Online Safety Policy
Seven Springs Education

Approved by:	Willow Hewitt	**Date:** 14/08/23
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Contents

1. Aims

Our organisation aims to:

● Have robust processes in place to ensure the online safety of students and staff

● Deliver an effective approach to online safety, which empowers us to protect and educate all members of the organisation in its use of technology

● Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

● **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

● **Contact** – being subjected to harmful online interaction with other users, such as child-to-child pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

● **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

● **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

● Teaching online safety in schools

● Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

It also refers to the DfE's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010.

3. Roles and responsibilities

3.1 The Senior Leadership Team

The Senior Leadership Team has overall responsibility for monitoring this policy, ensuring that staff understand this policy, and that it is being implemented consistently throughout the organisation.

The Senior Leadership Team will coordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The member of the Senior Leadership Team who oversees online safety is the DSL.

The Senior Leadership Team and the DSL are responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout.

All Senior Leadership Team members will:

● Ensure that they have read and understand this policy

● Agree and adhere to the terms on acceptable use of the organisation's Teaching Platform(s) and Zoom classrooms (appendix 3)

● Ensure that, where necessary, guidance for students around online safety awareness, is adapted for vulnerable children, victims of abuse and pupils with SEND because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

● Understand the provisions Seven Springs Education has in place for protecting students online, including filtering and monitoring, and know how to escalate concerns when identified.

3.2 The designated safeguarding lead

Details of the organisation's DSL (Willow Hewitt) and deputy (Joyce Wong) are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in the organisation, in particular:

● refer safeguarding concerns involving the internet or online services to the local authority children's social care as required and support staff who make referrals to local authority children's social care;

● act as a point of contact with schools and colleges and their three safeguarding partners

● confirm to schools and colleges that all processes and procedures with regard to online safety are in place and adhered to;

● confirm to schools and colleges our commitment to abide by their safeguarding, online safety and filtering and monitoring policies as part of school partnerships;

● work with schools to ensure the appropriate filtering and monitoring is in place;

● can be responsible for filtering and monitoring, including identifying risks and carrying out sample checks;

● liaise with schools and colleges on matters of online safety and when deciding whether to make a referral to relevant agencies; and

● act as a source of support, advice and expertise for all staff on online safety.

● understand the lasting impact that adversity and trauma experienced online can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;

● ensure each member of staff has access to, and understands, the company's online safety policy and procedures, especially new and part time staff;

● understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations;

● are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online in education;

● can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;

● ensure the online safety policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly;

● ensure the online safety policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the company in this.

This list is not intended to be exhaustive.

3.3 The IT Coordinator

The IT Coordinator (Joyce Wong) is responsible for:

● Checking that there is an appropriate level of security protection procedures, such as monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure students are kept safe from potentially harmful and inappropriate content and contact online while with Seven Springs Education, including terrorist and extremist material.

● Ensuring that the organisation's IT systems are secure and protected against viruses and malware, such as through the use of firewalls, antivirus and encryption, and that such safety mechanisms are updated regularly

● Ensuring security measures, such as the monitoring of the organisation's IT systems, are implemented to the fullest extent possible on a regular basis

● Ensuring that the systems keep traceable records of any reported online safety incidents (see appendix 5) available to the DSL when the incident is reported

● Ensuring that the systems are set up to allow lesson recordings so that any incidents or concerns recorded are made available to the DSL when reported

This list is not intended to be exhaustive.

3.4 All staff

All staff and anyone who works for Seven Springs Education are responsible for:

● Maintaining an understanding of this policy

● Implementing this policy consistently

● Agreeing and adhering to the terms on acceptable use of the organisation's Teaching Platform(s) and Zoom classrooms (appendix 3).

● Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy

● Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the organisation's behaviour policy and reported to the DSL

● Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

In relation to filtering and monitoring:

Filtering and monitoring refers to the steps we take to stop students from encountering harmful and inappropriate content, and how we monitor that those steps are effective. As students will always be using school-owned or personal devices for online tuition, staff are responsible for monitoring and reporting. Staff are responsible for reporting safeguarding and technical concerns, such as:

● witnessing or suspecting unsuitable material has been accessed

● noticing unsuitable material in Seven Springs Education's teaching materials or online platforms

● teaching topics that could create unusual activity on school filtering logs - so we can notify the partner school(s)

● becoming aware of any failures in a school's filtering software, or abuses of the system e.g. students searching inappropriate content on another's account; abbreviations or misspellings that allow access to restricted material

● suspecting or becoming aware of students using language (including slang, misspellings, emojis) to discuss inappropriate topics via Zoom or Spring.

