



Online Safety Policy

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ONLINE SAFETY POLICY FOR TUTORS AND LEARNERS

Date of Procedure: 12/06/2026

This policy will be reviewed every 12 months (as a minimum)

Review Date: 12/06/2027

Introduction

The purpose of this online safety policy is to ensure the well-being and security of tutors and learners during online tutoring sessions.

As technology plays an increasingly significant role in education, it is crucial to establish guidelines and best practices that promote a safe and productive online learning environment.

This policy outlines the expectations, responsibilities, and measures to be followed by tutors and learners to ensure online safety.

Responsible Use of Technology**Appropriate Use**

Tutors and learners must use technology and online resources solely for educational purposes during tutoring sessions. Any unauthorised or inappropriate use, such as accessing inappropriate content, sharing personal information, or engaging in cyberbullying, is strictly prohibited.

Privacy and Confidentiality

Tutors must respect the privacy and confidentiality of learners. Personal information shared during tutoring sessions, including contact details and academic records, should be securely stored and only used for educational purposes. Learners' personal information must not be shared with unauthorised individuals or third parties.

Data Protection

Tutors must comply with data protection laws and regulations, including the General Data Protection Regulation (GDPR), when handling and storing learners' personal data. Adequate measures should be taken to ensure the security and confidentiality of any personal data collected during the tutoring sessions.

Online Communication**Professional Conduct**

Tutors must maintain a professional and respectful tone in all online communication with learners and their parents/guardians.

Communication Channels

Tutors and learners should utilise designated communication channels approved by

parents/guardians, such as secure online platforms or email, for any necessary discussions or exchange of information. Personal social media accounts should not be used for educational purposes.

Parental/Guardian Involvement

Tutors should encourage open communication with parents/guardians to keep them informed about the progress and well-being of the learner. Regular updates and feedback should be provided through appropriate channels.

Tutors Communication

Tutors must not access social networking sites, personal emails or any website which is unconnected with the provision whilst tutoring the learner.

Tutors must use social networking sites with extreme caution, being aware of the nature of what is published online and its potential impact on their professional position and the reputation of AP Education.

Our tutors must immediately report to their Education Delivery Co-Ordinator at AP Education, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Any online communications must not either knowingly or recklessly:

- Place the CYP at risk of harm, or cause actual harm
- Bring Alternative Provision by Ackerman Pierce into disrepute
- Breach confidentiality
- Breach copyright
- Breach data protection legislation, or do anything that could be considered discriminatory against or bullying or harassment of any individual

Under no circumstances should learners or parents be added to the tutor's social network 'friends' or contacted through social media.

Any digital communication between the tutor, learner and parents/carers must be professional in tone and content. Under no circumstances may the tutor use their personal email address, mobile phone or social media to contact a learner.

Online Safety Measures

Secure Platforms

Tutors should use secure and reputable online platforms for conducting tutoring sessions. These platforms should have appropriate security measures in place to protect against unauthorised access and ensure the privacy of the participants.

Device Security

Tutors and learners are responsible for maintaining the security of their devices by using up-to-date anti-virus software, firewall protection, and regular software updates.

Reporting and Response**Reporting Incidents**

Tutors should promptly report any suspected or observed violations of this online safety policy to the appropriate authorities, which includes concerns regarding cyber bullying, explicit or inappropriate content to AP Education via their Education Delivery Co-Ordinator.

Please read this policy in conjunction with our Safeguarding Policy.

Incident Response

In the event of a reported incident, tutors should cooperate fully in any investigations or actions taken to address the situation, ensuring the safety and well-being of all parties involved.

Training and Awareness**Training**

Tutors should receive regular training and updates on online safety practices and guidelines to enhance their understanding of potential risks and strategies for maintaining a secure online learning environment.

Learner Education

Tutors should educate learners on online safety best practices, such as the importance of protecting personal information, recognising and reporting inappropriate behaviour and maintaining responsible online conduct.

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