E Safety Policy

2019/2020

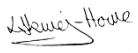
E SAFETY POLICY ISSUES

The following policy has been approved by the Senior Management Team and the Executive Team.

The policy will be reviewed on an annuals basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: August 2019

Board signatory:



Planned review: August 2020

1. E Safety Policy Overview

1.1 Crea8ing Careers recognise that technology and the use of ICT equipment is part of everyday life and that it is an essential part of learning and employment. ICT systems are one of the fastest and most effective ways of finding information, sharing ideas and working with other people, but whilst effective there is also the opportunity for risks to occur.

1.2 As part of our safeguarding responsibility, we aim to protect all staff and learners against risks associated to the internet and other technology aids, such as mobile phones - this will be known as e-safety. The risks to users can comprise of data that is inaccurate, dangerous, illegal and offensive. This includes exposure to and the release of extremist material and also data that is considered private and confidential.

1.3 Learners, staff and any other user with Internet access must follow Crea8ing Careers' codes of conduct and adhere to any signed commitment statements as well as Company handbooks and any points raised in this policy.

2. Risks

2.1 The risks associated with technology can be categorised under the following headings:

Physical

Including poor posture (affected by poor seating and furniture set up) and eye strain (due to the length of time a person is exposed to the screen). Crea8ing Careers conducts annual reviews on staff Health and Safety around display screen equipment (DSE). It would be the responsibility of the staff to assess whether or not a student requires assistance or support around DSE.

Contact

Social networking sites, chatrooms and phone apps allow people to meet new friends but unfortunately not everyone is who they claim to be. Never give personal information out as this could make you vulnerable to: radicalisation, exploitation (sexual and criminal), bullying or sexual aggression. Never feel you need to keep new relationships a secret. A real friendship and/or new relationship would not need to be kept a secret, and there may be a hidden agenda to this, putting you at risk.

Conduct

This behaviour can be by or towards individuals and can include cyberbullying and cyberstalking. Behaviours can also include racism and piracy. When using equipment provided by Crea8ing Careers you have a right to be protected and a duty to behave honestly and responsibly. Never do anything that makes you vulnerable to malicious software or charges of bad behaviour. Incorrect use of equipment including downloading or passing on illegal or inappropriate content can result in the user committing a criminal offence. Any inappropriate act, that offends or harms others, is taken very seriously and will be reported to the Police. This is both in and outside of work. Never share information that is considered private and confidential.

Content

This includes downloading information, some of which may be illegal, containing extremist material and be dishonest or inappropriate. This presents risks to the employer if using their equipment. Posting personal information can also pose risks as previously mentioned in the 'contact' category.

Potential data breaches and non-following of data protection law is a big risk in regard to the 'content' of data. This is inclusive of sharing, controlling, processing and even holding/storing data – there needs to be a rationale for the processing, sharing and storing of content/data – this always needs to be considered when collecting information, as does the timeframe for storage along with the security.

Commerce

This includes the risk of financial abuse when making a purchase online through an unsecure source. Always check that a site belongs to the company it says it does – if in doubt look for a real world postal address or phone number. You will also find a padlock key in the toolbar (sometimes green), this represents a safe and secure site. If you're ever unsure, don't risk it and check with the provider.

3. Curriculum

3.1 All students will be made aware of E-Safety issues as and when appropriate. This is further reinforced in all other areas of the curriculum, especially when working with technology.

The key messages are:

- The dangers of using the internet/apps both at home and at Crea8ing Careers
- What to do if they come across inappropriate/offensive text or images
- How to stay safe when communicating online
- How to take appropriate action when things go wrong
- How to stay safe when using Social Networking sites such as Facebook, Chat Roulette etc.
- How to stay safe in chat rooms/discussion forums
- What to do if they are a victim of cyberbullying
- The dangers and laws of 'sexting' and sharing inappropriate images/videos

3.2 We have a computer use strategy where all students are supervised when using our computers/tablets/interactive whiteboards, if required as part of our programme.

3.3 The use of social networking sites by pupils is not permitted during programme delivery or on equipment provided by Crea8ing Careers and partner organisations.

