

## **1. SCOPE OF THE POLICY**

This policy applies to all members of the college community (including staff, students, volunteers, parents / carers, visitors, community users) who have access to and are users of Shrewsbury Colleges Group ICT systems, both on and off campus.

The Education and Inspections Act 2006 empowers college Principals to such extent as is reasonable, to regulate the behaviour of students when they are off campus and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other Online Safety incidents covered by this policy, which may take place off campus but are linked to membership of the college community. The college will deal with such incidents and will, where appropriate, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of college.

This policy should be read in conjunction with the Shrewsbury Colleges Group policies on Safeguarding (Children and Vulnerable Adults), Anti-Bullying, Prevent, Staff – Safe Working Practice, Acceptable Use of IT, Social Media

## **2. ROLES AND RESPONSIBILITIES**

The following section outlines the online safety roles and responsibilities of individuals and groups within Shrewsbury Colleges Group

### **Principal and Senior Leaders:**

- The Principal has a duty of care for ensuring the safety (including online safety) of members of the college community, though the day to day responsibility for online safety will be delegated to the GVP Curriculum Support and Business Development. The Principal and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Principal and Senior Leadership Team are responsible for ensuring that the safeguarding team and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Principal and Senior Leadership Team will ensure that there is a system in place to allow for monitoring and support of those in college who carry out the internal online

safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring

### **The GVP Curriculum Support and Business Development and the Director of Curriculum Support:**

- take day to day responsibility for online safety issues and have the lead role in establishing and reviewing the college online safety policies and documents
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff (for more detail on this area with regard to 'Sexting' refer to the Safeguarding (Children and Vulnerable Adults) Policy
- liaises with the Local Authority and LCSB
- liaises with college technical staff
- receives reports of online safety incidents and ensures that they are followed up appropriately by the Safeguarding Team
- meets regularly with the Safeguarding Governor to discuss current issues and report on serious incidents
- Chairs Safeguarding Committee meetings and reports on E-Safety

They should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

### **Technical and Information Services Manager:**

This manager is responsible for ensuring:

- that the college's technical infrastructure is secure and is not open to misuse or malicious attack

- that the colleges group meets online safety technical requirements that users may only access the networks and devices through a properly enforced password protection system, in which passwords are regularly changed
- the filtering policy is applied and updated on a regular basis and works effectively
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the network / internet / Moodle / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the GVP Curriculum Support and Business Development for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in college policies

**Teaching and Support Staff:**

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current college Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Usage Policy (AUP)
- they report any suspected misuse or problem to the GVP MIS and Strategic Information
- all digital communications with students / parents / carers should be on a professional level and only carried out using official college systems
- online safety issues are treated effectively as they arise in all aspects of the curriculum and other activities
- with the Technical Services Manager they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other college activities (where allowed) and implement current policies with regard to these devices

**Online Safety Group:**

The Online Safety Group provides a consultative group that has wide representation from the college community, with responsibility for issues regarding online safety and the monitoring the Online Safety Policy including the impact of initiatives.

Members of the Online Safety Group will assist the GVP Curriculum Support and Business Development and the Director of Curriculum Support with:

- the production, review and monitoring of the college Online Safety Policy documents.
- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents/carers and the students about the online safety provision

**Students:**

- are responsible for using the college / digital technology systems in accordance with the Student Acceptable Use Policy
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of college and realise that the college's Online Safety Policy covers their actions out of college, if related to their membership of the college

**Parents / Carers:**

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The College will seek to take opportunities to help parents understand these issues through parents' evenings, newsletters etc. Parents and carers will be encouraged to support the college in promoting good online safety practice.

**3. POLICY STATEMENTS****Education – Students**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in online safety is therefore an essential part of the college's online safety provision. Children and young people need the help and support of the college to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad,

relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Tutorial and should be revisited at least annually. This should include online aspects of preventing radicalisation/ extremism
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Students should be helped to understand the need for the student Acceptable Use Policy and encouraged to adopt safe and responsible use both within and outside college.

### **Education – Parents / Carers**

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The college will therefore seek to provide information and awareness to parents and carers.

### **Education & Training – Staff**

It is essential that all staff receive appropriate training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- Appropriate online safety training will be made available to staff and relevant information shared through safeguarding refreshers and In the Loop.
- Staff involved in the safeguarding team should receive more detailed updates and information
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the college Online Safety Policy and Acceptable Use Policies.

- It is expected that some staff will identify online safety as a training need within the performance management process and this should be taken seriously
- The e-safety committee will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- The e-safety committee will provide advice, guidance and training to individuals as required.

### **Training – Governors**

Governors take part in appropriate safeguarding training / awareness sessions, with particular importance afforded to Online Safety