

SPARK ACADEMY

ONLINE SAFETY POLICY

Policy Statement

At Spark Academy Tutoring, we are fully committed to ensuring that all children and young people are safe when learning online. We recognise that online tutoring provides excellent educational opportunities, but it also carries responsibilities. Safeguarding and promoting the welfare of children is our highest priority, and this extends to all digital environments in which learning takes place.

We take proactive steps to create a secure, supportive and protected online learning environment for every student.

Our Commitment to Online Safety

Spark Academy Tutoring is committed to:

- Providing a safe and secure online learning environment
- Protecting students from online harm, abuse, or exploitation
- Promoting safe and responsible use of technology
- Supporting parents and carers in understanding online safety
- Ensuring tutors follow best practice in digital safeguarding

Online safety is embedded within our safeguarding culture and reviewed regularly to ensure it remains effective and up to date.

Secure Online Platforms

Online tuition is delivered using appropriate and secure online platforms. Tutors are expected to use platforms in accordance with Spark Academy Tutoring's safeguarding requirements, maintain professional boundaries and take reasonable steps to protect students' privacy and personal information. Lesson links and access details should not be shared with unauthorised individuals.

Supporting Students to Stay Safe Online

We actively promote online safety awareness among our students. We encourage students to:

- Keep personal information private (e.g., full name, address, school, passwords, phone numbers).
 - Never share passwords with others.
 - Be cautious about who they communicate with online.
 - Speak respectfully and appropriately during online sessions.
 - Inform a trusted adult if something online makes them feel uncomfortable or unsafe.
- Tutors reinforce these messages regularly within lessons where appropriate.



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Staying Safe Online Poster

To further support children, young people and families, Spark Academy Tutoring provides a "Staying Safe Online" poster containing simple and practical guidance about staying safe when using technology and accessing online services.

The poster is available on the Spark Academy Tutoring website and is also regularly shared through our social media channels to promote ongoing awareness of online safety.

Parents and carers are encouraged to access the poster and discuss the guidance with their child where appropriate.

Guidance for Parents and Carers

We work in partnership with parents to promote online safety. Parents are encouraged to:

- Ensure their child accesses lessons in a suitable, supervised environment.
- Remind children not to share lesson links with others.
- Monitor their child's general online activity where appropriate.
- Report any safeguarding concerns immediately to Spark Academy Tutoring.

Clear communication between families and tutors helps maintain a secure and positive learning experience.

Tutor Responsibilities

All Spark Academy Tutors:

- Understand and adhere to their safeguarding and online safety responsibilities.
- Use appropriate and approved platforms and communication methods when delivering online tuition.
- Maintain professional boundaries at all times.
- Do not communicate with students through personal social media accounts or exchange personal social media details with students.
- Remain alert to signs that a child or young person may be experiencing online harm, abuse, exploitation or inappropriate contact.
- Report any safeguarding or online safety concerns immediately in accordance with Spark Academy Tutoring's Safeguarding and Child Protection Policy.

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Reporting Concerns

Any concerns relating to a child's safety or welfare online must be treated as a safeguarding concern.

Students, parents/carers and tutors should report concerns promptly to Spark Academy Tutoring's Designated Safeguarding Lead (DSL). All concerns will be taken seriously, recorded appropriately and managed in accordance with the organisation's Safeguarding and Child Protection Policy and safeguarding procedures.

Where necessary, concerns will be referred to the appropriate external safeguarding agency.

Policy Review

This Online Safety Policy is reviewed annually, or sooner where there are significant changes to legislation, statutory guidance, technology, safeguarding practice or the services provided by Spark Academy Tutoring.

Policy Approved By: Becky Kowalski, Director & Designated Safeguarding Lead

Last Reviewed: August 2026

Next Review Date: August 2027