy

Reviewed and Updated: July 2026

Next Review: September 2027, or sooner if statutory guidance changes.

Approved by: Simon Piper-Masha

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 (2026)
- Working Together to Safeguard Children (2023)
- Prevent Duty Guidance (2023)
- DfE Cyber Security Standards
- Data Protection Act 2018
- UK GDPR
- Data (Use and Access) Act 2025

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.
- Tutors and staff must remain alert to emerging online safeguarding risks, including artificial intelligence (AI), deepfakes and image-based abuse.

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.
- Remain vigilant to safeguarding concerns arising during online tuition, including inappropriate online behaviour, AI-generated content, image-based abuse and online exploitation.
- Never use artificial intelligence (AI) to generate, edit or manipulate images or personal information relating to learners.
- 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.
- Not create, share or request AI-generated images or inappropriate online content during tuition.
- 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.
- Staff should remain aware of emerging online risks, including AI-generated content, phishing, deepfakes and image-based abuse.
- Any data breaches or online safety concerns must be reported immediately to the DSL.

Artificial Intelligence (AI)

SPM recognises that artificial intelligence (AI) presents new safeguarding opportunities and risks. Staff should remain alert to AI-generated images, deepfakes, image-based abuse and

the misuse of AI technology. Any safeguarding concerns involving AI should 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, online exploitation, AI-generated images, deepfakes, and other AI-generated content, image-based abuse, the making or sharing of nudes or semi-nudes, cyberbullying, 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.