Online Safeguarding Policy (Student)

Online Safeguarding Policy (Student)

Date approved: 21 June 2019
Approved by: SMT
Responsible Manager (s):   Director for Students
Executive Lead: Vice Principal H.E and Student
                                                          Enhancement

Applicable to staff: No
Applicable to students: Yes
Accessible to students: Yes
Accessible to general public: Yes
(including clients)

Consultation
 Consultation undertaken with: Date:

- Safeguarding and Wellbeing Steering Group   17.6.19
- SMT   21.6.19
- AMT   18.6.19
- CCMT   18.6.19
- Students   17.6.19
- Employee representatives *(HR policies only)* NA *

* please delete as appropriate

Review frequency, normally: annually

Contents

1.   **Scope and Purpose of the Policy**

1.1   This policy applies to all students at Blackpool and The Fylde College (B&FC). All students are expected to employ safeguards effectively and manage risks independently. B&FC will provide support and guidance to ensure that our students remain e-safe. The purpose of this policy is to provide a safe, secure and supportive environment for all students. Any risks to employees must be directed to Human Resources.

1.2   The scope of the Online Safeguarding Policy covers the use of the internet and college enabled electronic communication devices including, but not limited to, email, mobile phones, games consoles, PCs, laptops, tablets and social networking sites.

2.   **Policy Statement**

2.1   B&FC recognises the benefits and opportunities which new technologies can offer to learning, teaching and assessment. We encourage the appropriate use of technology in order to enhance skills and promote achievement and B&FC will provide support for all students to enhance their online learning potential.

2.2   However, the accessible and global nature of the internet and the wide variety of technologies available mean that we are also aware of potential risks and challenges associated with such use.

2.3   B&FC will provide appropriate support and guidance for students so they are aware of associated risks but are able to operate safely in a digital environment.

2.4   B&FC will not tolerate abuse or inappropriate use of technology, whether off-line or on-line. Communications by students should be courteous and respectful at all times and reflect the highest professional standards. Any reported incident of bullying or harassment, or other unacceptable conduct, will fall under the Anti Bullying and Harrasment and / or Safeguarding (student) policies and will result in the application of formal interventions. The Employees Professional Boundaries (Code of Conduct) outlines the expectations relating to staff online conduct. The guidelines are included on both the mandatory employee induction sessions and the annual on-line safeguarding refresher training.

2.5   Where conduct is found to be unacceptable, B&FC will deal with the matter through the College's appropriate misconduct procedures. Where conduct is considered illegal, B&FC will report the matter to the appropriate external agency.

2.6   B&FC has a duty to safeguard its students from on-line exploitation and exposure to extremist ideologies which are likely to promote or provoke violence, in line with the Anti-Terrorism Act and the Prevent Duty 2015 (this includes the Framework for monitoring the Prevent duty in higher education 2018).   Digital communications, including email and internet postings made over the College network, are reviewed daily through monitoring software, this provides assurances that all users are safe and free from exploitation or radicalisation. The College proactively seeks to prevent the creation or sharing of indecent, offensive, illegal or defamatory content or communication, including hate crime and any communnication that may cause

reputational damage, . B&FC will forward information on to the relevant exernal bodies where the need arises or a potential risk is identified.

3. Accountability

3.1 The Director for Students is responsible for ensuring that this policy is regularly reviewed updated and accessible.

3.2 The Chief Information Officer is responsible for ensuring that the College network is safe and secure and that security software is maintained. These will include the use of enhanced monitoring and filtering, including that required by the Prevent Duty 2015, and protection of firewalls, servers, routers, work stations, to prevent accidental or malicious access of College systems and information.

3.3   Every student is responsible for ensuring that they take appropriate measures to keep themselves safe when using College-enabled technology.

3.4 Heads of Curriculum are responsible for implementing disciplinary procedures resulting from inappropriate use of technology.

3.5 Safeguarding Reporters are responsible for responding to, referring and monitoring any safeguarding issues arising from inappropriate use of the technology.

3.6   The Safeguarding and Wellbeing Steering group will ensure that this policy is in line with government, police or other external agencies. The Group will also recommend appropriate provision of information or training and support for all employees - including the Operational Group and the Reporters and Heads within it.

4. Student Involvement

4.1   Students were consulted in the updating of this policy through the elected Representatives of the Student Union.

5. Linked Policies

- Data protection policy
- Safeguarding Policy (Student)
- IT and Information Security Policy
- Employee Disciplinary Policy
- Anti Bullying and Harassment Policy (Student)
- Employee Wellbeing Policy
- Positive Student Behaviour Policy
- IT Systems Acceptable Use Policy

6. Linked Procedures

- Social Media Procedure
- Employee Professional Boundaries Code of Conduct
- Employee Disciplinary Procedure

7.

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability. Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working.

Title of Activity: Online Safeguarding Policy Author and Date:Director for Students May 2019	New/<u>Revision</u> (Underline as appropriate) Expected Implementation Date: June 2019 What is the review date June 2020
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	. All protected characteristics of the Equality Act 2010 are covered for <u>positive</u> impact as a result of this policy Yes x No
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	All aspects of this policy are written with the intention of ensuring that all staff and students feel e-safe in College and on College related business .
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	Yes x
Sustainability: Are there expected benefits or impacts on sustainability or environmental issues? If yes, how have these been considered?	Yes x No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Data supports that students feel safe and that those supported by College safeguarding process generally do well despite their safeguarding issues
Is this policy of a high/medium or low risk? :	Low Risk