

TUTOR DOCTOR ESSEX

Online Safety Policy



Version: July 2026

Review Date: July 2028

Document Control

Policy Title
Policy Owner
Approved By

Online Safety Policy
Viv Durham – Director
Laura Adams – Director & DSL
Viv Durham – Director & DDSL
July 2026
Every 2 Years
July 2028

Version
Review Cycle
Next Review

Related Policies

- Safeguarding and Child Protection
- Data Protection and Information Governance
- Staff Code of Conduct
- Tutor Code of Conduct

1. Policy Statement

Tutor Doctor Essex is committed to safe, responsible and effective use of technology across all tuition delivery.

2. Purpose and Scope

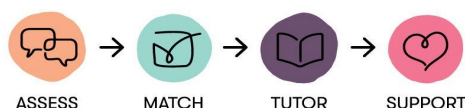
Applies to all directors, employees, tutors, contractors and volunteers.

3. Roles and Responsibilities

Directors oversee implementation. The DSL manages online safeguarding. Everyone must report concerns.

4. Safe Use of Technology

- Use approved systems
- Protect passwords
- Keep devices updated
- Use secure internet
- Protect confidential information



5. Online Tuition Standards

Maintain professional standards during online sessions.

6. Digital Safeguarding

Report cyberbullying, grooming, sextortion, exploitation, radicalisation and other online harms.

7. Communication & Professional Boundaries

Only approved communication channels may be used.

8. Artificial Intelligence

AI may support planning but not replace professional judgement.

9. Mobile Phones & Social Media

Do not photograph students or disclose confidential information.

10. Parent & Student Responsibilities

Support safe online learning and respectful behaviour.

11. Reporting, Training & Review

Training is mandatory and concerns must be reported immediately.

Approval

Approved by:

Laura Adams – Director & DSL

Viv Durham – Director & DDSL

