

Online Safety Policy

Company: Wee Music Company Ltd. (SC899004) trading as Wee Music School

Last Updated: September 2026

1. Purpose

This policy ensures the online safety of children and young people involved with Wee Music School's activities, including online lessons and shared materials. Wee Music School is a trading name of the Wee Music Company Ltd. (SC899004).

2. Scope

This policy sets the online safety standards required for all core staff, self-employed tutors, students, and parents/guardians engaging with Wee Music School. As an introductory agency, this policy forms part of the professional standards expected of all independent tutors utilizing our booking platform.

3. Our Commitments

- Ensure robust vetting procedures are in place to help protect children from online abuse and harm.
- Promote safe and responsible internet use.
- Ensure all our tutors and substitute teachers (deps) undergo PVG checks through Disclosure Scotland.
- Conduct all primary tutor-pupil communication through the official TutorCruncher platform, ensuring any supplementary communication via a tutor's own channels maintains strict professional and safeguarding boundaries.
- Regularly review and update our online safety measures.

4. Key Safety Measures

- Appoint an online safety coordinator.
- Provide clear online behaviour guidelines for tutors and students.
- Require all self-employed tutors to manage their own online sessions responsibly and securely, in accordance with their independent professional obligations.
- Obtain explicit consent before using images or recordings of children.
- Securely manage personal information in line with UK GDPR.
- Assess the risks of new technologies before use.

5. Responding to Concerns

We will promptly address any online safety concerns or incidents, following the established procedures outlined in our Child Protection Policy. To ensure swift action, tutors are strongly encouraged to utilize TutorCruncher's built-in Safeguarding/Wellbeing Concern reporting feature to securely flag online safety incidents or welfare concerns directly to the Designated Child Protection Officer.

6. Related Policies

- Child Protection Policy
- Privacy Policy
- Tutor Agency Services Agreement

7. Review and Updates

This Online Safety Policy will be reviewed annually, or sooner if there are significant changes in legislation or incidents that necessitate a review. Any amendments to the policy will be communicated to tutors, staff, and parents/guardians.

Next Review Date: September 2027

Contact Information

For any concerns or questions regarding child protection, please contact:

Designated Child Protection Officer (DCPO): Aden Mazur

Phone: 07886231915

Email: aden@weemusicschool.co.uk

NSPCC Helpline: 0808 800 5000