TLC LIVE Online Safety Policy

This policy is part of TLC LIVE's Safeguarding Policy. Any issues and concerns with online safety <u>must</u> follow the safeguarding and child protection processes.

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all Staff with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist staff working with children to work safely and responsibly with the Internet and other IT and communication technologies.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet during TLC LIVE sessions
- Ensure that all members of the TLC LIVE community are aware that unlawful or unsafe behaviour is unacceptable.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for TLC LIVE can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content

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Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Sexting

Roles and responsibilities

Role	Key Responsibilities
Head Office Team	- Must be adequately trained in off-line and online safeguarding - To help maintain a 'safeguarding' culture, ensuring that online safety is fully integrated with safeguarding. - To take responsibility for online safety provision - To take responsibility for data management and information security - To be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles - To be aware of procedures to be followed in the event of a serious online safety incident - To ensure school website includes relevant information.

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Role	Key Responsibilities
Designated Safeguarding Lead	• Take day to day responsibility for online safety issues and a leading role in establishing and reviewing TLC LIVE's online safety policy/documents • Promote an awareness and commitment to online safety throughout TLC LIVE • To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident • To ensure that online safety incidents are logged as a safeguarding incident • Facilitate training and advice for all staff • Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns.
Teachers	• To supervise and guide pupils carefully when engaged in learning activities involving online technology • To ensure that pupils are aware of research skills and are aware of legal issues relating to electronic content such as copyright laws
All staff	• To report any suspected misuse or problem to the Safeguarding Lead. • To maintain an awareness of current online safety issues and guidance e.g. through CPD

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Role	Key Responsibilities
	• To model safe, responsible and professional behaviours in their own use of technology
Pupils	• To understand the importance of reporting abuse, misuse or access to inappropriate materials • To know what action to take if they or someone they know feels worried or vulnerable when using online technology • To understand the importance of adopting safe behaviours and good online safety practice when using digital technologies.

Communication:

The policy will be communicated to staff and pupils in the following ways:

- Policy to be posted on the TLC LIVE website

- Current staff to be emailed the Policy

- Policy to be part of induction pack for new staff.

- Regular updates and training on online safety for all staff.

Handling Incidents:

- TLC LIVE will take all reasonable precautions to ensure online safety.

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- Staff and pupils are given information about infringements in use and possible sanctions.

- Safeguarding Lead acts as first point of contact for any incident.

- Any suspected online risk or infringement is reported to Safeguarding Lead that day

- In the event of any concern about staff misuse the CEO will be notified by the Safeguarding Lead in order to support with any disciplinary proceedings unless the concern is about the CEO in which case the Chairman of the Board would be notified.

Handling a sexting / nude selfie incident:

At tutor being made aware of a sexting or nude selfie incident should report this immediately to the Designated Safeguard Lead, with TLC LIVE feeding any concerns on to the client for their safeguarding team to take further.

Reviewing and Monitoring Online Safety

The online safety policy is referenced within TLC LIVE's Safeguarding policy.

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within TLC LIVE

- There is widespread ownership of the policy and it has been agreed by TLC LIVE's Directors. All amendments to the online safety policy will be disseminated to all members of staff and pupils.

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2. Education Content

Pupil online safety

TLC LIVE:

- Online content used during lessons is age-appropriate and supports the learning objectives for specific curriculum areas;

- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;

- ensure pupils only use TLC LIVE approved webpages and content that is relevant for their age and ability.

Staff training

TLC LIVE:

- makes regular training available to staff on online safety issues

- provides, as part of the induction process, all new staff with information and guidance on the Online Safety Policy.

3. Expected Conduct and Incident management

Expected conduct

In TLC LIVE, all users:

- understand the significance of misuse or access to inappropriate materials and are aware of the consequences;

- understand it is essential to reporting abuse, misuse or access to inappropriate materials and know how to do so;

- understand the importance of adopting good online safety practice when using digital technologies.

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Staff

- know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;

- know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open Internet searching is required with younger pupils;

Incident Management

In TLC LIVE:

- all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the correct escalation processes;

- support is actively sought from other agencies as needed in dealing with online safety issues;

- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school;

- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;

- we will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform the LA.

4. Managing IT and Communication System

Site management

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TLC LIVE

- Uses individual log-ins for all users

- Uses the virtual classrooms 'screen sharing' tool for viewing users/setting-up applications and Internet web sites.

- Storage of all data within TLC LIVE will conform to the EU and UK data protection requirements; Storage of data online, will conform to the EU data protection directive where storage is hosted within the EU.

TLC LIVE:

- Ensures staff read the TLC LIVE online safety policy;

- All pupils have their own unique username and password which gives them access to lessons;

- Makes clear that no one should log on as another user;

- Requires all users to log off when they have finished working or are leaving the computer unattended;

- Ensures all equipment owned by TLC LIVE has up to date virus protection;

- Maintains head office equipment to ensure Health and Safety is followed;

- Has a clear disaster recovery system in place that includes a secure, remote off site back up of data;

- All IT and communications systems installed professionally and regularly reviewed to ensure they meet health and safety standards;

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Password policy

- TLC LIVE makes it clear that staff and pupils must always keep their passwords private, must not share with others; If a password is compromised, TLC LIVE should be notified immediately.

- All staff have their own unique username and private passwords to access TLC LIVE.

- We require staff to use STRONG passwords.

TLC LIVE Website

- The CEO takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;

Social networking

TLC LIVE staff will ensure that in private use:

- No reference should be made in social media to students/pupils, parents/carers or staff;

- Staff should not be online friends with any pupil/student.

- They do not engage in online discussion on personal matters relating to members of the TLC LIVE community;

- Personal opinions should not be attributed to TLC LIVE and personal opinions must not compromise the professional role of the staff member, nor bring TLC LIVE into disrepute;

- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

5. Data security: Management Information System access and Data transfer

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Strategic and operational practices

At TLC LIVE:

- The CEO is the Senior Information Risk Officer (SIRO).

- Staff are clear who are the key contact(s) for key information are.

- We ensure staff know who to report any incidents where data protection may have been compromised.

- All staff are DBS checked and records are held in a single central record

Technical Solutions

- We require staff to log-out of systems when leaving their computer.

- All servers are in lockable locations and managed by DBS-checked staff.

- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.

6. Equipment and Digital Content

Mobile Devices (Mobile phones, tablets and other mobile devices)

- Staff and student's personal mobile devices will not be used during lessons.

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