

Introduction

This policy provides guidance on the procedures that will support the use of social networking within Tute Education Ltd. It is important that all staff, contractors, board members, are aware of this policy and agree to the following terms.

Terms

- ē To protect all children and young people who make use of technology.
- ē To provide staff with policy and procedure information regarding e-safety.
- ē To ensure Tute Education Ltd is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites.
2. When engaging with digital technology, it is important that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
 - ē Reporting concerns about possible abuse.
 - ē Following process and procedure for reporting above.
4. Overview of website & social media and how it will be managed within the company:
 - ē Vetting and managing the webpage/social media pages.
 - ē Training for the person(s) managing the organisation's webpage/social media pages.
 - ē Tute has appointed a designated safeguarding lead person.
 - ē Ensure any interactive content is moderated.
5. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
6. Ensure that staff, are aware of the need to protect their privacy online.
 - ē Contact details.
 - ē Always promote safe and responsible use.
 - ē Avoid taking personal details of children and young people.
 - ē When uploading content.
 - ē 'think before you post'.
7. Address safeguarding when promoting the company.

Additional resource - Content, contact and conduct exemplars

	Commercial	Aggressive	Sexual	Values
Content (child as recipient)	Advertisements Spam Sponsorship Personal Information	Violent/hateful content Lifestyle sites	Pornographic or unwelcome sexual content	Bias Racist Misleading information or advice
Contact (child as participant)	Tracking Harvesting Personal information	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material; sexting	Providing misleading info and advice Health and wellbeing; time spent online

This policy is further reinforced by additional Tute safeguarding policies as follows:

Child protection:	Policy and procedures will be shared and training given in identification of abuse and neglect, at induction stage.
Safeguarding:	Policy and procedures will be shared and training given in identification of abuse and neglect, at induction stage.
Anti-Bullying:	Policy will be shared at induction stage
Behaviour & Attendance:	Staff will agree to the Tute code of conduct to confirm expectations of their own behaviour. Online behaviour management strategies will be provided for classroom use
Allegations & Whistle-blowing:	Whistle-blowing procedures will be explained at induction stage
Lesson booking:	Staff will sign an agreement ensuring pupil information obtained at booking stage will remain confidential.

Related documents:

Person specification for online teachers

Application Form

Reference request form

Confidentiality agreement

Tute Code of Conduct

References:

Safeguarding Children in Education: The role of local authorities and governing bodies under the Education Act 2002 (Chapter 4) 2013

Keeping children safe in education: Statutory guidance for schools and colleges (Part 3)



E-Safety Policy

DfE July 2015

Policy approved by: Vanessa Leach, Managing Director

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