On Line Safety Policy

E-Safety

ON LINE SAFETY POLICY (E-Safety)

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On Line Safety Policy Statement

At Finchale Training College, we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this policy and our privacy practices should be sent by email to:

Neil Johnson on Neil.Johnson@Finchalegroup.co.uk by writing to Finchale Training College, Richard Annand House, Mandale Park, Belmont Co Durham DH1 1TH.

Definitions

*KCSiE identifies school as any education establishment including colleges and education providers

Class/ classroom/ training room includes 1:1 assessment and learning.

Summary

The E-Safety Policy has been created to ensure that children, young people and adults at risk are able to use the internet and related communication technologies appropriately as part of the wider duty of care to which all who work in education are bound. In addition, this policy enables staff to identify and manage risks, safeguard and support staff, learners and parents by promoting the safe use of technology.

Keeping Children Safe in Education (2021) outlines the responsibility that *schools and the Designated Safeguarding Lead (DSL) have in ensuring that all learners, young people , volunteers, beneficiaries and staff use electronic technologies in a safe and productive way. Technology is advancing quickly and can be used in a beneficial and positive way to educate and develop the learners we work with. However, measures must be taken and procedures and processes followed to ensure the safeguarding of all learners who use this technology. In addition, technology and social media play an important part in the social development and learning of young people, it is the DSL's responsibility to ensure leaders, managers and staff are fully aware of statutory updates and requirements to ensure the safeguarding of young people. The DSL is also responsible for the delivery of Information, Advice and Guidance for young people and parents/carers where appropriate for under 18 s and those identified as at risk, so that they are informed and empowered to use technology and social media in a safe way, and that they know that they can disclose concerns, particularly surrounding grooming, CSE, sexting, the sharing of illicit images and online bullying, in a safe and confident way. This policy is intended to be used in conjunction with the Finchale Training College Safeguarding and Prevent policies.

* KCSiE identifies school as any education establishment including colleges and education providers.

What is the policy about?
The purpose of this Online Safety Policy is to:

Clearly identify the key principles expected of all members of the Finchale Training College team with regards to the safe and responsible use of technology to ensure that Finchale Training College is a safe and secure environment.

Safeguard and protect all learners regarding online arrangements.

Raise awareness with all members of Finchale Training College regarding the potential risks as well as benefits of technology.

This policy will enable all staff to work safely and responsibly, to be a role model for positive behaviour online and be aware of the need to manage their own standards and practice when using technology.

Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

Who is the policy for?

This policy applies to all staff including trustees, managers, staff, volunteers, Tutors, Assessors, IQAs, external contractors including Associates, visitors, and other individuals who work for or provide services on behalf of Finchale Training College (collectively referred to as 'staff' in this policy) as well as young people and parents/carers for under 18's or those identified as 'at risk' (previously known as vulnerable).

Policy statements and requirements
Making use of ICT and the Internet

The internet is used in Finchale Training College to raise educational standards, to promote learner achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our learners with all the necessary ICT skills that they will need in order to enable them to progress confidently in their educational careers and onward towards their working environments when they leave education.

Some of the benefits of using ICT and the internet in education are:

For learners:

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with education in other countries resulting in cultural exchanges between learners all over the world.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for learners to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally.
- Self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

For staff:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to provide immediate feedback to learners and parents.
- Class management, attendance records, assessment and assignment tracking.

For parents/carers (learners under 18 and those identified as 'at risk'):

- Communication between Finchale Training College and parents/carers may be through e-mail and telephone messages. This form of contact can often be considered to be more effective, reliable and economic. Text messages and letters will also inform parent/carers of details relating to attendance, behaviour and other appropriate matters.

Roles and responsibilities
Finchale Training College Online-Safety Coordinator is the Safeguarding Lead.

The Role of The Senior Leadership Team:

The SLT is responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. Neil Johnson, CEO receives regular information about online-safety incidents and monitoring reports.