3.4 As an underpinning message, these are the E-Safety Golden Rules that students are educated on;

- Never arrange to meet anyone you have met on the web
- Never give out personal information e.g. telephone numbers, address, photos

- If you come across anything on the web that is inappropriate/offensive, tell an adult
- Never use your real name – always a nickname
- Keep your password a secret from others – only share passwords with parents/carers so they can support you
- If you receive a nasty message or picture, report it to an adult, block and report it to the site you are on
- Make sure that when using social networking sites, privacy settings are checked so that not just anyone can see your page/photos
- Only use a webcam with people you know and have met face to face

3.5 Staff are vigilant during use of technology and will monitor for potential risks including;

- Harassment or online bullying ("cyberbullying") on the part of the student or others'
- Posting information about themselves that: a) could be used to embarrass or manipulate them; b) could cause psychological harm; c) could be used by criminals to steal their identity or property or – though very rare – determine their physical location to cause physical harm
- Damage to reputation or future prospects because of young people's own behaviour or that of their peers – unkind or angry posts, compromising photos or videos, or group conflict depicted in text and imagery
- Spending too much time online, losing a sense of balance in their activities
- Exposure to inappropriate content
- Potential for inappropriate contact with adults (parents/guardians need to ensure that social networking does not lead to offline contact unapproved by them and other caring adults in their children's lives).
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) which can start on Social Media.

4. Bring Your Own Device (BYOD)

4.1 The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning within and beyond the classroom. This can lead to students bringing in and using their own devices in order to provide a greater freedom of choice and usability. However, this leads to a number of e-safety considerations. In the first instance, we ask parents/carers to support us by not allowing devices to be bought in to delivery programmes unless requested to do so.

4.2 If a student chooses to bring their electronic device to Crea8ing Careers, they must adhere to all Crea8ing Careers rules relating to such technologies. All devices must be handed in during delivery programmes unless students are asked to use them. A breach of these rules will result in sanctions as outlined in the Behaviour Policy.

4.3 Crea8ing Careers accept no responsibility for devices brought onto community premises in the case of damage, loss or theft.

4.4 Students are not permitted to show or share inappropriate or illegal content from their own devices on community premises. This may result in their phone being confiscated and handed to the Police, as is our duty of care.

5. Use of technologies

5.1 Whether using Crea8ing Careers equipment or personal, users shall not visit internet sites, make, post, download, upload, pass on, remark or comment on content that relates to;

- Pornography (including child pornography)
- Promoting discrimination of any kind
- Promoting religious hatred
- Promoting illegal acts
- Weapons
- Display any other information that may be offensive to other students, staff, visitors or any member of the public
- Use any other users accounts nor amend or delete any of their accounts, files or passwords
- Install or attempt to install programmes of any type

5.2 In any instance where inappropriate content is suspected or observed, staff members are to apply the Crea8ing Careers rules as applicable. Content used to bully others will be taken very seriously as per the Behaviour Policy.

5.3 If the material is deemed to be serious, a device may be confiscated and retained as evidence (of a criminal offence or a breach of Crea8ing Careers rules). Examples of illegal activity that may require police intervention would include;

- Child sexual abuse and images (including images of one child held by another child)
- Adult material which potentially breaches the Obscene Publications Act
- Criminally racist material
- Other criminal conduct, activity or materials
- Recordings of criminal activity as a witness (this includes peer on peer abuse, including 'upskirting')
- The use of weapons to injure someone

5.4 If students appear to have been 'sexting' each other or someone outside of Crea8ing Careers, staff will immediately inform the DSL and National DSL who will conduct a full investigation. This may result in internal Behaviour Policy procedures or referral to the Police or Children's Services if one or more party are at risk of harm.

NB – Sexting means 'sending sexually explicit messages and/or suggestive images, such as nudes. While the name suggests that this is done via text messages, these types of messages can be sent via any messaging service, including emails and social media sites/apps. It is illegal for a child aged under 18 to take a nude photo of themselves or a friend, as well as distributing them.

6. *Monitoring*

6.1 This policy will be monitored through the submission of incident reports relating to offences involving e-safety and technological devices.

6.2 Staff are trained on all aspects of e-safety. Staff are also asked to adhere to the Social Media Guide.

7. *Additional Support*

7.1 The following websites are extremely helpful when dealing with cyberbullying and e-safety issues;

- **Ceop**

  www.ceop.police.uk

  Child Exploitation and on line Protection Centre
- **Bullying Online**

  www.bullying.co.uk

  Advice for children, parents and colleges
- **Virtual College**

  www.safeguardingchildrenea.co.uk
- **Kidsmart**

  www.kidsmart.org.uk

  An Internet safety site from Childnet, with low-cost leaflets for parents.

- **Think U Know?**

  www.thinkuknow.co.uk/

  Home Office site for students and parents explaining Internet dangers and how to stay in control.
- **Safekids**

  www.safekids.com

  Family guide to making Internet safe, fun and productive
- **Maths Doctor**

  http://www.mathsdoctor.co.uk/online/child-safety

  How To Keep Your Child Safe Online
- **UK Safer Internet**

  https://www.saferinternet.org.uk/