



ONLINE SAFETY POLICY STATEMENT

This policy should be read alongside Talented Training’s policies and procedures on child/vulnerable adult protection and safeguarding.

The purpose of this policy statement

Talented Training Ltd works with a wide range of learners as part of its activities. These include:

- Learners from disadvantaged background
- Vulnerable learners
- Learners from a variety of cultural backgrounds

The purpose of this policy statement is to:

- ensure the safety and wellbeing of all learners is paramount when using the internet, social media or mobile devices
- provide staff with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, learners and anyone involved Talented Training’s activities.

We believe that:

- All learners should never experience abuse of any kind
- All learners should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all learners involved in our organisation are protected from potential harm online
- we have a responsibility to help all learners safe online, whether or not they are using Talented Training’s network and devices
- all learners, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with learners and other agencies is essential in promoting welfare and in helping all learners to be responsible in their approach to online safety.

We will seek to keep all learners safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff on how to behave online through our behaviour code for adults

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- supporting and encouraging the all learners using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- developing an online safety agreement for use with all learners
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the learners who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of learners are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Protection of Children and Vulnerable Adults Policy
- Acceptable use Policy
- Dignity at Work Policy
- Equality Statement
- Registration and Certification process
- Examinations Policy and Procedure
- Equality Policy
- Complaints and Appeals Procedure
- Learner Induction Handbook

Contact Details

Online Safety Co-ordinator

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