

Online Safety Policy & Acceptable Use Agreement

Digital Safeguarding & E-Safety Standards for Tom Wicks Tutoring online tutorials

Tutor / Business Name:	Tom Wicks / Tom Wicks Tutoring
Contact Email:	tomwickstutoring@gmail.com
Approved Platforms:	Microsoft Teams / Jitsi / Tutor Cruncher (Groupworld Whiteboard)
Policy Review Date:	August 2026 (Annual Review)

1. Purpose & Scope

This Online Safety Policy complements the Safeguarding Statement and Child Protection Policy by detailing the technical, behavioural, and environmental standards required during remote educational sessions. It applies to the tutor, tutees, and parents/guardians engaging in online tuition.

2. Platform Security & Access Controls

- **Authorized Video Platforms:** Lessons are delivered exclusively via professional video conferencing software (e.g. Microsoft Teams). Casual communication apps (e.g., Snapchat, FaceTime, Discord, personal WhatsApp video) are strictly prohibited.
- **Access Protection:** Every session utilises unique meeting IDs, end-to-end encryption features, waiting rooms, and password protection to prevent unauthorized third-party access ('Zoombombing').
- **Link Distribution:** Meeting links and credentials are sent directly to the parent/guardian via registered email or nominated parental contact numbers.

3. Digital Environment & Behavioural Standards

- **Physical Workspace:** Both tutor and tutee must participate from an open, communal living area (e.g., dining room, living area, study). Bedrooms are prohibited unless strictly unavoidable, in which case a completely neutral digital background or blur filter must be applied.
- **Parental Supervision:** A parent or designated responsible adult (18+) must be present in the home throughout the remote lesson and maintain reasonable visual/auditory oversight.
- **Professional Presentation:** Both tutor and student must be dressed appropriately as if attending an in-person school or tutoring environment.
- **Digital Etiquette:** Language and behaviour must remain professional, respectful, and academically focused at all times. Inappropriate, abusive, or discriminatory content will result in immediate termination of the call.

4. Screen Sharing, Digital Whiteboards & File Transfers

- **Screen Sharing Protocols:** Screen sharing is restricted to academic materials only. The tutor and tutee must close all unrelated browser tabs, private files, and personal messaging notifications prior to sharing.

- **Interactive Tools:** Whiteboards and shared work areas must be monitored continuously by the tutor. Misuse (e.g., inappropriate drawing or off-topic links) will result in sharing permissions being revoked.
- **File Transfer:** Learning resources, past papers, and homework submissions must be sent through official email channels or secure cloud drives monitored by the parent/guardian.

5. Lesson Recording & Image Capture

- **No Unilateral Recording:** Neither the tutor, student, nor parent may record audio or video of lessons without explicit, mutual, and written advance agreement.
- **Purpose of Recordings:** Where recording is formally agreed upon (e.g., for revision or safeguarding auditing), files are securely archived in encrypted storage, never uploaded to public platforms, and deleted after an agreed retention period.
- **Screen Captures:** Taking photographs, screenshots, or screen recordings of participants without permission is strictly prohibited.

6. Cybersecurity, Privacy & Data Protection

- **Device Protection:** The tutor maintains active antivirus protection, up-to-date operating software, and firewall security on all devices used for tuition.
- **Data Confidentiality:** Student contact details, assessment marks, and identity records are processed in accordance with UK GDPR and Data Protection legislation.
- **External Links:** The tutor will not direct students to unvetted third-party websites or platforms that require students under 18 to create independent personal accounts without parental consent.

7. Incident Management & Breach Escalation

If an online safety breach or incident occurs during a remote session:

1. **Immediate Interruption:** If inappropriate content appears, an unauthorized person enters, or boundaries are breached, the session will be terminated immediately.
2. **Notification:** The tutor will contact the parent/guardian within 1 hour to provide a factual account of the incident.
3. **Safeguarding Escalation:** Any incident involving digital exploitation, grooming behaviours, or illegal online content will be reported immediately to the Internet Watch Foundation (IWF), CEOP (Child Exploitation and Online Protection Command), or local police.
4. **Incident Logging:** A written account will be logged within 24 hours in the tutor's official safeguarding record.

Key Online Safety & Digital Escalation Contacts

CEOP (Child Exploitation & Online Protection)	ceop.police.uk (Safety Centre)
Internet Watch Foundation (IWF)	report.iwf.org.uk (Illegal Content)
UK Safer Internet Centre	saferinternet.org.uk / 0344 381 4772