The Role of the Senior Management team:

- Have a duty of care for ensuring the E-Safety of members of the education community, although the day to day responsibility will be delegated to the E-Safety Co-ordinator i.e. the DSL
- Are aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff.
- Are responsible for ensuring that the E-Safety Co-ordinator and all other members of staff receive suitable training to enable them to carry out their E-Safety roles (usually LSCB DSL training).

The Role of the E-Safety Co-ordinator (who is normally the DSL, see below):

- Has day-to-day responsibility for E-Safety issues and has a leading role in establishing and reviewing Finchale Training College' E-Safety policies and documents
- Insures that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place
- Provides advice for staff, as required and advises young people on E-safety and how to stay safe.
- Liaises with the Local Authority through the LADO/CASS for incidents that are defined as Safeguarding concerns and appropriate referrals made
- Receives reports of E-Safety incidents and creates a log of incidents to inform future developments (following Finchale Training College' Safeguarding reporting procedures)
- Reports regularly to the Senior Leadership Team comprising of Trustees, CEO and Senior Managers.

The Role of all staff:

- Have an up to date awareness of E-Safety matters from the DSL and the current E-Safety policy and practices.
- Have read the Staff Handbook and understand their responsibilities.
- Report any suspected misuse or problem to the MD and E-Safety Co-ordinator (DSL) for investigation.
- Ensure that all digital communications with learners should be on a professional level and only carried out using approved systems.
- Embed E-Safety in all aspects of the curriculum and other activities.
- Ensure learners understand and follow the E-Safety and Acceptable Use Agreement.

- Ensure learners have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other activities and implement current policies with regard to these devices.
- Ensure that where internet use is pre-planned, learners are guided to sites that have been checked as suitable and that processes are in place for dealing with any unsuitable material that is found in internet searches.

The Role of the Designated Safeguarding Lead:

To receive appropriate training (through the Local Children's Safeguarding Board on E-Safety issues and be aware of the potential serious safeguarding/ child protection issues to arise from:

- The sharing of personal data.
- Access to illegal/ inappropriate materials.
- Inappropriate online contact with adults/ strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.
- Sexting and the sending of inappropriate images including self-images.

N.B. It is important to emphasise that these are Child Protection and Safeguarding issues, not simply technical issues i.e.; the technology provides additional means for Child Protection issues to develop.

The Role of Learners:

- Are responsible for using digital technology systems in accordance with the Learner Acceptable Use Agreement.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know, understand and comply with policies on the use of mobile devices and digital cameras.
- Will be expected to know, understand and comply with policies on the taking/ use of images, sexting and on cyber-bullying.
- Should understand the importance of adopting good E-Safety practice when using digital technologies out of education that may impact i.e. social networking.

The Role of Parents/Carers (for under 18 s or those defined as 'at risk'):

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. Finchale Training College will take

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every opportunity to help parents/carers understand these issues through home/education liaison. Parents and carers will be encouraged to support in promoting good E-Safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken whilst in education.
- Their children's personal devices whilst in education.

Training

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- All new staff will receive E-Safety training as part of their induction ensuring that they fully understand Finchale Training College E-Safety policy and Acceptable Use Agreements.
- People Services will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This E-Safety Policy and its updates will be presented to and discussed by staff, as appropriate, on CPD days and in meetings.

Learning to evaluate Internet Content.

With so much information available online it is important that learners learn how to evaluate internet content for accuracy and intent. This is approached by Finchale Training College as part of digital literacy across the curriculum. Learners will be taught:

To be critically aware of materials they read, and shown how to validate information before accepting it as accurate

To use age-appropriate tools to search for information online

To acknowledge the source of information used and to respect copyright. Plagiarism is against the law and Finchale Training College will take any intentional acts of plagiary very seriously; for learners who are found to have plagiarised, appropriate action will be taken

If staff or learners discover unsuitable sites then the URL will be reported to the E-Safety Co-ordinator (DSL).