When making a report to the DSL, staff should make thorough notes and, where possible, provide dates and times of incidents so classroom recordings and chat logs can be checked.

3.5 Parents/carers

Parents/carers are expected to:

● 	Notify a member of staff or the Senior Leadership Team of any concerns or queries regarding this policy

● 	Ensure their child has read, understood and agreed to the terms on acceptable use of the organisation's Teaching Platform(s) and Zoom classrooms (appendix 1 or 2).

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

● 	What are the issues? – UK Safer Internet Centre

● 	Hot topics – Childnet International

● 	Parent resource sheet – Childnet International

● 	Healthy relationships – Disrespect Nobody

4. Educating students about online safety

We ask all students to read and agree to our acceptable use agreements to ensure they have an awareness and understanding of online safety during online classes and when using Seven Springs Education's Teaching Platform(s) and Zoom classrooms. Zoom is a secure platform that we use to deliver our classes. Our teaching platform, Spring, includes an online safety guide for students.

The safe use of social media and the internet will be covered in classes, where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents/carers about online safety

Seven Springs Education will raise parents'/carers' awareness of internet safety in letters or other communications home, and in information via our website or platform. This policy will also be shared with parents/carers.

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the Senior Leadership Team and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the Senior Leadership Team.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the organisation's behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that students know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

All staff (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 12 for more detail).

In relation to a specific incident of cyber-bullying, the organisation will follow the processes set out in the organisation's behaviour policy. Where illegal, inappropriate or harmful material has been spread among students, the organisation will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with the schools and/or local authorities and external services if it is deemed necessary to do so.

7. Acceptable use of Seven Springs Education's Teaching Platform(s)

All students, parents, and tutors are expected to sign an agreement regarding the acceptable use of the organisation's Teaching Platform(s) (appendix 1, 2 or 3).

Use of the organisation's Teaching Platform(s) must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the content posted to the organisation's Teaching Platform(s) by students, parents and tutors to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendix 1, 2 or 3.

8. Acceptable use of Zoom classrooms for online classes by students

All students, parents and tutors, are expected to sign an agreement regarding the acceptable use of the organisation's Zoom classrooms (appendix 1, 2 or 3).

Use of the organisation's Zoom classrooms must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will record all lessons and save all content posted in the chat of the organisation's Zoom classrooms for safeguarding purposes, and to ensure students, parents and tutors comply with the above. These are stored securely in line with data protection legislation. More information is set out in our Data Protection Policy, Records Management, Retention and Disposal policy and acceptable use agreements in appendix 1, 2 or 3.

9. Students using mobile devices in classes

Students are asked not to use their mobile devices at any time during classes, with the exception of instances where tutors give permission for students to use them for teaching and learning purposes (appendix 2) or to call for help in an emergency.

Any breach of the acceptable use agreement by a student may trigger sanctions in line with the organisation's behaviour policy.

Students, tutors and parents are not permitted to take photos of tutors or other students using mobile devices during online classes (appendix 2 and 3).

10. Staff using personal devices

10.1 Tutors using personal devices for teaching

Where tutors use personal devices for delivery of lessons and associated actions (e.g. marking homework), they must never store information containing personal data (e.g. a piece of homework with a student's name written on it) on the device. If homework, reports or similar documents need to be downloaded for the purposes of marking or filling in, they must be handled and deleted within the same session and never left on an unattended/unlocked computer. Actions that can be completed within Seven Springs Education's online learning platforms (e.g. *Spring*) should be completed directly in the platform without storing information elsewhere (e.g. writing reports).

