E-Safety Policy

July 2018

Policy Statement

The e-Safety Policy relates to all curriculum subjects taught within TMP College including those for Personal, Health, Spiritual, Moral, Social and Cultural Education (PHSMSC).

The policy provides a method to review TMP's practice in the use of technology and its benefits and risks.

This e-Safety Policy and its implementation will be reviewed annually or as required in the light of any issue, risk assessment or development that requires a review to support the safety of staff or learners at TMP College.

In context

As per the DfE guidance, Keeping Children Safe in Education (April 2014), TMP College staff are required "protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

This policy should be read in conjunction with the following key government guidance.

https://www.gov.uk/government/policies/protecting-the-uk-against-terrorism/supportingpages/

Further information on social media platforms and safety can be found on

http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/safety-features

When using new technologies, Ofsted guidance also states that it is essential for TMP College to have a comprehensive e-Safety policy in place and the right tools to provide the safest educational environment possible. As data protection and e-Safety are increasingly important concerns for all learning communities, we will ensure update training in these areas of responsibility.

The most recent threat being identified through access to the internet, in particular social media, is being used as a channel, not only to promote and engage, but also as Robert Hannigan (Director of Government Communications Headquarters) recently suggested, as a command structure. Often this promotion glorifies violence, attracting and influencing many people including children and in the extreme cases, radicalising them.

TMP College learners are particularly vulnerable to this influence as they are trusting and not necessarily able to appreciate bias that can lead them to be drawn into these groups, adopt extremist views, and become normalised to shocking and extreme content . This threat is not just from groups, such as Islamic State, but from 'far right' groups also. This can be familiarised to the grooming processes when others with influence are manipulating vulnerable young people in order to abuse them in the future. The risk of extremism and radicalisation is a similar process which ultimate exploits the same vulnerabilities.

Teaching and Learning

Importance of internet use:

- The purpose of internet use in TMP College is to raise educational standards, to promote learner achievement, to support the professional work of staff and to enhance the TMP College management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The internet is an essential element in today's life for education, business and social interaction. TMP College endeavours to provide students with quality internet access as part of their learning experience.
- Learners use the internet widely outside TMP College and will need to learn how to evaluate internet information and to take care of their own safety and security.

Benefits:

- Access to world-wide educational resources
- Access to national networks
- Access to educational and cultural exchanges between learners world-wide
- Vocational, social and leisure use in libraries, clubs and at home
- Access to support services and professional associations for staff and learners
- Access for staff to professional development, educational materials and good practice
- Exchange of data
- Access to learning wherever and whenever convenient

Enhancing Learning through internet use

- The TMP College ICT external network provider will support the filtering of the TMP College's internet access to match the appropriateness of sites for learner's use
- Learners will be taught what internet use is acceptable and what is not and given clear objectives for internet use
- Internet access will be planned to enrich and extend learning activities

Evaluating internet content:

- The copying and use of internet derived materials by staff and learners must comply with copyright law
- The evaluation of on-line materials is a part of every subject and critical awareness and validation of information is fundamental to accepting its accuracy for staff and students alike
- Any information used must be acknowledged and respected according to copyright by staff and students

Managing Information Systems:

- The TMP College ICT external network provider will advise the TMP College on any necessary adjustments in order to manage information systems safely and efficiently

- The security of the TMP College information systems will be reviewed regularly

Managing e-mail

- Learners may only use approved e-mail accounts
- Offensive e-mails must be reported immediately
- Learner's personal details must not be revealed in e-mails, nor any arrangements made to meet others without specific permission
- The forwarding of chain letters is not permitted

Managing Published Content

- The contact details on the website should be the TMP College address, e-mail and telephone number. Staff or learners' personal information must not be published
- Images that include learners will be selected carefully and will comply with the TMP College digital image procedure
- Learners' full names, ages, addresses will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents or carers will be obtained before images of learners are electronically published and held at reception
- Work can only be published with the permission of the learner and parents
- Images of staff will require permission from the staff member before being published on the TMP College website

Managing social networking and personal publishing

- There will be filtered access to social networking sites and blocking where needed
- Newsgroups will be blocked unless a specific use is approved
- Learners will be taught, advised and reminded never to give out personal details of any kind which may identify them and/or their location, including not to place personal photos (with or without background detail identifying them or their location) on an social network space
- Learners cover e-Safety in the first half term of every academic year
- Strategies to avoid cyber-bullying should be in place to protect staff and students

Managing filtering

- TMP College will work with external ICT network provider and internet service provider to ensure that systems to protect staff and learners are reviewed and improved
- Unsuitable sites must be reported to Senior Management immediately

Emerging Technologies

Emerging technologies or introduction of technologies not previously used in TMP College must be thoroughly risk assessed. eg web cams, video conferencing, blue tooth, wireless, infra-red, text messaging

Personal Data

Personal data will be recorded, processed, transferred and made available according to the

Data Protection Act 1998

Authorising Internet Access

Internet access will be by signed agreement consent form from students or parents.

Any non-compliance with e-Safety rules will be dealt with through the disciplinary procedures.

Risk Assessment

- TMP College will take reasonable precautions to prevent access to inappropriate materials or inappropriate internet use but it cannot guarantee TMP College computer or ICT equipment is not misused.
- Regular review of risk assessment methods will endeavour to minimise risks.
- Complaints of internet misuse will be dealt with by a senior member of staff.
- Staff misuse complaints must be referred to the Director.
- Learners and parents will be informed of the complaints procedure.
- Safeguarding issues must be referred to the Director.

Communications Policy

a) To Learners

- In lessons to teach e-safety
- Posters and displays

b) To Staff

- Awareness raising and training
- Consultation and involvement in policy and practice reviews including reporting issues procedure

c) To Parents

- Partnership approach at Parents' Evenings, through newsletters, admission. TMP College course information and website, leaflets and flyers to draw attention to TMP College e-Safety Policy.
- Advise parents sensitively of issues

Reviewed by Jackie Manning

July 2018

Taking into account the Governments Prevent Strategy and the widening and extreme risks from Extremism and Radicalisation.

Review July 2019 or as required