



New Way Tuition

E-Safety & Acceptable Use Agreement

Written by: Managing Director, Mandy Ward on 1st of September 2026.

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1. PURPOSE

This agreement sets out how New Way Tuition ensures safe and responsible use of technology across:

- Centre-based provision
- Home-based tuition
- Library-based tuition
- Live online tuition
- School-based tuition
- Community -based tuition

Online safety is embedded within New Way Tuition's whole-provider safeguarding approach and must be read alongside the Safeguarding & Child Protection Policy.

New Way Tuition Believes:

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

This agreement reflects Keeping Children Safe in Education (KCSIE 2025) and DfE Filtering & Monitoring guidance and is reviewed annually to ensure continued compliance with statutory requirements.

Although New Way Tuition is not an independent school, we align our safeguarding and online safety arrangements with ISSR Part 3 (Welfare, Health & Safety), Part 6 (Provision of Information), Part 7 (Complaints), and Part 8 (Leadership & Management) as good practice.

2. SAFEGUARDING COMMITMENT

New Way Tuition recognises that:

- The online environment presents safeguarding risks.
- Online harm can include abuse, exploitation, harassment and radicalisation.
- Online behaviour can have serious real-world consequences.
- Online experiences can negatively impact mental health and emotional wellbeing.

We are committed to protecting pupils from:

- Peer-on-peer online abuse
- Cyberbullying
- Sexual harassment
- Harmful sexual behaviour
- Sharing nudes and semi-nudes

- Online grooming
- Criminal or sexual exploitation
- Radicalisation and extremist material
- Exposure to inappropriate or harmful content

We work in partnership with parents and carers to promote safe online behaviour both during and outside tuition sessions.

All online safety concerns are managed in line with KCSIE 2025 and statutory safeguarding procedures.

3. DESIGNATED SAFEGUARDING LEAD (DSL)

Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Mandy Ward

Phone: 07985 686992

Email: mandy@newwaytuition.co.uk

Deputy DSL

Tracy Jordan

Phone: 07715 554656

Email: tracy@newwaytuition.co.uk

All online safety concerns must be reported immediately to the DSL/DDSL.

The DSL/DDSL is responsible for:

- Overseeing online safeguarding arrangements
- Managing and recording concerns
- Assessing risk and determining appropriate action
- Making referrals to external agencies where required
- Reviewing filtering and monitoring systems

All online safety concerns must be reported immediately to the DSL.

4. REPORTING PROCEDURE

If an online safeguarding concern arises:

- The concern must be reported verbally to the DSL immediately.
- A written safeguarding log must be completed the same day.
- Low-level concerns relating to online conduct are also recorded and reviewed in line with safeguarding procedures.
- The DSL will assess risk and determine next steps.

Where required, referrals may be made to:

- Local Authority MASH
- LADO (if staff concern)
- Police
- Prevent Channel Panel

All safeguarding records are stored securely in line with statutory retention guidance.

5. STAFF TRAINING

All staff:

- Receive safeguarding and online safety training at induction.
- Receive annual safeguarding updates.
- Understand the indicators of online abuse, harmful sexual behaviour, exploitation and radicalisation.
- Understand how to identify and report online safety concerns.

The DSL undertakes advanced safeguarding training in line with statutory guidance.

Training records are maintained and reviewed annually.

6. FILTERING & MONITORING

New Way Tuition complies with DfE Filtering & Monitoring Standards.

We:

- Use secure, approved digital platforms only.
- Apply filtering systems to organisation-owned devices.
- Risk assesses all delivery environments (centre, home and library).
- Monitor online sessions through supervision and, where appropriate, recording.
- Review filtering systems annually or sooner if risk changes.

Oversight of filtering and monitoring is the responsibility of the Proprietor and DSL.

Where public or library devices are used, sessions are supervised and accessed via the pupil's individual login where applicable.

Where video-sharing platforms such as YouTube are used, content is pre-checked by staff to ensure suitability and accessed via filtered or restricted viewing systems wherever possible.

If filtering fails or inappropriate content is accessed:

- The session is stopped immediately.
- The incident is logged.
- The DSL reviews the concern and determines further action.