They must also ensure that others do not have access to their devices in ways that would enable them to view/make use of personal data and/or the teaching platform(s) of Seven Springs Education. Steps to ensure this include but are not limited to:

●   Setting up a separate, password protected, user account on the device to ensure that other users of the equipment cannot access our teaching platform(s), on purpose or inadvertently

●   Only accessing/transferring Seven Springs Education-related data when using a secure (private) internet connection

●   Using their dedicated Seven Springs Education email address for all correspondence relating to their work for Seven Springs Education

●   Installing anti-virus and anti-spyware software and keeping these up-to-date

●   Keeping operating systems up to date – always install the latest updates

●   Ensuring the device is 'clean' and does not contain any inappropriate content that may be visible when screen sharing

●   Tutors must comply with our data protection policy and procedures to ensure the safe and secure retention of students' personal data

10.2 Staff members using personal devices for other duties

Where staff members use personal devices in a way that includes the use or viewing of personal data, they will be given guidance on how to use these personal devices.

In addition to the steps in 10.1, this includes, but is not limited to:

●   Keeping the device password-protected

●   Using firewalls

●   Installing anti-virus and anti-malware checkers and keeping these up-to-date

●   Ensuring their hard drive is encrypted

●   Making sure the device locks if left inactive for a period of time

●   Having a separate account on their personal device which they use for Seven Springs Education work

Staff members must not use the device in any way which would also violate the organisation's terms of acceptable use, as set out in appendix 3.

Staff members must comply with Seven Springs Education's Records Management, Retention and Disposal Policy whilst working for the organisation.

Staff members must dispose of all Seven Springs Education's data on leaving the organisation.

11. How the organisation will respond to issues of misuse

Where a student misuses the organisation's Teaching Platform(s) or Zoom classrooms. We will follow the procedures set out in our policies on behaviour and acceptable use. Students that misuse these services will be reported to their school parents/guardians/carers or other appropriate agencies. Students may also be removed or banned from the course or programme.

Where a tutor misuses the organisation's Teaching Platform(s) or Zoom classrooms, the matter will be dealt with in accordance with the staff disciplinary procedures and staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The organisation will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police or children's social care in line with our safeguarding policy (where appropriate).

12. Training

All new tutors and staff will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All employees/workers will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all employees/workers will be made aware that:

● Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse

● Some children are at greater risk of harm than others, both online and offline

● Children can abuse other children online through:

○ Abusive, harassing, and misogynistic messages

○ Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups

○ Sharing of abusive images and pornography to those who don't want to receive such content

● Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

● develop better awareness to assist in spotting the signs and symptoms of online abuse

● develop the ability to ensure students can recognise dangers and risks in online activity and can weigh the risks up

● develop the ability to influence students to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL (Willow Hewitt) and deputy (Joyce Wong) will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

More information about safeguarding training is set out in our child protection and safeguarding policy.

13. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An example incident report log can be found in appendix 5.

This policy will be reviewed every year by the DSL. At every review, the policy will be shared with the Senior Leadership Team. The policy review will be supported by self-review tools, such as 360safe, and will include an annual risk assessment that considers and reflects the risks students face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

14. Links with other policies

This online safety policy is linked to our:

● Child protection and safeguarding policy

● Behaviour policy

● Staff disciplinary procedures

● Data protection policy and privacy notices (see Our Policies)

● Complaints procedure

Appendix 1: Acceptable use agreement for Seven Springs Education's Teaching Platform(s) and Zoom classrooms for Primary School students (0-11 years old).

ACCEPTABLE USE OF SEVEN SPRINGS EDUCATION'S TEACHING PLATFORM(S) AND ZOOM CLASSROOMS: AGREEMENT FOR YOUNGER STUDENTS AND PARENTS/CARERS	
Name of student:	
When I use the Teaching Platform(s) and Zoom Classrooms I will: ● Tell my tutor, school and or parent/guardian/carer, immediately if: ○ I receive messages from people I don't know via the Teaching Platform(s) or the 'chat' function in the Zoom classrooms ○ I find anything on the Teaching Platform(s) or Zoom classrooms that may upset or harm me, my classmates or my friends ● Use the Teaching Platform(s) and Zoom classrooms for learning purposes only ● Be kind to others and not upset or be rude to them ● Only use the username and password I have been given ● Try my hardest to remember my username and password ● Never share my password with anyone, including my classmates and friends. ● Never give my personal information (e.g. school, address or telephone numbers) to anyone without the permission of my tutor or parent/carer ● Save my work on the Teaching Platform(s) ● Be present in class with my microphone and webcam on when requested by the tutor ● Be punctual, joining classes up to 5 minutes before the start time ● Not use a personal mobile phone or other personal electronic device when in a lesson, unless my tutor has given permission **I agree that Seven Springs Education will monitor my activity on the Teaching Platform(s) and will record all tutoring sessions that take place in our Zoom classrooms, and that there will be consequences if I don't follow the rules.**	
Signed (student):	**Date:**
School or parent/guardian/carer agreement: I agree that my child can use the Teaching Platform(s) and Zoom classrooms when appropriate. I agree to the conditions set out above for students using the Teaching Platform(s) and will make sure my child understands these.	
Signed (school or parent/guardian/carer):	**Date:**

