TBAC
The Learning Centre

E-Safety Policy

Last Review Date September 2024
Next Review Date September 2025

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within our organisation in line with government guidelines. It is important that all staff, students, volunteers, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

Terms:

- To protect all children and young people attending the centre and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of the organisation.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure the organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter, Instagram and Facebook etc.), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace etc.) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review annually or when changes occur existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
   - reporting online concerns about possible abuse
   - reporting other breaches of terms
4. Decide how our webpage/profile will be managed within the organisation
   - Vetting and managing the webpage/profile
   - Training for the person/s managing the organisation's online profile
   - Involvement from our organisation's designated safeguarding lead person
   - Ensure any interactive content is moderated e.g. TBAC social network page/discussion forums.
5. Registration or 'signing up' to our centre:
   - choose an appropriate email address to register/set up a profile/account
   - ensure appropriate security settings are set up
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

7. Ensure that staff and volunteers are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
8. Address safety when adding content to our webpage/profile:
    - Organisation contact details
    - Promote our webpage/profile
    - Promote safe and responsible use
    - Avoid taking personal details of children and young people
    - When uploading content – 'think before you post'
    - Report fake or impostor webpage/profiles
9. Address safeguarding when promoting the organisation, events and competitions
10. Promote our webpage/profile
    - Where possible use the organisation's own webpage/profile/email instead of using personal accounts.

Email Accounts and Access to TBAC internal system

All staff and students are assigned individual TBAC email accounts

- Students – for online teaching sessions with tutors/teachers or additional learning materials (homework etc.)
- Staff – for regular communications

When in the Centre – access to the internal server or the internet is password protected to tutors and staff only.

Updates

** in the updated **Keeping Children Safe in Education (Sept 2023)** there is an emphasis on identifying and assigning roles and responsibilities to manage filtering and monitoring e-safety systems.

TBAC has put the following in place:

- There is a dedicated member of the SLT responsible for the e-safety system within TBAC and we have employed an IT contractor to manage our internal system and have put in place a filtering and monitoring system for safeguarding pupils and staff from potentially harmful and inappropriate online material.

Staff responsible for TBAC's E-Safety is Lucy Wellings (Deputy Head of Provision)