



## 1. INTRODUCTION

Eat That Frog C.I.C recognises the benefits and opportunities which new technologies offer to teaching and learning. We put checks and risk assessments in place to keep learners safe and provide training to help you keep safe.

There are other relevant college policies procedures such as Safeguarding, IT Acceptable Use and the Learner Anti - Bullying Policy and Disciplinary Policies.

## 2. Definition of E-Safety

The term e-safety is about keeping you safe when using Internet, Digital and Mobile Technologies (IDMTs).

There are 3 types of risk:

### 2.1 Content which may include

- Age-inappropriate material
- Inaccurate or misleading information
- Unacceptable material, such as that inciting violence, hate, extremism or intolerance
- Illegal material, such as images of child abuse
- Illegal downloading of copyrighted materials e.g. music and films

### 2.2 Contact which may include

- Grooming potentially leading to sexual assault or child prostitution
- Radicalisation - the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Bullying via websites, mobile phones or other forms of communication device

### 2.3 Commerce which can include

- Inappropriate commercial advertising
- Online gambling services
- Commercial and financial scams



## 3. Scope

This policy applies to all learners who use ETF Group IT systems, both on premises and from elsewhere.

The e-Safety Policy applies to all use of the internet, and electronic communication devices such as email, mobile phones, games consoles, social networking sites, and any other systems that use the internet for connection and providing information.

## 4. Aims

The aims are:

- To ensure strong and reliable safeguards are in place on ETFG IT systems
- Users behave in a safe way
- Storage and use of images and personal information is secure and meets all legal requirements
- To educate learners in e-safety
- Incidents which threaten e-safety are managed appropriately

## 5. Outcomes

### 5.1 Security

ETFG networks have up-to-date security measures and software in place.

### 5.2 Risk assessment

Staff check risks when learners use new technologies or online platforms.

### 5.3 Behaviour

- Learners must not download or transmit any material which might reasonably be considered obscene, abusive, sexist, racist, defamatory, related to violent extremism or terrorism or which is intended to annoy, harass or intimidate another person. This includes any social media systems accessed from ETFG IT systems
- All users of technology adhere to the standards of behaviour set out in the IT Acceptable Use Policy.
- Any abuse of IT systems and any bullying or harassment (cyber bullying) will be dealt with seriously
- Illegal activity will be reported to the police
- Staff will check any content posted by learners online.



## 5.4 Use of images and video

- Learners are trained in the risks of downloading, posting and sharing images, and particularly in the risks involved in posting personal images onto social networking sites, for example.
- Staff provide information to learners on the appropriate use of images, and on how to keep their personal information safe.

## 5.5 Personal information

- All ETF mobile devices that store sensitive information are encrypted and password protected.
- Personal data no longer required, is securely deleted.

## 5.6 Education and Training

- Learner inductions and the tutorial programme contains sessions on e-safety.
- Learners know what to do if they find inappropriate content.
- Learners are encouraged to question whether content is reliable and valid and to respect copyright laws and to cite references properly.

## 6. Incidents and response

- There is a clear and effective incident reporting procedure.
- Reports of e-safety incidents are dealt with immediately to prevent harm or further harm occurring.
- Affected learners will receive support

## 7. Responsibilities

- The IT and Security and Designated Safeguarding Lead are responsible for maintaining this policy, and for maintaining best practice in IT procedures and practices to manage any e-safety risks effectively.
- The following responsible for implementing it:
  - Designated Safeguarding Lead for all e-safety matters in relation to ETFG Customers.
  - The IT and Security lead will ensure good e-safety practice in ETF and provide technical expertise when issues are being investigated.
  - Work and Learning Deputy Managers and Work and Learning Coaches will provide pastoral and practical support for Post 16 learners in regard to dealing with issues related to e-safety.
  - All tutors are responsible for embedding e-safety education and practice into their teaching programme.
  - The Safeguarding Team will oversee and review e-safety arrangements.



## 8. Access to the Policy

The policy is published on the ETF Portal in the Learner area.

## 9. Monitoring and Review

This policy will be reviewed every year or if concerns are raised by the Designated Safeguarding Lead, or where an e-safety incident has been recorded.

## 10. Legal and other Frameworks

- Working together to safeguard children (HM Government) July 2018
- Keeping children safe in education (DfE) September 2018
- The Prevent Duty (HM Government) June 2015
- Channel Duty Guidance (HM Government) April 2015
- Inspecting safeguarding in early years, education and skills settings (Ofsted) August 2016
- The Education (Independent School Standards) Regulations (2014)
- The Equality Act (2010)
- The Human Rights Act 1998
- Searching, screening and confiscation in schools (January 2018)
- Sexting in Schools and Colleges (UK Council for Child Internet Safety)

## Additional Support

The following websites are extremely helpful when dealing with cyberbullying and e-safety issues:

- CEOP - [www.ceop.police.uk](http://www.ceop.police.uk) - Child Exploitation and on-line Protection Centre
- Bullying Online - [www.bullying.co.uk](http://www.bullying.co.uk) - Advice for children, parents and colleges
- Virtual College - [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)
- Kidsmart - [www.kidsmart.org.uk](http://www.kidsmart.org.uk) - An Internet safety site from Childnet, with low-cost leaflets for parents.
- Think U Know? [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) Home Office site for students and parents explaining Internet dangers and how to stay in control.
- Safekids [www.safekids.com](http://www.safekids.com) Family guide to making Internet safe, fun and productive
- Maths Doctor <http://www.mathsdoctor.co.uk/online/child-safety> How To Keep Your Child Safe Online
- UK Safer Internet <https://www.saferinternet.org.uk>