Appendix 2: Acceptable use agreement for Seven Springs Education's Teaching Platform(s) and Zoom classrooms for Secondary School students (11-18 years old).

ACCEPTABLE USE OF SEVEN SPRINGS EDUCATION'S TEACHING PLATFORM(S) AND ZOOM CLASSROOMS: AGREEMENT FOR OLDER STUDENTS AND PARENTS/CARERS
Name of student:
I will read and follow the rules in the acceptable use agreement policy   **When I use the organisation's Teaching Platform(s) and Zoom Classrooms I will:**   ●   Always use the Teaching Platform(s) and Zoom classrooms responsibly and for educational purposes only   ●   Keep my username and passwords safe and not share these with others   ●   Keep my private information safe at all times and not give away information such as my school name, address or contact details to anyone without the permission of my tutor or parent/carer   ●   Tell a tutor, my school, my parent/carer/guardian immediately if I find any material which might upset, distress or harm me or others   ●   Be present in class with my microphone and webcam on when requested by the tutor   ●   Be punctual, joining classes up to 5 minutes before the start time   **I will not:**   ●   Access any any websites unless my tutor has expressly allowed this as part of a learning activity   ●   Open any attachments in emails, or follow any links in emails, without first checking with a tutor   ●   Use any inappropriate language or post any inappropriate content when communicating online, including in emails or messages on the Teaching Platform(s) or during Zoom meetings   ●   Log in to the Teaching Platform(s) or Zoom classrooms using someone else's details   ●   Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision   **If I have a personal mobile phone or other personal electronic device with me during class:**   ●   I will not use it during lessons, unless my tutor has given permission for teaching and learning purposes   **I agree that the organisation will monitor my activity on the Teaching Platform(s) and Zoom classrooms, and that there will be consequences if I don't follow the rules.**

Signed (student):	Date:
School or parent/guardian/carer agreement: I agree that my child can use the Teaching Platform(s) and Zoom classrooms when appropriate. I agree to the conditions set out above for pupils using the Teaching Platform(s) and for using personal electronic devices, and will make sure my child understands these.	
Signed (school or parent/guardian/carer):	Date:

Appendix 3: Acceptable use agreement for Seven Springs Education's Teaching Platform(s) and Zoom classrooms for Seven Springs Education Tutors

ACCEPTABLE USE OF SEVEN SPRINGS EDUCATION'S TEACHING PLATFORM(S) AND ZOOM CLASSROOMS: AGREEMENT FOR SEVEN SPRINGS EDUCATION TUTORS

Name of staff member:

Role at Seven Springs Education:

When using the organisation's Teaching Platform(s) and Zoom Classrooms, I will not:

● Access, display, upload or share inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) via the Teaching Platform(s) or Zoom classrooms

● Use them in any way which could harm the organisation's reputation

● Access social networking sites or chat rooms during classes

● Use any improper language when communicating online, including in emails, during Zoom meetings, or other messaging services

● Share my password with others or log in to the Teaching Platform(s) or Zoom classrooms using someone else's details

● Take photographs and videos of students and parents

● Share confidential information about the organisation, its students or staff, or other members of the community

● Access, modify or share data I'm not authorised to access, modify or share

● Promote private businesses, unless that business is directly related to Seven Springs Education

I will only use the Teaching Platform(s) and Zoom classrooms for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that Seven Springs Education will monitor my activity on the Teaching Platform(s) and Zoom classrooms.

I will take all reasonable steps to ensure that my personal devices are secure and password-protected.