Managing information systems

Finchale Training College takes the protection of data and personal protection very seriously. This means protecting Finchale Training College's network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of information systems and users will be reviewed regularly and virus protection software will be updated regularly. Some safeguards we take to secure our computer systems are:

- Ensuring that all personal data sent over the internet or taken off-site is encrypted/ password protected.
- Ensuring that unapproved software is not downloaded to any computers.
- Files held on the network will be regularly checked for viruses.
- The use of user logins and passwords to access the network will be enforced.
- Portable media containing our data or programmes will not be taken off-site without specific permission from a member of the senior leadership team.
- Regular reporting to Senior Managers at Finchale Training College.

E-mail

Finchale Training College uses email internally for staff and externally, for contacting parents where appropriate (under 18 s only). It is an essential part of Finchale Training College communication. It may also be used to provide immediate feedback on work and requests for support where it is needed.

Staff and learners should be aware that email accounts should only be used for education and work-related matters, i.e. for staff to contact parents, learners, other members of staff and other professionals for work purposes. This is important for confidentiality. Finchale Training College has the right to monitor emails and their content but will only do so if it feels there is reason to.

Published content and Finchale Training College's website

Finchale Training College website is viewed as a useful tool for communicating Finchale Training College ethos and practice to the wider community. It is also a valuable resource for parents/carers and learners by providing information.

The website is in the public domain and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the education community, copyrights and privacy policies. No personal information on staff or learners will be published.

Safe use of photography and work

Learners: Finchale Training College believes that celebrating the achievement of learners in education is an important part of their learning experience and personal development. Taking photographs and videos of learners for internal display and displaying learner work for educational use enables us to celebrate individual and group successes.

However, Finchale Training College has safety precautions in place to prevent the misuse of such material:

Photographs, images and videos of learners will only be used in accordance with the Data Protection Act 1998 and with prior consent.

The consent lasts for the duration of the learner's time at Finchale Training College. Once the individual leaves Finchale Training College or their education/learning programme, photographs and videos may be archived but will not be re-published without renewed consent.

Individual's full names will never be published externally with their photographs but may be published internally (for example, on display with their work).

Staff, Beneficiaries & Volunteers: Finchale Training College believes that celebrating the achievement of staff, beneficiaries and volunteers an important part of their contribution and participation, learning experience and personal development. Taking photographs and videos of staff, beneficiaries, volunteers and learners for internal display and in our publicity.

However, Finchale Training College has safety precautions in place to prevent the misuse of such material:

Photographs, images and videos of learners will only be used in accordance with the Data Protection Act 1998 and with prior consent.

The consent lasts for the duration of the staff member, beneficiaries volunteers and learner's time at Finchale Training College. Once the individual leaves education or the charity, photographs and videos may be archived but will not be re-published without renewed consent.

Individual's full names will never be published externally with their photographs but may be published internally (for example, on display with their work).

Complaints of misuse of photographs or video

Staff, beneficiaries, volunteers, parents/carers (for under 18s) should follow the standard Finchale Training College complaints procedure if they have a concern or complaint regarding the misuse of school photographs.

Social networking, social media and personal publishing

Finchale Training College follows rules on the use of social media and social networking sites:

- Learners are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the code of conduct regarding the use of ICT and technologies and behaviour online including sexting.
- Any sites that are to be used in class will be risk-assessed by the Tutor/ Assessor in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Staff, beneficiaries, volunteers and learners are not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. Finchale Training College expects all staff, beneficiaries, volunteers and learners to remember that they are representing Finchale Training College at all times and must act appropriately.
- The safe and professional behaviour of staff online will be discussed during the staff induction process.

Mobile phones and personal devices

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- They can make staff, beneficiaries, volunteers and learners more vulnerable to cyberbullying
- They can be used to access inappropriate internet material
- They can be a distraction in the training room
- They are valuable items that could be stolen, damaged, or lost
- They can have integrated cameras, which can lead to child protection, bullying and data protection issues, including the sharing of inappropriate or illicit images and sexting.

Responsibility:

- Finchale Training College accepts no responsibility whatsoever for theft, loss or damage relating to phones/devices including those handed in.

