

## Online E -Safety / Acceptable Use Policy

The purpose of this On-Line /E-safety policy is to ensure every child and adult at our AP Centre is safe and protected from harm online, on social media or via mobile technologies.

### **Education -Students**

The education of students in online safety is an essential part of BDS Trainings e-Safety provision. Children and young people need the help and support of the Centre staff to recognise and avoid online safety risks and build their resilience.

Online safety is a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- Students are expected to be taught in all lessons, to be critically aware of the materials / content they access on-line and be guided to check the accuracy of information.
- Students are expected to be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Students are helped to understand the need and encouraged to adopt safe and responsible use both within and outside school.
- Staff act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that students be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to search the internet freely, staff are vigilant in monitoring the content of the websites the young people visit, and the student is not left alone when searching the internet for curriculum materials.
- When e-Safety incidents occur students and their parents are made aware of dangers, responsibilities, expectations, etiquette, impact and age-related

appropriateness of online activities. This is recorded for monitoring purposes in an e-Safety log kept by the e-Safety Co-ordinator.



## **Education - Parents**

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

BDS Training will seek to provide information and awareness of online safety risks and the potential for their children to come across harmful or inappropriate material on the internet or social media. This will be communicated to parents and carers, with guidance on how to respond, through:

- Reference to the relevant web sites / publications e.g.,  
[www.saferinternet.org.uk/](http://www.saferinternet.org.uk/)  
  
<http://www.childnet.com/parents-and-carers> on any letters sent home.
- When their children have been involved in online safety incidents.

## **On-Line Safety Training**

- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the Centres Online Safety Policy and Acceptable Use Agreements.
- It is expected that some staff will identify online safety as a training need within the performance management process.
- This On-Line Safety Policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The Online Safety Coordinator / Officer will provide advice / guidance / training to individuals as required. Change to All Staff annually and as required

## **Mobile Technologies**

*Mobile technology devices may be centre owned/provided or personally owned and might include smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the centres wireless network.*



*All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational. The use of mobile technologies should be consistent with other relevant centre policies including but not limited to the Safeguarding Policy, Behaviour Policy, Anti - Bullying procedures, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the centres Online Safety education programme.*

### **Use of Digital and Video Images**

Staff, parents /carers and students are aware of the risks associated with publishing digital images on the internet or social media. Such images may provide opportunities for cyberbullying to take place. Staff, parents/carers and students should know that digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The centre will inform and educate users about these risks to try and reduce the likelihood of the potential for harm:

- When using digital images, staff inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. They should recognise the risks attached to publishing their own images on the internet e.g., on social networking sites.
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website / social media / local press
- In order to protect the privacy and danger of images being misused, parents/ carers must not take videos or digital images of their or other children at school events.
- Staff and volunteers are allowed to take video / video images to support educational aims, and must only appear on the centre's platforms, publications and media. They must not be shared on other platforms, publications (except press where permission is given)
- Images should only be taken on the centre's personal equipment, staff's should not be used for such purposes.

- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on platforms, publications and media, particularly in association with photographs.
- Student's work can only be published with the permission of the student and parents/carers.

### **Social Media – Protecting Professional Identity**

Expectations for teachers' professional conduct are set out in 'Teachers Standards 2012'. Ofsted's online safety inspection framework reviews how a school protects and educates staff and students in their use of technology, including the measures that would be expected to be in place to intervene and support should a particular issue arise.

The centre provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the centre through:

- Ensuring that personal information is not published
- Training is provided, including acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities and procedures

Centre staff should ensure that:

- No reference should be made in social media to students, parents or school /centre staff
- They do not engage in online discussion on personal matters relating to members of the school/centre community
- Personal opinions should not be attributed to the school /centre or local authority
- Where excessive personal use of social media in the centre is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

### **Social Media incidents re: students.**

- o · Incident is investigated by appropriate staff – in most cases e-safety designated person – **Kimberly Rowlands**
- o · Device is confiscated and e-safety content recorded and removed. If designated staff are re-assured, then the device is returned.
- o · e-Safety / social media discussion is undertaken to ensure the child understands the impact and their responsibility online.
- o · If appropriate, sanctions are imposed as per School Behaviour Policy.
- o · Device is confiscated until parents collect
- o · Incident recorded on e-safety log and e-safety letter sent home.  
(Appendix 1)

