

Online Safety Policy



Aim

The policy aims to ensure that:

- Learners of the Make UK are safeguarded and protected whilst engaged in online activity.
- There is a commitment across the Centre to identify and embed approaches to educate and raise awareness of online safety.
- Staff work safely and responsibly to role model positive behaviour online and to manage professional standards and practice when using technology.
- The Centre is effective in responding to online safety concerns.

Make UK identifies that the issues classified within our online safety are considerable but can be broadly categorised into three areas:

1. Content: being exposed to illegal, inappropriate or harmful material.
2. Contact: being subjected to harmful online interaction with others; and
3. Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Scope

The policy and its associated procedures apply to all staff learners and other users including commercial delegates, external contractors, remote learners, and employers where learners have work placements.

The policy is used in conjunction with our Safeguarding Policy.

The policy applies to.

All access to the internet and use of technology, including personal devices, or where learners, staff or other individuals have been provided with Centre issued devices for use off-site, such as work laptops, or mobile phones. Make UK recognises that in some cases online risk will be minimised by enforcing expectations around behaviour and codes of conduct, alongside teaching, and learning in relation to online safety, and that not all risks can be flagged to the Safeguarding Team.

Policy Statements

Make UK recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners are protected from potential harm online, whilst also recognising that the internet and associated devices such as computers, tablets, laptops, mobile phones, and games consoles are an important part of everyday life. We believe that learners should be empowered to build resilience and to develop strategies to manage and respond well to online risk.

Learners will be supported to:

- Engage in curriculum appropriate online safety education opportunities.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult if there is an online safety concern and support others who may be experiencing online safety issues.

Make UK Governors and Senior Leaders, in conjunction with ICT Services, the Designated Safeguarding Lead (DSL) and Head of Education, have ensured that the Centre has appropriate filtering and monitoring in place to limit learners and learners' exposure to online risk whilst on our premises. The Senior Leadership Team will ensure that regular checks are made to confirm the effectiveness and appropriateness.

Digital records of all internet access by users of Centre systems will be maintained.

Filtering

Make UK uses an appropriate filtering system which blocks sites that are deemed to be harmful, distracting or unnecessary for the fulfilment of a complete learning experience, and blocks all sites Staff, learners and visitors are encouraged to report unsuitable sites that are discovered to be accessible to ICT Services.

Any material believed to be illegal will be reported immediately to the appropriate agencies, such as the Police, or the Child Exploitation and Online Protection Command (CEOP).

Monitoring

Internet usage is appropriately monitored on all Make UK internet enabled devices, in line with data protection, human rights and privacy legislation. Any identified concern is reviewed by the DSL or nominated deputy in line with the Safeguarding Procedures.

Use of Personal Devices and Mobile Phones

Make UK recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff but that technologies need to be used safely and appropriately within the Centre setting.

All learners are expected to adhere to the Code of Conduct Policy and any locally issued classroom management instructions in their use of personal devices and mobile phones.

Social Media

Make UK will control learner and staff access to social media whilst on-site.

Access to social media platforms is blocked by Make UK systems.

The Centre expects all learners and staff to use social media safely and responsibly. Concerns regarding staff conduct on social media platforms should be raised with the Human Resources Team. Where the concern is of a safeguarding nature a report should be made to the DSL or nominated deputy. Safe and appropriate use of social media will form part of the educational approach to learners across Make UK.

Learners will be advised:

- To consider the benefits and risks of sharing personal details on social media platforms that
- could identify them or their location.
- To only approve and invite known friends on social media sites and to deny access to others
- by making profiles private.
- That they should not meet online friends without giving proper consideration to their personal
- safety and where under 18 informing a trusted adult.
- To use passwords on all social media accounts.
- To only use social media sites that are appropriate for their age and ability.

- How to block unwanted communications; and
- How to report concerns to both Make UK and external agencies.

Make UK uses a wide range of technology in the delivery of its services. This includes, but is not limited to:

- Computers, laptops, and other digital devices.
- Learning platforms including Moodle and Smart Assessor
- Email and other communication systems.
- Digital cameras, web cameras, video conferencing systems and video cameras.

All devices provided by the Centre will be used in accordance with the IT Policy and with appropriate safety and security measures in place.

All internet connected devices, including Centre issued mobile phones, will be managed using mobile and other device management software.

Learners and staff will always evaluate websites, online resources, tools and apps fully before use in the learning environment or recommendation for home use.

- Make UK will take necessary steps to ensure that search tools provided are appropriate, for example enforcing safe search when using Google.
- Teaching and Learning of Online Safety
- Make UK will establish and embed a progressive online safety curriculum to raise awareness of responsible internet use amongst learners by:
 - Ensuring initial education regarding safe and responsible internet use occurs during learner induction and within the first six weeks of each new academic year.
 - Ensuring ongoing online safety education is embedded within tutorial programmes provided by the curriculum teams.
 - Reinforcing online safety messages whenever technology or the internet is used.
 - Educating learners of all ages and levels in the effective use of the internet to research, including the skills of knowledge location, retrieval and evaluation.
 - Educating learners to be critically aware of the materials they read and supporting learners to learn how to validate information before accepting its accuracy.

The DSL will:


- Act as a named point of contact for all online safety issues.
- Work alongside deputy DSLs to ensure online safety is recognised as part of Make UKs safeguarding responsibilities and that a coordinated approach is implemented.
- Ensure that all Learners of staff access regular, up-to-date and appropriate safeguarding training which includes online risks.
- Access regular and appropriate training and support around the additional online safety risks faced by learners with special educational needs and disabilities (SEND);
- Keep up to date with current research, legislation and trends regarding online safety and communicate this as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to staff, learners, parents, carers and the wider community through a variety of channels and approaches.
- Maintain records of online safety concerns, including actions taken, as part of our safeguarding recording mechanisms.
- Support the DSL and any deputies by ensuring that they have sufficient time and resources to fulfil their online safety responsibilities.

All staff have a responsibility to:

- Take responsibility for the equipment they use and the data they have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site;
- Embed online safety education within curriculum delivery, wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by learners
- Identify online safety concerns and take appropriate action by following the Safeguarding Procedures.

Associated Information and Guidance

- Child Exploitation and Online Protection Command (CEOP): www.ceop.police.uk
- NSPCC:
 - www.nspcc.org.uk/onlinesafety
 - www.net-aware.org.uk
- Childline: www.childline.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

| Policy Author | Policy Signature | Last Review Date | Policy Date | Policy Review Date |
|---------------------------------------|--|------------------|-------------|--------------------|
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