Safeguarding & Online Safety Policy

Learning Lighthouse - Rooted in Tradition, Built for Today

Last updated: 14 October 2026

Children should be able to join Learning Lighthouse lessons in a calm, respectful and secure online environment. This policy explains the practical safeguards used during live online teaching.

1. Who this policy applies to

This policy applies to Learning Lighthouse tutors, pupils, parents and guardians taking part in our live online lessons. Learning Lighthouse is an online tuition service for primary-aged children; it is not a school and it is not a childcare service.

2. Safe access to lessons

- Lesson links and access details are for booked families only and must not be shared publicly.
- Children should join using the name used for the booking so the teacher can identify them.
- A child's camera should be switched on briefly when joining so the teacher can confirm that the correct pupil is present.
- Once the child has been identified, the camera may be switched off unless the teacher asks for it to be used for a particular activity.
- Parents should make sure the child is joining from an appropriate place and has the equipment needed for the lesson.

3. Behaviour in the online classroom

Learning Lighthouse expects the same basic standards online that a parent would expect in any well-run lesson: children should be polite, listen when others are speaking and avoid deliberately disrupting the class.

- No abusive, discriminatory, threatening or sexual language.
- No inappropriate images, links, messages or screen content.
- No recording, photographing or screen-recording other pupils or the teacher without permission.
- No sharing another child's personal information.
- A pupil may be muted or removed from a lesson if behaviour is seriously disruptive or unsafe.

4. Tutors and staff

Anyone teaching for Learning Lighthouse must behave professionally and maintain clear boundaries with children. Tutors should use Learning Lighthouse's approved systems for lessons and communication and should not develop private social-media relationships with pupils.

As Learning Lighthouse grows, appropriate identity, reference and background checks will be used for tutors and other adults working directly with children, in line with the role, location and applicable requirements.

5. Parent and guardian responsibility

Parents and guardians remain responsible for their child's physical safety and home environment while a child is attending an online lesson. They should help younger children with logging in or technical issues where necessary.

- Ensure the child uses the correct booking name.
- Make sure Zoom, camera, microphone and internet access are working before the lesson.
- Keep lesson links private.
- Be available or contactable if a younger child needs practical help.
- Tell Learning Lighthouse if there is anything practical the tutor needs to know to help the child participate safely.

6. Online safety and inappropriate content

Learning Lighthouse lessons are teacher-led. Pupils are not given unrestricted internet access through the lesson. Any websites, videos or online resources used by the teacher should be relevant to the lesson and suitable for the age group.

If inappropriate content is accidentally displayed or shared, the teacher will stop or remove it and take whatever practical action is needed to keep the lesson appropriate.

7. Communication with children

Routine booking, scheduling and administrative communication should take place with the parent or guardian, not privately with the child. Where a child needs to send work or ask a lesson-related question, this should use an approved Learning Lighthouse route and remain transparent to the parent or guardian where appropriate.

8. Recording and privacy

Families must not record lessons without permission. If Learning Lighthouse ever records a session for a specific legitimate purpose, families will be informed and the recording will be handled in accordance with our Privacy Notice.

9. If something causes concern

If the teacher sees or hears something during a lesson that gives genuine cause for concern about a child's safety, Learning Lighthouse will respond proportionately. Depending on the circumstances, this may include contacting the parent or guardian, keeping an appropriate factual record, or contacting a relevant safeguarding or emergency service where necessary.

We do not turn ordinary classroom issues into safeguarding matters. Safeguarding action is reserved for genuine concerns about a child's safety or welfare.

10. Concerns about a tutor or another pupil

Parents may raise any concern about a tutor, another pupil, online behaviour or the conduct of a lesson directly with Learning Lighthouse. Concerns will be considered promptly and fairly. Where necessary, access to lessons may be restricted while an issue is reviewed.

11. Contacting Learning Lighthouse about safeguarding

If you have a safeguarding or online-safety concern relating to a Learning Lighthouse lesson, please contact us by email:

learninglighthouseuk@gmail.com

12. Review of this policy

This policy will be reviewed when Learning Lighthouse's systems, staffing or legal responsibilities change, and otherwise periodically to make sure it remains practical and appropriate.