E-Safety Policy

Introduction

Functional Skills UK (FSUK) recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all learners and staff and encourage the use of technologies in order to enhance skills, promote achievement and enable lifelong learning. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement appropriate Safeguarding within FSUK while supporting staff and learners to identify and manage risks independently and with confidence. We believe this can be achieved through a combination of security measures, training, guidance and implementation of our policies. In furtherance of our duty to safeguard learners, we will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care. This e-safety policy should be read alongside other relevant policies e.g. safeguarding, acceptable use, anti Bullying, Disciplinary and Child Protection.

Creation, Monitoring and Review

FSUK's e-safety officer is Charlie Dew, her name and contact details are displayed in all classrooms where learning takes place.

Policy Scope

The policy applies to all users/all learners and staff/all members of FSUK who have access to the FSUK IT systems. Both on the premises and remotely. Any users of FSUK IT systems must adhere to e-Safety Rules and the Acceptable use Agreement.
The e-Safety Policy applies to all use of the internet and form of electronic communication such as email, mobile phones and social media sites.

Roles and responsibilities

All staff are responsible for ensuring the safety of learners and should report any concerns immediately to their line manager. When informed about an e-Safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.

All learners must know what to do if they have e-safety concerns and who to talk to. In most cases, this will be Charlie Dew – charlie@swimuk.org / 01273 434400/07764 969286

Where management considers is appropriate, the local authority child protection officer may be asked to intervene with appropriate additional support from external agencies.

Staff

All staff are responsible for using FSUK IT systems and mobile devices in accordance with FSUK, Acceptable Use Policy and the e-Safety Rules. Staff are responsible for displaying a model example to learners at all times through embedded good practice.

All digital communication with learners must be professional at all times and be carried out in line with the FSUK Code of Conduct, which you will find in the policies folder within the office. Online communication with learners is restricted and external platforms not hosted by FSUK, such as social media sites should not be used for communication with learners.

Security

FSUK will do all that it can to make sure the network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations etc. To prevent accidental or malicious access of FSUK Systems and information. Digital communications, including email and internet postings, over the FSUK network, will be monitored in line with the e-security policy.

Behaviour

FSUK will ensure that all users of technologies adhere to the standard of behaviour as set out in the Acceptable Use Policy or Staff/Learner Code of behaviour. FSUK will not tolerate any abuse of IT systems, whether offline or online, communications by staff and learners should be courteous and respectful at all times. Any reported incident of bullying or harassment or

other unacceptable conduct will be treated seriously and in line with the students and staff disciplinary code. Where conduct is found to be unacceptable, FSUK will deal with the matter internally. Where conduct is considered illegal, FSUK will report the matter to the police.

Communications

FSUK requires all users of IT to adhere to tutor/assessor rules when email, mobile phones, social media sites, games consoles, chatrooms, video conferencing and web cameras may be used during the day.

Use of Images and Video

The use of images, or photographs, is popular in teaching and learning and should be encouraged where there is no breach of copyright or other rights of another person e.g. images rights or rights associated with personal data. This will include images downloaded from the internet and those belonging to staff or learners.

All learners and staff should receive training on the risks when taking, downloading and posting images online and making them available to others. There are particular risks where personal images of themselves or others are posted onto social networking sites for example.

FSUK teaching staff will provide information to learners during reviews mainly, on the appropriate use of images as detailed in the policy. This includes photographs of learners and staff as well as using third party images. Our aim is to reinforce good practice as well as offer further information for all users on how to keep their personal information safe.

No image/photograph can be copied, downloaded, shared or distributed online without permission from FSUK/Parent/Carer/Pupils. Photographs of activities on FSUK premises should be considered carefully and have the consent from pupils and parents before being published. Approved photographs should not include names of individuals without consent.

Personal Information

Personal Information is information about a particular living person. FSUK collects and stores the personal information of learning and staff regularly e.g. names date of birth, email. Addresses, assessed materials and so on mainly via our Take a Byte (TAB) CRM system. FSUK will keep that information safe and secure and will not pass it onto anyone else without the express permission of the Pupil/Parent/Carer.

No personal information can be posted to FSUK website without permission of FSUK/Parent/Carer/Pupil unless it is in line with our Data Protection Policy. Only names and work email addresses of senior staff will appear on the FSUK website, no staff or learner's personal information will be available on the website without consent.

Staff must keep learners personal information safe and secure at all times. When using an online platform, all personal information must be password protected. No personal information of individuals is permitted offsite unless the member of staff has the permission of their manager. Every user of IT facilities is required to log off on completion of any activity, or where they are physically absent from a device for any period.

Education and Training

With the current unlimited nature of internet access, it is impossible for the college to eliminate all risks for staff and learners. It is our view therefore, that FSUK should support staff and learners stay e-safe through regular training and education.

Incidents and response

Where an e-safety incident is reported to FSUK this matter will be dealt with very seriously. FSUK will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a learner wishes to report an incident, they can do so via the e-Safety Officer. Where a member of staff wishes to report an incident, they must contact their line manager as soon as possible. Following an incident, FSUK will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

This policy applies to staff employed by Functional Skills UK ltd, Gym UK and Pavilion training, Brighton Swimming Centre ltd and Brighton Swimming Centre ltd t/a Brighton Swimming School, Pool to Pier and any other brands adopted by either company.

Signed:

Name of employee: Paul Smith MD

Date: December 2020

Review date: December 2021