I will let the designated safeguarding lead (DSL) and Senior Leadership Team know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will report any concerns or issues relating to Seven Springs Education to the line manager, DSL and Senior Leadership Team where relevant.

I will always use the designated Teaching Platform(s) and Zoom classrooms and ensure that students in my care do so too.

Signed (staff member):	Date:

Appendix 4: Online Safety Training Needs – Self Audit for Seven Springs Education Tutors

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member:	**Date**:
Role at Seven Springs Education:	

Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety at Seven Springs Education?	
Are you aware of the ways students can abuse their other children online?	
Do you know what you must do if a student or parent approaches you with a concern or issue?	
Do you keep your devices and accounts secure?	
Are you familiar with Seven Springs Education's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: Example Online Safety Incident Report Log for Seven Springs Education Tutors

ONLINE SAFETY INCIDENT LOG				
Date	Where the incident took place (e.g. website, social media site)	Description of the incident	Action taken	Name and signature of staff member recording the incident

Appendix 6: Acceptable use agreement for Seven Springs Education's Teaching Platform(s) and Zoom classrooms for School Staff Members

ACCEPTABLE USE OF SEVEN SPRINGS EDUCATION'S TEACHING PLATFORM(S) AND ZOOM CLASSROOMS: AGREEMENT FOR SCHOOL STAFF MEMBERS

Name of staff member:

Name of school:

When using the organisation's Teaching Platform(s) and Zoom Classrooms, I will not:

● Access, display, upload or share inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) via the Teaching Platform(s) or Zoom classrooms

● Use them in any way which could harm Seven Springs Education's reputation

● Use any improper language when communicating online, including in emails, during Zoom meetings, or other messaging services

● Share my password with others or log in to the Teaching Platform(s) or Zoom classrooms using someone else's details

● Share confidential information about Seven Springs Education, its students or staff, or other members of the community

● Access, modify or share data I'm not authorised to access, modify or share

● Promote private businesses, unless that business is directly related to Seven Springs Education

I will only use the Teaching Platform(s) and Zoom classrooms for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that Seven Springs Education will monitor my activity on the Teaching Platform(s) and Zoom classrooms.

I will take all reasonable steps to ensure that my personal devices are secure and password-protected.

I will let the designated safeguarding lead (DSL) and Senior Leadership Team at Seven Springs Education know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will report any concerns or issues relating to Seven Springs Education to my school and Seven Springs Education's DSL and Senior Leadership Team where relevant.

I will always use the designated Teaching Platform(s) and Zoom classrooms and ensure that students in my care do so too.

If I am the designate school data handler for Seven Springs Education login information, I will store students' usernames and passwords securely and not share these to other members of staff.

Signed (staff member):	Date:

Appendix 7: Risk Assessment for Students

Potential Hazard for Students	How students may be harmed	Protection measures in place	Further measures to take
Harmful or inappropriate material on a tutor's computer.	Students may see harmful or inappropriate material when a tutor uses the screen sharing tool on Zoom.	Tutors receive extensive, frequent training on what material is harmful or inappropriate for students. Tutors are asked to take care to close all tabs containing harmful or inappropriate content before starting online lessons. Tutors are trained in how to use the screen sharing tool without unintentionally sharing harmful or inappropriate content. Extensive procedures are in place to deal with allegations of misconduct and safeguarding issues involving tutors and online classes. All students have access to tools to report issues that concern them. Our 'Get Help' button on Spring allows students to quickly report safeguarding concerns to our DSL.	

		Where possible, tutors should use company-owned devices for teaching. Where appropriate, we require students to have an appropriate adult present for the duration of online lessons to act as an additional safeguard.	
Online child-on-child abuse via Zoom classroom tools.	Child-on-child abuse may occur during online classes via the Zoom video, chat, and screen sharing tools. For example, a student may send harmful messages to another student during an online class via the Zoom chat tool or share inappropriate images via the screen sharing tool or through changing their Zoom background.	Tutors receive extensive, frequent training on how to spot and report child-on-child abuse. All Zoom video, chats and screen sharing during online classes is recorded and monitored by Seven Springs Education. Extensive procedures are in place to deal with allegations of misconduct and safeguarding issues involving tutors and online classes. All students have access to tools to report issues that concern them. Our 'Get Help' button on Spring allows students to quickly report safeguarding concerns to our DSL. Where appropriate, we require students to have an appropriate adult present for the duration of online	

