SEND Tuition with Hannah's Hub: Online Safety Policy

1. Designated Safeguarding Lead (DSL)

- Name: Hannah Lawrence
- Contact: Contact Hannah immediately with any online safety or safeguarding concerns. sendtutoryorkshire@gmail.com | 07745 723953
- Action: Document all incidents within 24 hours of the occurrence.

Most of our tuition takes place face to face. In the case on online sessions, the following guidance applies:

2. Age-Specific Digital Safety (Ages 4–18)

- Ages 4–11 (Primary): A parent or guardian must be physically present in the room during online sessions.
- Ages 12–18 (Secondary): Parents must confirm that the student is in a communal home space.
- Age-Appropriate Tools: Tutors must vet all digital games, videos, and links before lessons.
- Screen Time Breaks: Tutors must include physical movement breaks appropriate to the learner's age and needs, and the length of the session.

3. Communication and Platform Rules

- No Direct Messaging: Tutors must never message students directly on any platform.
- No Social Media: Connecting with students on personal social accounts is strictly forbidden.
- Official Links: Send secure, password-protected lesson invites only to parental emails.

4. Conduct and Environment

- Communal Spaces Only: Video sessions must never take place in bedrooms.
- Background Blur: Tutors must use neutral or blurred backgrounds during video calls.
- Professional Attire: Professional standards of dress for tutors apply to all remote interactions.
- Zero Tolerance: Immediate termination follows any cyberbullying, inappropriate sharing, or grooming behaviours.

5. Data and Media Control

- No Screenshots: Capturing photos or screen recordings of students is strictly prohibited.
- Cloud Storage Only: Approved recordings must live on agency systems, never personal devices.
- Device Security: Tutors must use updated antivirus software and password-protected Wi-Fi.