Online Safety Policy

Lexia Education Services Ltd
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BS48 1AW

Date of Implementation: 1st April 2025
Date of Review: 2nd September 2025 (reviewed annually)

Lexia works with children and families as part of its activities. These include tuition and mentoring.

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, children and young people and anyone involved in Lexia's activities.

We believe that:

- 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.

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support for all staff on dealing with all forms of abuse, including bullying or Cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Reviewing the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

Safeguarding Checklist for Tutors/Mentors - General

- If using screen sharing, please ensure nothing else is shown on your computer that is personal.
- No contact should be made directly with the student via any form of social media account.
- No contact should be made directly with the student via their mobile, email or by any other method. All contact should be via the parent or carer's email address and phone number. Contact should relate only to accessing session links and session-related information. Any further requests from parents should be shared with Lexia
- If a parent/carer requests that the tutor contact the student directly, Lexia needs written consent from the parent, and the tutor must 'cc' the parent/carer and Lexia in all email communications.
- If a student attempts to contact you directly, outside of the agreed tutoring timetable, uses inappropriate language or sends inappropriate images, report this as a safeguarding concern without hesitation and relinquish all contact immediately.

Useful Links for Tutors/Mentors

- Guidance for Educational Settings www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-classroom-materials
- CEOP: www.ceop.police.uk
- Childnet: www.childnet.com
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- ChildLine: www.childline.org.uk
- Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
- 360 Safe Self-Review tool for schools: www.360safe.org.uk