



Online Safety Policy

1. Introduction

At HB Tuition, we are committed to safeguarding our students in all aspects of their education, including their online activities. This policy outlines our approach to online safety, ensuring that students, staff, and parents are aware of the risks associated with digital technologies and the measures in place to protect against them.

2. Aims

- To educate students about the benefits and risks of using digital technologies.
- To establish clear guidelines for acceptable use of the internet and digital devices.
- To provide staff with the necessary training and resources to support online safety.
- To engage parents in promoting safe online practices at home.

3. Legislation and Guidance

This policy is informed by the following:

- Keeping Children Safe in Education
- Teaching Online Safety in Schools
- Preventing and Tackling Bullying
- Relationships and Sex Education
- Searching, Screening and Confiscation
- Education Act 1996
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011

4. Roles and Responsibilities

- Proprietor: Ensures the implementation and effectiveness of the online safety policy.

- Online Safety Lead: Oversees the day-to-day management of online safety, including training and incident management.
- Staff: Adhere to the policy, model safe online behavior, and educate students about online safety.
- Students: Follow the acceptable use policy and report any online safety concerns.
- Parents/Carers: Support the policy and reinforce online safety practices at home.

5. Education and Awareness

At HB Tuition, we regularly discuss online safety with our students to help them navigate the digital world safely and responsibly. We focus on three key areas:

- Digital Literacy: Encouraging responsible use of technology, understanding online footprints, and recognising misinformation.
- Cyberbullying: Exploring what it is, how to recognise it, and what to do if it happens to you or someone else.
- Online Wellbeing: Talking about the impact of online activities on mental health, self-esteem, and healthy relationships.

These conversations are woven into lessons, workshops, and everyday interactions, helping students become thoughtful and safe digital citizens.

6. Acceptable Use

All users must adhere to the Acceptable Use Policy, which includes:

- Using the internet and digital devices responsibly and for educational purposes.
- Not accessing inappropriate content.
- Not sharing personal information online.
- Reporting any concerns or incidents to a staff member.

7. Use of Digital and Video Images

- Parental consent is obtained before using images of students.
- Images are stored securely and used appropriately.
- Students are taught about the risks of sharing images online.

8. Data Protection

- Personal data is handled in accordance with our Data Protection Policy.

- Staff are trained in data protection principles.
- Data breaches are reported and managed promptly.

9. Responding to Incidents

- All online safety incidents are recorded and investigated.
- Serious incidents are reported to the appropriate authorities.
- Support is provided to those affected by online safety incidents.

10. Monitoring and Review

- The policy is reviewed annually or in response to significant developments.
- Feedback from staff, students, and parents is considered in the review process.
- The effectiveness of the policy is monitored through incident logs and surveys.

Reviewed: May 2025	Andrew Booth
Next review: May 2026	