Education 1st
"enhancing lives through education"
Sports 1st

07341 564 377
admin@education-1st.org.uk
www.education-1st.org.uk

E-Safety Policy

Policy Review
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **1st April 2015**
Reviewed: **14th July 2026**
Date of next review: **14th July 2027**

Signed

Craig Dembicki
Managing Director
Education 1st

Purpose of this Policy

Education 1st wishes to promote staff and students' positive and safe use of new technologies. The internet and other digital and information technologies are powerful tools which open new opportunities for everyone. Electronic communication helps staff and students learn from each other. Young people have an entitlement to safe internet access. The use of these exciting and innovative tools in provision and at home has been shown to raise standards and promote achievement.

However, the use of new technologies can put young people at risk including:

- Access to illegal, harmful or inappropriate images;
- Unauthorised access to/loss of personal information;
- The risk of being subject to grooming by contact made over the internet;
- The sharing of information /images without the person's consent;
- Cyber-bullying;
- Access to unsuitable games;
- Plagiarism and Copyright infringement;
- Illegal downloading or music or video files;
- The potential for excessive use which may impact on the social and emotional well-being of the young person.

The risks can never be eliminated completely so it is essential to build students' resilience to the risks and build their confidence to deal with them. This policy applies to all members of the Education 1st community who have access to the ICT and are users of personal ICT devices on site or off site on company business.

Related Policies:
Anti-Bullying Policy
ICT Acceptable Use Policy
Child Protection and Safeguarding Policy
Complaints and Feedback Policy
Confidentiality Policy
Data Protection Policy
Device, google drive and BYOD Policy

Responsibilities:

The Managing Director and Operations Manager are responsible for:

- Ensuring the safety of members within the Education 1st community;
- Ensuring all staff receive suitable CPD to enable them to carry out their e-safety roles;
- Being aware of procedures to be followed in the event of a serious e-safety allegation being made against a member of staff;
- Ensuring photographs published on the website that include students and staff will be carefully selected and appropriate.

Teaching Staff/ Mentors

Are responsible for:

- Having an up to date awareness of e-safety matters and the contents of this policy;
- Reading and understanding Education 1st's ICT Acceptable Use Policy;

- Reporting any suspected misuse to the Designated Safeguarding Lead for action;
- Ensuring digital communications with students and parents are on a professional level;
- Monitoring ICT activity in lessons and mentoring sessions;
- Ensuring students understand and follow e–safety and Acceptable Use Policies with key messages reinforced through pastoral activities and a planned e safety programme as part of the designated curriculum;
- Enabling students to develop research skills and the need to avoid plagiarism and copyright regulations;
- Having an awareness of e-safety issues related to mobile phones, cameras and hand held devices;
- Only using photographs/video to support educational aims and that have been taken on company equipment. Care must be taken not to create images that bring the company into disrepute;
- At the time of admission, parents/carers are given the opportunity to refuse to allow photographs of their children on the website and elsewhere. A list of students who have refused this permission is kept available. Students' full names will not be used on the company website.

Students:

- Understand Education 1st's policies on mobile phones, handheld devices and cameras;
- Understand the importance of adopting good e-safety practice and realise this policy covers their actions outside of their time with Education 1st;
- Recognise the risks attached to publishing their own images on social networking sites.

Parents/Carers:

- The provision will help parents/carers understand the need to ensure their child understands the need to use the internet and devices in an appropriate way.

Responding to incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity appropriate internal action will be taken and the incident reported to the police. Evidence must be preserved where possible.

Any inappropriate rather than illegal misuse will be dealt with as soon as possible in a proportionate manner through the normal behaviour/disciplinary procedures.