		lessons to act as an additional safeguard. Tutors are trained to 'claim host' of all Zoom calls and prevent students holding 'private' chats on Zoom. Tutors receive classroom management training, including how to make use of Zoom features like muting and turning off the videos of disruptive students or students causing harm to others. Tutors are trained to 'claim host' of all Zoom calls and can prevent students accessing screen sharing tools without permission.	
Online child-on-child abuse via other online channels, such as social media and email.	Students may experience abuse or harm from other children via online channels outside of Seven Springs Education's control during online classes. For example, a student may receive harmful messages or inappropriate images from children via social media.	Tutors receive extensive, frequent training on how to spot and report child-on-child abuse. All students have access to safeguarding information on Spring and tools to report issues that concern them. Our 'Get Help' button on Spring allows students to quickly report safeguarding concerns to our DSL. Where appropriate, we require students to have an appropriate adult present for the duration of online	

		lessons to act as an additional safeguard.	
Online abuse from adults via other online channels, such as social media and email.	Students may experience abuse or harm from adults via online channels outside of Seven Springs Education's control during online classes. For example, a student may receive harmful messages or inappropriate images from adults via social media.	Tutors receive extensive, frequent training on how to spot and report safeguarding concerns, including those arising from online interactions. All students have access to tools to report issues that concern them. Our 'Get Help' button on Spring allows students to quickly report safeguarding concerns to our DSL. We provide information to schools and parents about online safety and ways to keep students safe online. Most schools we work with have internet security measures to prevent students accessing harmful or inappropriate material online. Where appropriate we require students to have an appropriate adult present for the duration of online lessons to act as an additional safeguard.	
Harmful or inappropriate material on the internet, such as web pages and	Students may be exposed to harmful or inappropriate material on the	Tutors receive extensive, frequent training on how to spot and report	

video content that students may access themselves purposefully or inadvertently.	internet during online classes if they are browsing the internet without the tutor's knowledge, permission or observation.	safeguarding concerns, including those arising from online interactions. All students have access to tools to report issues that concern them. Our 'Get Help' button on Spring allows students to quickly report safeguarding concerns to our DSL. We provide information to schools and parents about online safety and ways to keep students safe online. Most schools we work with have firewalls and internet security measures to prevent students accessing harmful or inappropriate material online. Where appropriate, we require students to have an appropriate adult present for the duration of online lessons to act as an additional safeguard.	
Harmful or inappropriate material in a tutor's or other students' video or sound, such as background images or sound.	Students may unintentionally be exposed to harmful or inappropriate images or sounds that appear in others' video streams. For example, the entrance of another person in the video or background noise.	Tutors receive extensive, frequent training on what environments are suitable for online teaching.	Provide more detailed training for tutors on how to enable the 'background blurring' tool or 'background image' tool on Zoom.

		Tutors are instructed never to conduct lessons in public places or areas with other people present. Tutors are encouraged to 'self-report' any instances or interruptions during lessons which could be considered a safeguarding concern. Tutors and students are encouraged to use the 'background blurring' tool or 'background image' tool on Zoom if they do not have a neutral background for lessons. Tutors and students are encouraged to use headphones if there is a risk of background noise during lessons. Where appropriate, we require students to have an appropriate adult present for the duration of online lessons to act as an additional safeguard. Students, schools and parents are asked to find a quiet, private place for lessons.	Share more information with students, parents and schools on how to enable the 'background blurring' tool or 'background image' tool on Zoom.

| An unauthorised guest in the Zoom classroom. | Safeguarding issues may arise if an unauthorised guest enters the Zoom classroom. | Zoom links and passwords are only shared via Spring and are not publicly available online, which reduces the risk that an unauthorised person would gain access.

The 'waiting room' is enabled on all Zoom classrooms and tutors are trained to only allow students into the classroom who they know should be attending the class.

Tutors, as host, can mute individuals and turn off their videos. They can also remove an individual from the online classroom if required.

Tutors are trained to 'lock' the Zoom classroom once all the students have arrived to prevent anyone else entering the room.

All Zoom classes are recorded and tutors are trained to report any safeguarding concerns, including instances where an unauthorised person enters the Zoom classroom. | |
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