

E-Safety Policy

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This policy gives clear guidance about Triple Skillz approach to E-Safety. The purpose of this policy is to provide details of personal responsibilities and accountability for use of Triple Skillz IT systems and devices.

In setting a policy for E-Safety, the Triple Skillz vision is important. Our vision is for community – a place where everyone is included, making a contribution and reaching their potential.

Introduction

- Fundamentally, we are clear that E safety is a safeguarding responsibility. It is the policy of Triple Skillz to protect users from harm, so far as is reasonably practicable, whilst maximising the educational and social benefits of using technology.
- Triple Skillz will take reasonable steps to ensure that all users of technology can be safe online whilst recognising that developing a responsible attitude to E-Safety through education is key to ensuring that young people are able to flourish in a world that increasingly requires and promotes digital fluency and engagement. The intention being, when young people make use of technology that is new to them, they will act in a responsible and safe way.
- The policy has been developed to allow Triple Skillz to fulfil our obligations to safeguarding staff, the young and vulnerable people within our care, wider legal responsibilities and the need to effectively manage the IT services whilst respecting and maintaining the privacy of users.
- The contents of this document are fully compliant with the DfE statutory guidelines ‘Keeping Children Safe in Education (KCSIE) 2024’ and will be reviewed after the Government’s 2024 consultation stage has been completed and place the DSL with responsibility of e-safety within an Academy. The legal requirements of the KCSIE guidelines are consistent with those designated as mandatory within this document. There is a requirement within the KCSIE document for education settings to ensure that all authorised staff users to receive regular E Safety and Online Safety training.
- Triple Skillz also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed “PREVENT”. The purpose of this duty is to aid the process of preventing people being drawn into terrorism. This policy is designed to help Triple Skillz to be compliant with this statutory duty.

- This policy will be amended on a regular basis to take into account changes in best practice and legislation.

What is this policy about?

In brief:

- Technology and use of the internet is the reality of modern life. This policy sets out how Triple Skillz will go about both protecting and supporting the young people in making use of technology in a safe manner within the context of Triple Skillz's wider safeguarding policies and practices.
- It sets out both the technical and organisational requirements to minimise the likelihood of all users including young people and vulnerable individuals being exposed to inappropriate material and being placed at risk through inappropriate interactions or contact including the 5 E-Safety Policy (Version 9.6 / April 2021) (Liz Hankin April 2022) restrictions, filtering and monitoring that should be put in place along with the process of providing education and information to ensure users are appropriately informed.

In more detail:

- Triple Skillz acknowledges that technology can improve the planning, managing workload and delivery of teaching as well as making the learning experience more dynamic and interactive for students. Therefore, Triple Skillz will support the best accountable practice for embedding effective use of technology in teaching and learning across all activities.
- Triple Skillz recognises that all professionals need to use technology to enhance their working practice and develop innovative ways of personalising learning to suit the different aptitudes and interests of learners, including those with special needs.
- Whilst technical solutions must be put in place to ensure that users are not exposed to risk, it is also key to prepare young people to be safe and responsible users of technology in the world outside of the protections provided within the Triple Skillz IT System.

Triple Skillz application of and compliance to E-Safety Policy

- This policy recognises that effective E-Safety in an educational setting is met through a combination of appropriate technology controls to limit and monitor access and comprehensive and age-appropriate education for young people.
- To support compliance with this policy, Triple Skillz must ensure that all students actively supported in the development of the skills and knowledge to remain safe whilst using technology and when online.
- Triple Skillz will ensure that parents are effectively supported in with advice about E-Safety risks and how best to deal with them.

Roles and Responsibilities:

- Individual users are responsible for making sure that they understand what their role and the responsibility it entails.

- Individual users are required to agree to this Triple Skillz E-Safety Policy when they access IT Systems or devices. Where technically possible, when accessing the system for the first time, users will need to agree to the acceptable use of the IT System.
- Triple Skillz will take every opportunity to help staff, students and their parents/carers understand E Safety issues through staff training, which will be relayed to parents and learners

Internet Access, Monitoring and Filtering

- Triple Skillz reserves the right to monitor the use of all Triple Skillz IT Services including email, telephone and any other electronic communications, whether stored or in transit, in line with relevant legislation.
- Triple Skillz will implement 'Safe Search' where possible. Safe Search indicates to supported search engines that inappropriate content should be removed from the search results. The interpretation of inappropriate content is provided by the search engine themselves and it is not supported by all search engine providers.
- Learners are monitored by a staff member whilst using Triple Skillz IPADS, computers or any other technologies.

4 C's of Internet Safety

At Triple Skillz Education, we strive to create a safe online environment for our students by focusing on the 4 C's of internet safety: Content, Contact, Conduct, and Commerce.

1. **Content:** We ensure that students are protected from harmful or inappropriate content. This involves utilising filtering software to restrict access to unsuitable websites and providing education on how to identify and avoid such content.
2. **Contact:** We promote safe online communication by teaching students the importance of only interacting with known individuals and understanding the risks associated with sharing personal information online. Students are encouraged to report any suspicious contacts to a trusted adult.
3. **Conduct:** We emphasize responsible behaviour in the digital world. Students are educated about the consequences of cyberbullying, the importance of respecting others online, and adhering to positive online behaviour. Clear guidelines regarding acceptable online conduct are communicated to all students.
4. **Commerce:** Students are informed about the safe use of online services, including the importance of understanding the risks associated with online transactions, privacy settings, and the necessity of being cautious with personal information.