#### o **Illegal or Inappropriate Activity**

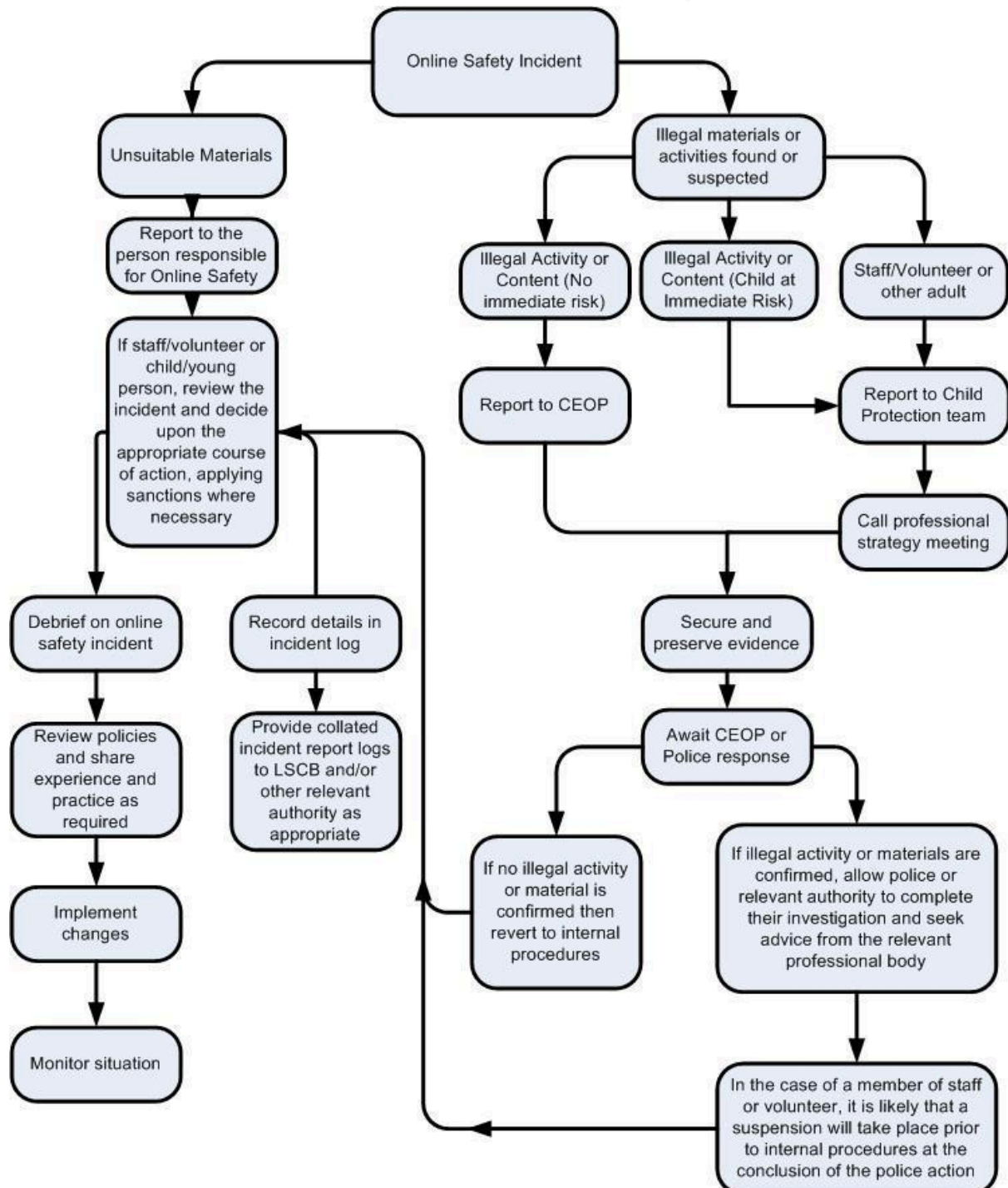
**If there is any suspicion that a child or adult at BDS Training is involved in illegal or inappropriate activity online or social media the following incident flow chart will be followed alongside the centres and schools safeguarding procedures for the safety of the victim.**



# BDS TRAINING

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## Other Incidents

It is expected that all members of the centre community will be responsible users of digital technologies, who understand and follow BDS 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 of serious misuse of digital technologies, all steps in this procedure should be followed:**

- o · Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- o · Conduct the procedure using a designated computer that will not be used by young people and if necessary, can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- o · Relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- o · Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- o · Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
  - o Internal response or discipline procedures
  - o Involvement by Local Authority / Academy Group or national / local organisation (as relevant).
  - o Police involvement and/or action

If content being reviewed includes images of Child abuse, then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

- o incidents of 'grooming' behaviour
  - o the sending of obscene materials to a child
  - o adult material which potentially breaches the Obscene Publications Act

- o criminally racist material
- o promotion of terror is more extremism

· Isolate the computer in question as quickly as possible.

Any change to its state may hinder a later police investigation.

It is important that all the above steps are taken as they will provide an evidence trail for the centre/school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

Approved July 2025

## **Appendix 1**

Dear Parent/Carer

### **E-Safety Incident Information**

Your child, ....., has been involved in a negative e-safety incident using social media, which has resulted in other child/children being upset and the centre having to conduct an investigation. You should have received a phone call about this. If this is not the case, the incident relates to:

.....

This incident has been recorded in our central e-safety record. Please can you take the time to read the guidance below and speak to your child regarding the incident and their future online activity.

The internet has become an integral part of children's lives, enabling them to undertake research for centre projects, talk to their peers and access information from around the world. Increasing provision of the internet in and out of the centre brings with it the need to ensure that students are safe.

Social media development is constantly evolving into ever more innovative areas with many apps enabling amazing creativity and interaction between peers.

Unfortunately, however, there are times when social media use can have a negative impact on children. Parents should be aware of the potential dangers by taking measures to ensure safe usage by all. level of communication, interaction and the potential dangers. It is our advice that you adhere to the terms and conditions provided by the companies on appropriate age of use and not allow your child to create an account.

As an Alternative provision centre, we are fully committed to resolving any pastoral issues that we may encounter with the help of our strong pastoral team. And your child's school If your child is responsible for causing a negative e-safety experience for other child/children then the incident will be logged in our central e-safety record along with the details. If necessary, we will share this record with the police.

**If you require any further details or support, please contact either Miss Kimberly Rowlands or Mrs Toni Rowlands.**

Yours sincerely

*T Rowlands*



Mrs T Rowlands (Head of Centre and Pastoral Support Team)

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*K Rowlands*

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