



Bespoke Professional Development and Training Limited

## **E-Safety and Acceptable Use Policy**

Updated: June 2021

Next renew due: June 2022

<b>Version Number</b>	<b>Last Amended</b>	<b>Reason for Revision</b>	<b>Amended By-</b>
v1	July 2019	Standard Review	Tracey Carter
v2	March 2020	Covid Update	Tracey Carter
v3	July 2020	Standard Review	Tracey Carter
v4	July 2021	Standard Review	Tracey Carter

## Introduction

BePro recognises the benefits and opportunities that e-learning offers to teaching, learning and assessment. We actively encourage the use of e-learning tools and promote their benefit to supporting skills development and facilitating access to a wide range of resources.

However, we also make learners aware of the potential risks and challenges associated with internet use including access to obscene or extremist materials and ideology and the threat of radicalisation. Our approach is to implement appropriate safeguards within BePro and to support staff and learners to identify and manage risks independently and with confidence. Supporting learners to stay e-safe and to use all IT systems responsibly starts during induction and continues throughout the programme.

This policy applies to **ALL**:

- learners and staff who have access to BePro IT systems
- uses of the internet and forms of electronic communication including e-mail, mobile phones, social media sites, webcam, instant chat, videos, photographs etc.

### All staff are responsible for:

- ensuring the safety of learners
- reporting any concerns or identified risks to the Designated Safeguarding Lead
- ensuring they know and follow the reporting procedure

When informed about an e-safety incident, staff members must take care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.

### All learners must know:

- how to use IT systems responsibly and safely
- what to do or who to talk to if they have e-safety concerns

### The Designated Safeguarding Lead is responsible for:

- keeping up to date with new technologies, their potential use and risks
  - attending relevant training
  - reviewing and updating policies and procedures
  - identifying and addressing staff development and training needs
- recording incidents, referring on if necessary

### **Learners are responsible for:**

- using Apprenticeship Recruitment Service IT systems and electronic devices safely and responsibly and in accordance with policies and procedure.
- using BePro IT systems and electronic devices only for the purposes of undertaking the course
- following reporting procedures where they are worried or concerned, or where they believe an e-safety incident has taken place involving them, another learner or a member of staff.

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### **Staff are responsible for:**

- keeping up to date with new technologies and their use
- using Apprenticeship Recruitment Service IT systems and mobile devices in accordance with policies and procedures
- attending staff training on e-safety and setting an example to learners at all times through embedded good practice
- ensuring that all digital communications with learners are professional at all times and carried out in line with policy

## **Security**

### **BePro will do all that it can to:**

- make sure the network is safe and secure
- keep security software up to date
- have appropriate security measures in place to prevent accidental or malicious access of systems and information
- make learners aware of how to keep themselves safe and their data secure

## Risk Assessment

Where learners make use of online learning platforms and e-portfolio, BePro will carry out a risk assessment for e-safety, identify and record actions and lodge the risk assessments with the Designated Safeguarding Lead.

## Acceptable Behaviour

Learners and staff will be made aware of the acceptable use of IT systems during their induction. BePro's systems, whether on or off site must not be used for creating, copying, sending, storing, displaying or receiving any material which is:

- offensive, obscene, contains indecent images, text or data
- likely to cause upset, annoyance or needless anxiety; is defamatory or libellous
- threatening, discriminatory, harassing, bullying, fraudulent or confidential/private
- for an activity (personal/leisure) that is not integral to the course including personal resources (e.g. music, photographs, videos)
- uses unlicensed or illegal software or infringes the copyright of another person or organisation

Where conduct is found to be unacceptable, BePro will deal with the matter internally, and report matters to the police if conduct is illegal.

## Personal Information

Any processing of personal information (e.g. student records, e-portfolios and assessed work) will comply with the requirements of the Data Protection Act 1998. BePro will take all reasonable steps to minimise the risk that data will be lost or processed unfairly.

## Covid Response

It is likely that COVID-19 restrictions will continue for some time. There is a growing sense of mis-information about what is and isn't good practice around safeguarding students who are learning remotely. In these extraordinary circumstances, following our safeguarding policies has never been more important.

## Guidance for staff

### Your Workspace

Find a suitable space to work and strike a balance between work and family, and fun

- Set reasonable daily goals
- Workload should not increase
- Be clear about how your work-provided device can be used (if you have one)
- Only use work devices for work, and personal devices for personal (if possible)
- Informal online staff groups are voluntary and not used for official communications

## Staff Communications

- For any data protection related questions, speak to your Safeguarding Lead.
- Data protection exists to protect our personal information and shouldn't be used as a barrier to innovation, especially at the current time.
- Data Protection -Where possible, only use work-provided devices/platforms/systems
- Provide offline activities – not all apprentices have 1-to-1 devices
- Clearly communicate your expectations to students when working online. Guidance may be as simple as reminding students to dress as they would at college or work when using webcams.
- Using a webcam can add a personal touch and help to build rapport, but be mindful of your surroundings and, if possible, use a dedicated work space. When presenting online, if you do not feel comfortable using a webcam then don't. You can show your slides or other material and only use audio.
- Recording online sessions is no longer prohibited due to GDPR but we may record internal exercises and use this for training purposes.
- If you are new to teaching, close in age to your students, are feeling vulnerable, or are overly concerned with being liked by students, you might find yourself at more risk of forgetting about boundaries. Keep reflecting on your motivations if you feel boundaries may be blurring. Could you justify your actions to a concerned parent or manager?
- It feels good to help others who are experiencing difficulties, but creating a situation where a student becomes emotionally reliant on a member of staff, especially where that student is young or vulnerable, could be interpreted as grooming behaviour and constitute a serious abuse of trust.
- Be mindful of the language you use – terms of endearment or banter could easily be misinterpreted online.

## Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022  
The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

*GSelmi*

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