Unacceptable use of computers, mobile devices (including phones) and network resources

- Staff and students should consider the spirit of the Triple Skillz Ethos when using technology. Any conduct which may discredit or harm Triple Skillz, its reputation, its staff or the IT facilities or can otherwise be considered intentionally unethical (including but not limited to; cyber bullying, sexual harassment or threatening behaviours) is deemed unacceptable.
- Staff and students should consider the spirit of the Triple Skillz Ethos when using public IT Services such as, but not limited to social media, in a personal capacity. Any conduct which may discredit or harm Triple Skillz, its reputation, its staff or the IT facilities or can otherwise be considered intentionally unethical is deemed unacceptable. Any conduct which

undermines a staff members ability to fulfil their role within the organisation including but not limited to their standing and reputation within the community is deemed unacceptable. (including but not limited to, cyber bullying, sexual harassment or threatening behaviours)

- Incidents of unacceptable conduct will be dealt with by Triple Skillz in accordance with the Behaviour Policy (students) or be subject to the disciplinary procedures outlined in the terms and conditions of employment (staff). The appropriate level of sanctions will be applied as determined by the nature of the reported misuse.

Email

- Triple Skillz email system provides, where appropriate, staff with a unique Triple Skillz account for their individual use. Access to this email account will be rescinded on termination of employment.
- Triple Skillz reserves the right to monitor email accounts. To maintain the safety of staff and students, it is the policy of Triple Skillz to filter incoming and outgoing emails for viruses and potentially harmful attachments.
- Triple Skillz realise that any filtering is not 100% effective, and there is a clear commitment to educate staff and students to become responsible users of email and to be accountable for their personal use by becoming self-regulating to a large extent.
- Staff who choose to misuse the email system may be subject to disciplinary procedures.
- The email system is provided to support and facilitate the work carried out by a user whilst they are part of Triple Skillz. The email system should not be used for personal correspondence or messaging.
- Personal email or messaging between staff and students is forbidden.

Publication of Personal Data

- The management of all personal data relating to staff and students must be conducted in accordance with the Triple Skillz Data Protection Policy.
- Care must be taken when capturing images or videos to ensure that all individuals are appropriately dressed and explicit written permission for use has been gained from parents and carers/the individual in line with the Data Protection Policy. This may be altered or amended at any time by the parent or carer or by the student themselves.

Social Media

- Social Media is a powerful influence on the society, a significant part of the social lives of many people and a critical method of communication and interaction. Social Media takes many forms, but the content is largely unregulated and has the potential to expose young people to large amounts of inappropriate content. For the purposes of this policy, video sharing sites such as YouTube and Blogging sites are considered separately from other forms of Social Media.
- This policy acknowledges the reality that young people are routinely making use of Social Media and therefore it is vitally important that young people are supported in their understanding of how to stay safe in its use and their interactions online.
- Social Media sites are routinely blocked for use within Triple Skillz as they have the potential to offer a distraction from the core purpose of the use of Technology and have the potential

to present a E-Safety risk. However, it is recognised that some individuals may need access to Social Media in the course of their work and therefore access to social media may be granted at the discretion of staff.

- Public Social Media sites must not be used as part of teaching and learning or educational activity.
- It is recognised that staff may wish to make use of Social Media in their personal lives. Staff are advised to consider carefully the implications of the publication of personal information on the internet and ramifications of being available within their professional lives. The publication of information relating to Triple Skillz in any way including details of employment may only be shared with the explicit permission of the line manager. Any publication of materials in a personal capacity must be explicitly identified as such.
- Staff must not use social media as a method of communication with students and must not link or 'Friend' students to their personal social media channels.

Video Sharing Sites

- It is recognised that Video Sharing sites often contain useful educational material / content that supports the effective delivery of teaching and learning. However, video sharing sites are unregulated and can contain inappropriate content.
- Filtering of video content is technically challenging if access to a video sharing site is allowed and therefore access to video sharing sites presents some risks of students access inappropriate content which need to be weighed against the potential benefits.
- It is recognised that staff may wish to publicly share videos in a personal capacity using video sharing sites. Staff are advised to consider carefully the implications of the publication of personal information on the internet and ramifications of this being available within their professional lives. The publication of information relating to Triple Skillz in any way including details of employment may only be shared with the explicit permission of the line manager. Any publication of materials in a personal capacity must be explicitly identified as such.

Supervision Procedures

To ensure a safe learning environment, tutors are responsible for supervising students during online activities. If a tutor needs to step away for a brief period, they will take the following precautions:

- **Prior Notification:** The tutor will inform the students that they are stepping away and will explain the reason for their absence, ensuring students understand they should remain focused on their activities.
- **Setting Boundaries:** The tutor will communicate clear expectations regarding acceptable behaviour during their absence, reminding students about the importance of maintaining online safety protocols.
- **Arranging Support:** If possible, the tutor will ensure that another responsible adult is available to supervise the students during their absence. This designated individual will be aware of the ongoing activities and will be ready to step in if any issues arise.

When a tutor is present, they will actively supervise the students, monitoring online activities and interactions to provide guidance and support. The tutor will engage with students, encourage open communication about their online experiences, and promptly address any concerns or inappropriate behaviour.

By implementing these measures, Triple Skillz Education aims to foster a safe online learning environment that empowers students to navigate the digital landscape responsibly.