7. LIVE ONLINE TEACHING SAFEGUARDS

For live online sessions:

- Sessions may be recorded for safeguarding and quality assurance.
- Recordings are securely stored in restricted cloud systems.
- Routine recordings are retained for safeguarding.
- All remote learning environments are risk assessed.
- Tutors must use neutral, professional backgrounds.
- Cameras must be positioned appropriately.
- Professional dress and conduct must be maintained.
- No private messaging outside approved systems is permitted.
- Personal social media contact between staff and pupils is strictly prohibited.

Images or recordings of pupils are only used with appropriate consent and for legitimate educational or safeguarding purposes.

All digital communication may be monitored for safeguarding purposes.

8. STUDENT ACCEPTABLE USE AGREEMENT

This Acceptable Use Agreement is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Systems used / users are protected from accidental or deliberate misuse that could result in individual and security systems being at risk.
- Young people will have good access to digital technologies to enhance their learning and, in return, are expected to agree to be responsible users.

Student Name: _____

I understand that online safety is part of safeguarding.

I agree that I will:

- ✓ Use technology safely and respectfully.
- ✓ Only access approved websites and platforms.
- ✓ Not search for inappropriate or harmful content.
- ✓ Keep my passwords private and not share them with anyone.
- ✓ Not share personal information online.
- ✓ Not take screenshots or recordings without permission.
- ✓ Report anything that makes me feel unsafe or uncomfortable.
- ✓ Understand that lessons may be recorded for safeguarding purposes.
- ✓ Understand that online bullying or inappropriate behaviour may result in safeguarding action.

Signed (Student): _____

Date: _____

9. PARENT / CARER AGREEMENT

This Acceptable Use Agreement is intended to ensure that:

- Young people use the internet and digital technologies safely, responsibly and appropriately for educational, personal and recreational purposes.
- Digital systems and users are protected from accidental or deliberate misuse that could place individuals, data or security systems at risk.
- Parents and carers understand the importance of online safety and actively support and guide young people in developing safe and responsible online behaviour.

Parent/Carer Name: _____

I confirm that:

- ✓ I give permission for my child to access online learning.
- ✓ I understand sessions may take place at home, library, centre or online.
- ✓ I understand sessions may be recorded for safeguarding.
- ✓ I understand filtering and monitoring systems are in place where devices are provided.
- ✓ I understand that no system can eliminate all online risk.
- ✓ I will support safe internet use at home.
- ✓ I will report concerns to the DSL.

Signed (Parent/Carer): _____

Date: _____

10. STAFF / TUTOR AGREEMENT

This Acceptable Use Agreement is intended to ensure that:

All members of staff uphold the highest standards of professional conduct and safeguarding when using technology.

It reinforces that online safety is a shared safeguarding responsibility and forms part of safer working practice expectations. The agreement ensures that:

- Professional boundaries are maintained at all times.
- Communication with pupils remains transparent, appropriate and traceable.
- Digital platforms are used safely and in line with organisational procedures.
- Safeguarding risks are identified, reported and managed promptly.
- Filtering and monitoring systems are respected and not bypassed.

By signing this agreement, staff acknowledge that their online conduct forms part of their professional responsibilities and that failure to adhere to these expectations may result in disciplinary or safeguarding action.

Staff Name: _____

I agree that I will:

- ✓ Follow safeguarding procedures in line with statutory guidance.
- ✓ Use only approved communication platforms.
- ✓ Maintain professional boundaries at all times.
- ✓ Not share personal contact details with pupils and only communicate through approved organisational systems.
- ✓ Not use personal social media to contact pupils.
- ✓ Not engage in private one-to-one messaging outside approved systems.
- ✓ Understand that digital communication may be monitored.
- ✓ Report online safeguarding concerns immediately.
- ✓ Not bypass filtering or monitoring systems.
- ✓ Maintain appropriate professional conduct during all sessions.

Signed (Staff): _____

Date: _____

11. GOVERNANCE & REVIEW

This agreement is:

- Reviewed annually.
- Monitored by the Proprietor.
- Evaluated through safeguarding audits and incident review.
- Supported by staff training records.

Leadership ensures that online safety arrangements remain effective and compliant with statutory guidance.

The Proprietor receives assurance that filtering, monitoring and online safeguarding arrangements are effective.