

Bury Tuition Centre – E-Safety (Online Safety) Policy

1. Introduction

At Bury Tuition Centre, we recognise that technology plays an important role in education and everyday life. Digital platforms provide valuable opportunities for learning, communication, and development; however, they also present potential risks.

We are committed to ensuring that all students, parents, and staff understand how to use technology safely, responsibly, and respectfully.

This policy is aligned with **Keeping Children Safe in Education (KCSIE)** and national online safety guidance, and forms part of our wider safeguarding framework.

2. Our Commitment

Bury Tuition Centre is committed to:

- Protecting students from online risks, including:
 - Cyberbullying
 - Grooming and exploitation
 - Exposure to harmful or inappropriate content
 - Radicalisation
 - Online fraud and scams
 - Promoting safe and responsible use of technology
 - Supporting parents in managing online safety at home
 - Ensuring staff are trained to recognise and respond to online safety concerns
 - Using secure, GDPR-compliant systems such as TutorBird and Stripe
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3. Expectations for Students

Students are expected to:

- Use technology and the internet responsibly and for learning purposes only
- Treat others with respect in all online interactions
- Never use technology to bully, intimidate, or harass others
- Keep personal information (such as address, phone number, passwords) private

- Avoid accessing inappropriate, harmful, or illegal content
 - Not take or share photos, videos, or recordings of others without permission
 - Report any online activity that makes them feel unsafe or uncomfortable
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4. Expectations for Parents/Guardians

Parents/guardians play a key role in supporting online safety.

You are encouraged to:

- Monitor your child's online activity and set clear boundaries
 - Have regular conversations about safe and respectful internet use
 - Ensure devices used for learning are appropriately secured
 - Use parental controls where appropriate
 - Report any online safety concerns to the Centre promptly
 - Support and reinforce the Centre's expectations at home
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5. Expectations for Staff

Staff at Bury Tuition Centre will:

- Model safe and responsible use of technology at all times
- Supervise student use of devices during lessons where applicable
- Report and record any e-safety concerns immediately
- Maintain professional boundaries in all digital communications
- Follow safeguarding and data protection procedures in all online interactions

Staff will not engage in any inappropriate online contact with students.

6. Online Teaching & Communication

Where online tuition or communication is used:

- Sessions will take place only via approved and secure platforms
- Sessions may be monitored or recorded for safeguarding and quality assurance purposes
- Students should participate from an appropriate and supervised environment where possible

- Parents are encouraged to be aware of and support their child's participation in online learning
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7. Reporting Concerns

Students should report any online concerns to a trusted adult immediately.

At the Centre:

- All concerns will be taken seriously and recorded where appropriate
- Concerns will be passed to the Designated Safeguarding Lead (DSL)
- Where necessary, the Centre may involve parents, schools, or external agencies

Designated Safeguarding Lead (DSL):

- Name: Shazia Tahir
- Email: safeguarding@northwesteducationhub.co.uk
- Phone: 07527 675842

Deputy Designated Safeguarding Lead (Deputy DSL):

- Name: Nazia Younis
 - Email: info@northwesteducationhub.co.uk
 - Phone: 07485 184081
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8. Misuse of Technology

Misuse of technology will be treated seriously.

This includes:

- Cyberbullying
- Accessing inappropriate or harmful content
- Recording or sharing images without consent
- Breaching Centre rules regarding device use

Where misuse occurs:

- Appropriate action will be taken in line with the Behaviour Policy
 - This may include warnings, suspension, or removal from the Centre
 - Serious incidents may be referred to external agencies
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9. Safeguarding Link

Online safety is a key part of safeguarding.

Any concerns relating to online behaviour that may indicate risk or harm will be managed in line with the Centre's safeguarding procedures.

10. Monitoring & Review

- This policy will be reviewed annually or sooner if required
 - Updates will reflect changes in legislation, technology, and safeguarding guidance
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11. Legal Entity

Bury Tuition Centre is a trading name of North West Education Hub Ltd.

Policy Information

- Policy Owner: Nazia Younis (Director / Deputy DSL)
- Policy Reviewed: April 2026
- Next Review Due: April 2027
- Version: 1.0