

 Integra Education North LTD trading as Let's Educate	E-Safety and Online Safety Policy	Ref:	EDPOL/17/1
		Issue Date:	May 2026
		Issue:	2
		Revised:	N/A
		Next Review:	May 2027
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E-Safety and Online Safety Policy

1. Introduction

Let's Educate recognises that the use of technology is an essential part of education and communication. However, it also presents potential risks. This policy sets out how Let's Educate ensures the safe and responsible use of the internet, digital platforms and devices across all provision, including schools, alternative provision, EOTAS (Education Other Than At School), online tutoring and off-site learning.

2. Policy Statement

Let's Educate is committed to:

- Ensuring the safety and wellbeing of children and young people online
- Promoting safe and responsible use of technology
- Protecting staff, learners and clients from online risks

Operating in line with safeguarding and data protection legislation.

3. Key Principles

We believe that:

- Children and young people should never experience abuse of any kind
- Technology should be used safely to support learning and development
- Safeguards must always be in place when using online platforms

We recognise that:

- The online environment presents both opportunities and risks
- We have a duty to protect all individuals from harm online
- Online safety is a shared responsibility

4. Roles and Responsibilities

Let's Educate will:

- Appoint an Online Safety Lead (DSL)
- Ensure staff understand online safety expectations
- Provide guidance and training on safe online practices
- Monitor the use of online platforms and compliance

Tutors must:

- Follow all online safety procedures
- Send all online lesson links to the parent or guardian.
- Never electronically communicate directly with the learner
- Always maintain professional boundaries
- Use technology safely and appropriately
- Not use their personal email
- Report concerns immediately

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5. Secure Platforms and Systems

Let's Educate will:

- Use secure and appropriate platforms for communication and delivery
- Risk assess platforms before use
- NOT use of unapproved or unsecured platforms

Where third-party platforms are used:

- They must be suitable for educational use
- Data protection requirements must be met

Let's Educate continues to review secure platform options in line with service development.

6. Use of Devices and Data Security

6.1 Delivery of Education in Home and Remote Settings

Education delivered in home, EOTAS or remote settings is typically carried out using tutor-owned devices.

Let's Educate does not currently provide company-issued devices or a centralised platform. However, strict controls are in place to ensure safe delivery and data protection.

Device Use

Tutors using personal devices must:

- Ensure devices are password protected
- Use secure and private internet connections
- Keep software and security updates up to date
- Use devices appropriately for professional purposes

Data Handling and Storage

All session-related information must be:

- Recorded using Let's Educate feedback forms
- Submitted securely to Let's Educate

Tutors must:

- Not retain personal or sensitive data on their devices
- Delete all session-related information immediately after submission
- Handle all data in line with GDPR and data protection policies

Secure Communication

Communication must:

- Be conducted through agreed and appropriate channels
- NOT use personal social media or informal messaging platforms

Be limited to what is necessary for delivery of provision

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Compliance and Monitoring

Let's Educate will:

- Provide guidance on safe working practices
- Monitor feedback submissions and compliance
- Take action where procedures are not followed

Failure to comply may result in:

- Removal from assignments
- Further action in line with company procedures/ safeguarding policy

7. Online Conduct and Professional Boundaries

All staff must always maintain professional boundaries.

Use appropriate communication methods and avoid personal contact with learners outside agreed channels.

The following are not permitted:

- Sharing personal contact details
- Communicating via personal social media
- Engaging in inappropriate or unprofessional behaviour online
- Communicating after the placement has ended

8. Online Safety in EOTAS and Remote Learning

EOTAS and remote learning environments present additional risks.

Let's Educate will ensure:

- Risk assessments are completed where required
- Safe working practices are clearly communicated
- Tutors understand their responsibilities

Tutors must:

- Ensure the environment is appropriate and safe
- Maintain visibility and professionalism
- Report any concerns immediately

9. Images, Recordings and Consent

Let's Educate will ensure that:

- Images and recordings are only taken where appropriate and authorised
- Content is used only for agreed purposes

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10. Responding to Online Safety Concerns

Where concerns arise:

- They must be reported immediately
- The Safeguarding Policy must be followed
- Appropriate action will be taken

This includes concerns relating to:

- Cyberbullying
- Online abuse
- Inappropriate content
- Grooming or exploitation

11. Training and Awareness

Let's Educate will ensure that:

- All staff receive online safety training at induction
- Training is refreshed regularly
- Staff understand how to identify and respond to risks

Where appropriate guidance may be provided to learners and parents.

12. Monitoring and Review

Let's Educate will:

- Regularly review systems and procedures
- Assess risks associated with new technologies
- Take action where improvements are required.

13. Related Policies

This policy should be read alongside:

- Safeguarding Policy
- Behaviour Policy
- Code of Conduct
- Data Protection Policy
- Complaints Policy

14. Policy Review

This policy will be reviewed annually or following any significant change.

15. Version Control

This policy aligns with:

- Version 1.0 - May 2026 - Original E-Safety Policy