



Online Safety Policy – Safe Space Education

Version 1 (01/02/2026)

1. Introduction

Safe Space Education is committed to ensuring that all pupils, staff, tutors, and mentors are safe when engaging in online learning, communication, and digital activities. This policy outlines how we protect pupils and staff during online sessions, how technology should be used responsibly, and how concerns will be managed.

This policy applies to:

- Online tutoring
- Online mentoring
- Digital communication
- Use of Safe Space Education platforms and devices

2. Aims

Safe Space Education aims to:

- Promote safe and responsible use of technology
- Protect pupils and staff from online harm
- Ensure online sessions are secure, professional, and appropriate
- Respond effectively to online safety concerns
- Educate pupils about safe online behaviour

3. Legal and Policy Framework

This policy is informed by:

- UK GDPR and Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE)
- Children’s Online Privacy Protection principles
- Safeguarding and Child Protection Policy
- Staff Code of Conduct

4. Roles and Responsibilities

Leadership

- Ensure online safety procedures are implemented
- Provide training and guidance to staff

- Review online safety incidents

Designated Safeguarding Lead (DSL)

- Oversee online safety concerns
- Respond to safeguarding issues arising online
- Liaise with schools, parents, and external agencies

Staff, Tutors, and Mentors

- Follow online safety procedures
- Use approved platforms only
- Maintain professional boundaries
- Report concerns immediately

Pupils

- Use technology responsibly
- Follow staff instructions
- Report anything that makes them feel unsafe

5. Safe Online Sessions

Approved Platforms

All online sessions must take place using platforms approved by Safe Space Education or commissioning schools.

Session Environment

Staff must:

- Deliver sessions from a quiet, professional space
- Ensure backgrounds are neutral and appropriate
- Keep cameras on unless agreed otherwise

Pupils should:

- Join sessions from a safe, appropriate environment
- Avoid sharing personal or sensitive information

Recording

- Sessions must **not** be recorded unless explicitly authorised
- If recording is approved, consent must be obtained and data stored securely

6. Communication



- Communication must be professional and limited to educational purposes
- Staff must use work accounts only
- No personal phone numbers, social media, or private messaging
- All communication with pupils must be transparent and logged where required

7. Online Behaviour Expectations

Pupils must not:

- Share inappropriate content
- Use abusive or discriminatory language
- Attempt to contact staff outside approved channels
- Share meeting links or passwords

Staff must not:

- Engage in informal or personal online communication
- Use personal devices without approval
- Share personal information with pupils

8. Cyberbullying

Cyberbullying includes:

- Harassment via messages or chat
- Sharing harmful content
- Online intimidation

All incidents will be:

- Recorded
- Investigated
- Reported to the DSL
- Shared with commissioning schools where appropriate

9. Reporting Online Safety Concerns

Concerns may include:

- Inappropriate behaviour
- Suspicious online activity
- Technical breaches



- Safeguarding disclosures

Staff must report concerns to the DSL immediately. Pupils should be encouraged to speak up if something feels wrong.

10. Data Protection and Privacy

Safe Space Education ensures:

- Secure storage of digital information
- Password-protected systems
- Restricted access to sensitive data
- Compliance with UK GDPR

Personal data must never be shared through unapproved channels.

11. Use of Devices

- Staff must use Safe Space Education or approved devices
- Devices must be password-protected
- Software must be kept up to date
- Pupils must not access staff devices

12. Training

Staff will receive training on:

- Online safety
- Digital safeguarding
- Recognising online risks
- Responding to incidents

Pupils may receive guidance on:

- Safe online behaviour
- Privacy and digital footprints
- Reporting concerns

13. Review of Policy

This policy will be reviewed annually or sooner if required.

Review date (01/03/2027)