Staff:

- Under no circumstances should staff use their own personal devices to contact learners or parents unless in an emergency.
- Staff are not permitted to take photos or videos of beneficiaries, volunteers or learners on personal devices. If photos or videos are being taken as part of the curriculum or for a professional capacity, the work equipment will be used for this.

- Finchale Training College expects the staff will lead by example: Personal mobile phones will be switched off or placed on 'silent' and stored away in a safe location during school hours.
- Any breach of Finchale Training College policy may result in disciplinary action being taken against that member of staff.

Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by Finchale Training College. If an allegation of bullying does come up, we will:

- Take it seriously
- Act as quickly as possible to establish the facts. It may be necessary to examine systems and logs or contact the service provider in order to identify the perpetrator.
- Record and report the incident
- Provide support and reassurance to the victim
- Make it clear to the perpetrator that this behaviour will not be tolerated. Appropriate action will be taken, as necessary.

Protecting personal data

Finchale Training College believes that protecting the privacy of our staff, beneficiaries, volunteers and learners, and regulating their safety through data management, control and evaluation is vital to whole-organisational and individual progress. Finchale Training College collects personal data from beneficiaries, learners, volunteers and staff and processes it in order to support teaching and learning, personal development, monitor and report on the individual progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary.

Unsuitable/ inappropriate activities:

Any of the following activities are deemed inappropriate in our educational provision:

- The accessing of pornography
- The promotion of any kind of discrimination
- The use of threatening behaviour, including promotion of physical violence or mental harm
- Using any other information which may be offensive to colleagues or breaches the integrity of the ethos or brings Finchale Training College into disrepute
- Using Finchale Training College' systems to run a private business

- Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Finchale Training College
- Infringing copyright
- Revealing or publicising confidential or proprietary information e.g. financial, personal information, databases, computer/network access codes and passwords
- Creating or propagating computer viruses or other harmful files
- Unfair usage
- On-line gaming, educational and non-educational
- Online gambling
- The use of social media without permission
- The use of messaging apps without permission
- The use of videoing broadcasting or YouTube without permission

Responding to incidents of misuse

Managers should refer to the Finchale Training College Data Protection Policy, and also Finchale Training College Safeguarding Children and Young People and Adults 'at risk' Policy.

Illegal incidents

If there is any suspicion that the website(s) concerned may contain child abuse images, or if there is any other suspected illegal activity Finchale Training College's reporting procedures should be followed as outlined in the Finchale Training College Safeguarding policy and procedures.

Other incidents

It is hoped that all members of the education community will be responsible users of digital technologies, who understand and follow Finchale Training College policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- More than one senior member of staff should be involved in the process and the incident reported following the Finchale Training College Safeguarding Children and Young People Policy as well as Safeguarding Adults at Risk policy. This is vital to protect individuals if accusations are subsequently reported.
- The ULR of any site containing the alleged misuse and the nature of the content causing concern should be recorded. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. This may be printed, signed and attached to the form (except in cases of child sexual abuse).

- Once fully investigated the group should judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
- Internal response or discipline procedures
- Involvement by Local Authority or national/ local organisations
- Police involvement and/ or action

If the content being reviewed includes images of child abuse then the matter should refer to the Police immediately. Other instances to report to the police would include:

- Incidents of 'grooming' behaviour
- The sending of obscene materials to a child and from child to child.
- The inclusion of adult material which potentially breaches the Obscene Publications Act
- Criminally racist material
- Other criminal conduct, activity or material

Isolate the computer in question as best you can. Any changes to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for Finchale Training College and the police and demonstrate that visits to these sites were carried out for child protection purposes.

Finchale Training College training actions and sanctions

It is more likely that Finchale Training College will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in an appropriate manner, and that staff/ learners are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal Finchale Training College behaviour/ disciplinary procedures.

Policy review

This policy will be reviewed on an annual basis. Finchale Training College reserves the right to amend this policy, following consultation, where appropriate.

<u>Signed:</u>

Neil Johnson, Chief Executive Officer.

Date:

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