



Online Safety Policy

| Version 1.0 |

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Document Controller	Robert Longstaff
Signature	<i>R. Longstaff</i>

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1. Introduction

1.1 This policy outlines the procedures and guidance for ensuring the online safety of all learners and staff at Staff Power Training (SPT). Our aim is to create a safe and respectful online environment that allows for effective learning while protecting individuals from potential harm. It has been developed in line with key national guidance, including the UK government's "Keeping Children Safe in Education" and best practice recommendations from the UK Safer Internet Centre.

2. Scope

2.1 This policy applies to all learners, staff, contractors, and visitors using the SPT IT systems, whether on-site or remotely.

3. Key Legislation and Guidance

3.1 This policy is written in accordance with:

- *Keeping Children Safe in Education (KCSIE)*
- *The Prevent Duty*
- *UK General Data Protection Regulation (UK GDPR)*
- *Guidance from the UK Safer Internet Centre and the NSPCC*

4. Key Pillars of the Online Safety Policy

4.1 The policy is built around a commitment to four key principles:

- **Empowerment:** *Equipping learners and staff with the knowledge and skills to use technology safely and responsibly.*
- **Protection:** *Implementing technical and procedural safeguards to protect users from online harm.*
- **Inclusion:** *Ensuring that all members of our community can access online resources and support without fear of discrimination or harassment.*
- **Accountability:** *Establishing clear roles, responsibilities, and reporting mechanisms to address any online safety incidents effectively.*

5. Roles and Responsibilities

SPT has designated a clear structure of responsibility for online safety:

5.1 **Designated Safeguarding Lead (DSL):** The DSL will have overall responsibility for online safety, leading on policy implementation, staff training, and managing any reported concerns.

5.2 **IT Department:** The IT department will ensure the security of the provider's network and systems, including appropriate filtering and monitoring.

5.3 **Tutors and Assessors:** All teaching staff are responsible for promoting online safety within their sessions, modelling good practice, and identifying and reporting any concerns.

5.4 **Learners:** Learners are expected to adhere to the acceptable use policy and report any online safety concerns they may have for themselves or others.

6. Acceptable Use of Technology

6.1 The policy provides clear guidelines on the acceptable use of the training provider's IT systems, including the use of email, internet, social media, and personal devices. This includes strict prohibitions on:

- *Accessing, creating, or distributing offensive, illegal, or discriminatory material.*
- *Cyberbullying, harassment, or any form of online abuse.*
- *Infringing copyright and intellectual property rights.*
- *Attempting to bypass security measures.*

7. Managing Online Risks

SPT recognise the diverse range of online risks, this policy details specific measures to mitigate them. These include:

7.1 Filtering and Monitoring: Appropriate and proportionate filtering and monitoring systems will be in place to block access to harmful content.

7.2 Data Protection: All personal data will be handled in accordance with UK GDPR, and learners will be educated on how to protect their own personal information online.

7.3 Online Communication: Clear guidance is provided on professional and safe communication between staff and learners, including the use of approved platforms.

7.4 Cyberbullying: SPT have a zero-tolerance approach to cyberbullying. Any incidents will be investigated and may result in disciplinary action.

7.5 Radicalisation and Extremism: The policy addresses the risk of online radicalisation, in line with the Prevent duty, and provides clear reporting pathways.

8. Reporting a Concern

8.1 Any learner or member of staff who has an online safety concern can report it to any member of staff, who will then escalate it to the Designated Safeguarding Lead. All reports will be taken seriously, investigated promptly, and dealt with in a confidential and supportive manner.

8.2 If required online safety concerns can also be reported via the UK Safer Internet Centre - Report Harmful Content:
<https://reportharmfulcontent.com/harms>

9. Policy Review

9.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.