

ND SEND Specialists Ltd.
e-Safety and Acceptable Use Policy

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e-Safety and Acceptable Use Policy

1. Introduction

ND SEND Specialists Ltd (NDSENDS) is committed to ensuring the safe and responsible use of digital technology when working with children and young people (CYP), families, and education providers. This policy sets out guidelines for acceptable use of digital devices, online communication, and safeguarding measures to protect CYP and uphold professional standards.

2. Purpose

This policy aims to:

- Protect CYP from risks associated with online activity.
- Ensure appropriate and professional digital communication.
- Minimise risks related to data protection and cybersecurity.
- Provide clear guidelines on acceptable use of technology.

3. Scope

This policy applies to:

- The director of NDSENDS (as the sole provider).
- CYP, families, and educational professionals engaging with NDSENDS via digital platforms.
- The use of company-owned and personal devices when conducting business activities.

4. E-Safety Principles

ND SEND Specialists Ltd follows key principles to ensure a safe digital environment:

- **Safeguarding First** – Prioritising the online safety of CYP in all digital interactions.
- **Data Protection** – Ensuring compliance with GDPR when handling personal and sensitive information.
- **Appropriate Communication** – Maintaining professional and respectful interactions online.
- **Cybersecurity** – Taking measures to protect against cyber threats and online risks.



5. Acceptable Use Guidelines

5.1 Use of Technology

- All technology (including personal and work devices) used for NDSENDS activities must be secure and protected with strong passwords.
- Digital communication (emails, video calls, messaging apps) must be professional, appropriate, and safeguarding-compliant.
- Devices used for NDSENDS business should have up-to-date security software and antivirus protection.

5.2 Online Communication with CYP

- Direct one-to-one online communication with CYP should be limited and take place only when necessary for learning or support purposes.
- Where possible, a parent, guardian, or another responsible adult should be included in digital communication with CYP.
- Video calls should be conducted using approved and secure platforms, with appropriate safeguarding measures in place.
- No personal contact details (phone number, personal email, or social media) should be shared with CYP.

5.3 Social Media and Digital Conduct

- The director of NDSENDS will maintain a **professional online presence** and avoid engaging in personal interactions with CYP via social media.
- Any online content shared must be appropriate, professional, and aligned with safeguarding responsibilities.
- Cyberbullying, inappropriate content sharing, or online harassment will not be tolerated.
- Parents and CYP will be encouraged to practice responsible social media use.

5.4 Data Protection and Confidentiality

- All personal information about CYP and families must be securely stored and shared only when necessary, in line with **GDPR regulations**.
- Personal data should never be stored on unsecured devices or shared via unsecured platforms.
- Any data breaches must be reported and managed in line with data protection policies.

6. Online Safety Risks and Mitigation

Risk	Potential Impact	Mitigation Strategy
Cyberbullying	Emotional harm to CYP or staff	Encourage positive online behaviour, report concerns promptly
Unauthorised Data Sharing	Breach of confidentiality	Use encrypted storage, follow GDPR guidelines
Inappropriate Contact	Safeguarding risk	Limit direct online interaction with CYP, involve parents/guardians
Phishing and Cyber Threats	Risk of hacking or data loss	Use strong passwords, avoid suspicious emails, install security software

7. Reporting Concerns

Any e-safety concerns, including inappropriate content, online abuse, or breaches of security, should be reported immediately to the **relevant safeguarding authorities** or **the school's Designated Safeguarding Lead (DSL)** when working within a school setting.

8. Policy Review

This policy will be reviewed annually to reflect updates in safeguarding, technology, and GDPR regulations.

For more information, visit: <http://nd-send-specialists.co.uk>



Acceptable Use Agreement

This agreement sets out the expectations for using digital technology, online communication, and internet resources in connection with ND SEND Specialists Ltd (NDSENDS). It applies to **staff, pupils, and families** to ensure a safe, respectful, and secure online environment.

1. Agreement for Staff (Director of NDSENDS & External Professionals)

As a professional working under ND SEND Specialists Ltd, I agree to:

- ✓ Use technology responsibly and professionally in all interactions.
- ✓ Protect the confidentiality of children, young people (CYP), and families in line with **GDPR and data protection laws**.
- ✓ Use **secure** and **approved** communication platforms for all online interactions.
- ✓ Ensure online communication with CYP includes a parent/guardian where possible.
- ✓ Report any **safeguarding concerns** related to online activities to the relevant authority.
- ✓ Maintain a **professional** online presence and avoid personal social media interactions with CYP.
- ✓ Keep devices used for work secure, with **password protection and up-to-date security software**.

I agree **NOT** to:

- ✗ Share or store personal, confidential, or sensitive information on **unsecured** devices.
- ✗ Engage in private social media interactions with CYP or families.
- ✗ Use digital communication for anything unrelated to professional work with CYP.
- ✗ Access, share, or distribute inappropriate content.

Signature: _____

Date: _____



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2. Agreement for Pupils (where appropriate)

As a pupil working with ND SEND Specialists Ltd, I agree to:

- ✓ Use technology safely and respectfully when learning online.
- ✓ Keep my personal information (name, address, phone number) **private** and never share it online.
- ✓ Only use approved websites and online platforms during learning sessions.
- ✓ Speak to an adult if I see something online that makes me feel worried or unsafe.
- ✓ Respect others in all online communications.

I agree **NOT** to:

- ✗ Share personal contact details or passwords with others.
- ✗ Take photos, videos, or screenshots of online sessions without permission.
- ✗ Use the internet to **bully, threaten, or harm** others.
- ✗ Access inappropriate or unsafe websites.

Pupil Name: _____

Pupil Signature (if appropriate): _____

Date: _____

Breach of Agreement

Failure to follow this Acceptable Use Agreement may result in:

- Restricted access to online sessions or support.
- Referral to the **school's safeguarding team** if necessary.
- Reporting to relevant authorities in cases of serious violations.

By signing this agreement, all parties acknowledge their responsibility to ensure safe, secure, and appropriate use of digital technology when engaging with ND SEND Specialists Ltd.

For further guidance, please visit: <http://nd-send-specialists.co.uk>.



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3. Agreement for Parents/Guardians

As a parent/guardian of a pupil receiving support from ND SEND Specialists Ltd, I agree to:

- ✓ Support my child in using digital technology responsibly and safely.
- ✓ Supervise or ensure an appropriate adult is aware when my child is engaging in online sessions.
- ✓ Ensure my child follows the guidelines set out in the **Pupil Agreement** above.
- ✓ Contact ND SEND Specialists Ltd if I have any **concerns about online safety** or my child's digital learning experience.
- ✓ Ensure that **online sessions take place in an appropriate setting** (e.g., a quiet and safe learning space).

I agree **NOT** to:

- ✗ Record, share, or distribute any online session without explicit consent.
- ✗ Use technology to contact the director outside of agreed-upon methods.
- ✗ Allow my child to use **unapproved** apps or websites during learning sessions.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Breach of Agreement

Failure to follow this Acceptable Use Agreement may result in:

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By signing this agreement, all parties acknowledge their responsibility to ensure safe, secure, and appropriate use of digital technology when engaging with ND SEND Specialists Ltd.

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