Great Oaks College E Safety Policy

This policy and the procedures that it underpins apply to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Great Oaks College.

- To protect anybody who receives Great Oaks Colleges services and who make use of information technology (such as smart phones, iPods, iPads, tablets, games consoles and the Internet) as part of their involvement with us;
- To provide staff and volunteers with the overarching principals that guide our approach to e-safety;
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that:

- The welfare of the students who come into contact with our services is paramount and should govern our approach to the use and management of electronic communication technologies;
- All students, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with students, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety
- The use of information technology is an essential part of our lives; it is part of how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our students, and is beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to promote e-safety by:

- Appointing an e-safety coordinator;
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
- Supporting and encouraging young people using our service to use opportunities offered by mobile phone technology and the internet in ways that keep themselves safe and shows respect for others;
- Supporting and encouraging parents and carers to do what they can to keep their young people safe online and when using their mobile phone, iPod, tablet and game consoles;
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for students;

- Developing an e-safety agreement for use with young people and their carers;

- Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a student (these may include breaches of filtering, illegal use, cyber bullying, or use of ICT to groom a student or perpetrate abuse);

- Informing parents and carers of incidents of concern as appropriate;

- Reviewing and updating the security of our information systems regularly;

- Providing adequate physical security for ICT equipment;

- Ensuring that user names, logins and passwords are used effectively;

- Using only official email accounts provided via the organisation, and monitoring these as necessary;

- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website;

- Ensuring that images of students are used only after their permission where they are able to give it, and/ or parents and carers written permission has been obtained, and only for the purpose for which consent has been given;

- Any social media tools used in the course of our work with students and families must be risk assessed in advance by the member of staff wishing to use them;

- providing effective management for staff and volunteers on ICT issues, through supervision, support and training;

- examining and risk assessing any emerging new technologies before they are used within the organisation.

We are committed to reviewing our policy, procedures and good practice annually.

This policy should be read in line with the AUP (Acceptable use policy) signed by all staff.

November 2017