



E-Safety Policy

Information and Communications Technology (ICT) covers a wide range of resources. These include:-

- web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the education environment include:
- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs
- Podcasting
- Video Broadcasting
- Downloading from the internet
- Gaming
- Mobile/Smart phones with text, video and web functionality
- Other mobile devices with web functionality

EDLounge Ltd understands its responsibility and the importance of educating learners in all e-Safety issues. This includes teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of an education setting.

Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within EDLounge, the Senior Leadership Team have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-Safety co-ordinator at EDLounge Cara Radford. All learners, members of staff, associates and partners have been made aware of who holds this post. It is the role of the e-Safety coordinator to keep abreast of current issues and guidance through.

The e-Safety coordinator updates the other members of The Senior Management Team of any issues within the business in relation to local and national guidelines and advice.

Writing and reviewing the e-Safety policy

This policy (for staff, associates, volunteers, visitors and pupils), is to protect the interests and safety of the business. It is linked to the following policies:, Health and Safety, Child Protection, Bullying and Harassment, internet usage and Prevent policies.

Our e-Safety policy has been agreed by the Director, Senior Management Team and all staff. The e-Safety policy and its implementation are reviewed at least annually.

E-Safety skills development for staff

- All members of staff receive regular information and training on e-Safety issues through staff meetings, training sessions and email updates.
- All members of staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any student or member of staff.
- All new members of staff receive information on the Acceptable Use Agreement as part of their induction.

Teaching and Learning

Internet use will enhance learning

- EDLounge will provide opportunities within a range of curriculum areas to teach e-Safety.
- Educating learners on the dangers of technologies that may be encountered outside an education setting is done informally when opportunities arise and as part of the e-Safety curriculum.
- Pupils are made aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also made aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent or a career, a teacher or a trusted member of staff, or an organisation such as Childline 08001111 or CEOP.

Managing Internet Access

Information system security

- EDLounge ICT systems, capacity and security will be reviewed regularly.
- System security is overseen by our contractors

Published content and our web site

The contact details on the website are the business address, e-mail and telephone numbers. All staff personal information is confidential and not published. The Senior Management Team will take overall editorial responsibility and ensure that content is accurate and appropriate.

Social networking and personal publishing

EDLounge blocks access to personal social networking sites.

- Staff are advised during induction that the use of social media networks outside EDLounge are to be used with caution.
- Staff are advised to set and maintain profiles on sites to maximum privacy and deny access to unknown individuals.
- Staff are asked to report any incidents of bullying on social media to their line manager.
- Staff are advised not to add children, or parents as 'friends' if they use social media.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and suitability and a risk assessment will be carried out before any use is authorised.
- The use of portable media such as memory sticks and hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Staff are not allowed to bring personal mobile devices/phones in to the office at Aston House. Lockers are provided for every member off staff for safe storage of their mobile phone/devices. Any staff that have brought phones or devices into the Aston House office will face disciplinary action.
- The sending of abusive or inappropriate messages outside business hours is forbidden and disciplinary action will follow for anyone found in breach of this rule.

Protecting personal data

EDLounge will use information about learners to tailor make learning in order to provide the best opportunities for learners to learn and achieve taking into account their individual needs.

EDLounge will hold personal information on its systems. EDLounge works with third parties to integrate customer data on to our platform We will ensure that all personal information supplied is held securely, in accordance with GDPR.

Policy Decisions

Authorising Internet access

- Access to the Internet should be by directly supervised and be specific to approved on-line material.
- All staff using a EDLounge laptops, desk tops, tablets or phones will be made aware of the internet usage Policy.

Password Security

- Customers are provided with an ID, username and password.
- Learners are provided with a provider ID, username and password.
- All members of EDLounge staff are aware of the importance of locking the devices when left unattended and of the importance of keeping passwords secret.
- All members of EDLounge staff are aware of their individual responsibilities to protect the security and confidentiality of the data we collect.

Assessing risks

EDLounge will take all reasonable precautions to ensure that users access only appropriate material. EDLounge will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

Handling e-Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff and reported to the Director.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-Safety coordinator and disciplinary action will follow.
- Any complaint about staff misuse must be referred to The Senior Leadership Team.
- Complaints and concerns of a child protection nature must be dealt with in accordance with our child protection procedures. For example evidence of: inappropriate online relationships; a child watching pornography or any '18' films on a regular basis; online/digital bullying, harassment, radicalisation or inappropriate image sharing will be reported immediately to Milly Wildish the EDLounge Designated Safeguarding Lead.
- Staff and customers have been informed of the complaints procedure.

Staff and the e-Safety policy

- All staff must sign the Staff E- Learning Policy and a copy is kept on file.
- Any information downloaded must be respectful of copyright, property rights and privacy.
- All members of staff are aware that internet traffic is monitored and traced to the individual user. Discretion and professional conduct is essential.
- IT equipment issued to a member of staff remains the property EDLounge.
- Users of such equipment should therefore adhere to policies regarding appropriate use with regard to Internet access, GDPR and use of software, both in and out of work.

The Learning Platform and other home/school internet use

- All staff have been trained and given advice on how to effectively use the internet, Microsoft Office and the EDLounge Platform.

Monitoring and review

This policy is implemented on a day-to-day basis by all staff and is monitored on an annual basis by the e-Safety Coordinator

This policy is the Senior Leadership Team's responsibility and we will review its effectiveness at least annually. We will do this during reviews conducted between the e-Safety Coordinator and Designated Senior Safeguarding Lead Milly Wildish.

On-going child protection concerns and incidents will continue to be reported to the appropriate services.

Created By	Date Created	Date reviewed
Cara Radford	April 2017	April 2018
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Cara Radford	April 2020	Due April 2021