

**Policy / Procedure Cover Sheet**

<b>Policy/Procedure</b>	<b>POLICY</b>		
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Policy Ref No.	Policy Name	Policy Ref No.	Policy Name
OP/04	Anti-Bullying/Harassment	S/01	Child Protection & Safeguarding
OP/03	Behaviour for Learning	S/04	Preventing Extremism
OP/15	Exclusion	HS/01	Health and Safety
OP/01	Admissions	OP/12	Staff Behaviour (Code of Conduct)
OP/18	Whistleblowing	OP/10	Equality and Diversity
OP/09	Equal Opportunities	OP/05	Curriculum
OP/06	Complaints Policy and Procedure	OP/27	Data Protection (GDPR)
S/03	Recruitment and Selection	OP/22	Searching, Screening and Confiscating

**Distribution:**

Electronic copy - C:/Company Policies and Procedures/

Hard copies – Company Policy Folder / Staff Training Portfolio

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## E-Safety Policy

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Bright Sparks Learning Centre’s E-Safety policy satisfies the duties outlined in The Education Act (2002) to ensure the protection and safeguarding of children under our care.

The policy also observes obligations associated with the Children Act (1989), the Human Rights Act (1998) and the Equality Act (2010) and follows current DfE guidance ‘Keeping children safe in education’ (2020), ‘Working together to safeguard children’ (2018), HM Government advice ‘What to do if you’re worried a child is being abused’ (2015) along with the Local Safeguarding Children Partnership’s policies, procedures, guidance and protocols.

This policy and all associated procedures apply to all staff, pupils and visitors and should be read in conjunction with other safeguarding policies including:

- i. Anti-Bullying Policy
- ii. Behaviour for Learning Policy
- iii. Child Protection and Safeguarding Policy
- iv. Complaints Policy
- v. Curriculum Policy
- vi. Data Protection Policy
- vii. Exclusion Policy
- viii. Health and Safety Policy
- ix. Recruitment and Selection Policy
- x. Staff Code of Conduct Policy
- xi. Searching, Screening and Confiscation Policy
- xii. Whistle Blowing Policy

**1 Statement of intent**

- 1.1 Bright Sparks Learning Centre is committed to providing a safe environment where students act respectfully and positively towards each.
- 1.2 All staff and students are required to sign an acceptable ICT User Agreement before use.
- 1.3 ICT is an important resource for teaching, learning and personal development and an essential aid to business efficiency. However, along with these advantages, comes responsibilities, especially for ensuring that students are protected from contact with inappropriate material.
- 1.4 Education is an essential part of our e-safety provision. Children are given the opportunity to explore and discuss e-safety issues to build a resilience that equips them to manage their own online safety. Positive and responsible technology use is recognised and rewarded.
- 1.5 All professional staff receive safeguarding, child protection and e-safety training in accordance with their roles and responsibilities.

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**2 Aims**

2.1 The aims of this policy are:

- i. to ensure that computer systems and the Internet within the centre are used in a respectful manner by all staff and students
- ii. to clarify expectations when using the centre’s computer systems and the Internet
- iii. to teach pupils how to stay safe in the digital environment and how to manage their own behaviour to avoid making themselves vulnerable to a range of risks, including online grooming and sexual exploitation
- iv. to ensure staff, parents and pupils fully understand the risks that derive from this technology.

**3 Centre user policy**

3.1 All staff will be asked to read and sign the E-safety policy on induction.

3.2 When accessing computers within the centre, we expect each individual to:

- i. act responsibly
- ii. refrain from sharing passwords and computers
- iii. respect ICT equipment

3.3 Files held on the centre’s system may be inspected and/or monitored at any time by a member of the senior leadership team or network manager. Access can be restricted or denied at any point if appropriate.

3.4 Staff are permitted limited, and reasonable, personal use of ICT equipment, e-mail and Internet facilities during their own time, subject to:

- i. not depriving students of the use of equipment
- ii. not interfering with the proper performance of the staff member's duties in or outside of the classroom

3.5 Laptops are provided by commissioning schools and local authorities for students. These organisations use Firewalls and their own security systems. When using laptops within the centre, students are closely supervised by staff.

3.6 The E-Safety Co-ordinator is responsible for:

- ensuring that all staff know and understand the procedures that need to be followed if an e-safety concern arises
- maintaining a log of e-safety incidents to inform policy and practice
- monitoring e-safety/multi-media incidents and reporting findings to the Senior Leadership Team each half-term

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- provide advice, training and support to staff and children, as appropriate
- liaise with the IT Network Administrator and other ICT technical staff.

3.7 Illegal material and activity will be reported to the police and/or the Local Child Safeguarding Board (LCSB). If a child or young person is considered at risk as a consequence of online activity, assistance may be sought from the Child Exploitation and Online Protection Unit (CEOP).

#### 4 Responsibilities of staff

4.1 All staff are required to read, sign and follow Bright Sparks Learning Centre’s Code of Conduct Policy, which includes reference to a number of issues associated with e-safety and multi-media.

4.2 Staff should:

- adhere to the staff Code of Conduct
- remain vigilant for signs of bullying
- ensure students are aware the consequences of cyber bullying, online grooming and the viewing of inappropriate material
- ensure that students adhere to the acceptable use policy for technology including computers and mobile telephones whilst on the centre’s premises
- ensure that their personal technology, not provided by the centre, is not used to communicate with, or film or record any image of, pupils either on or off the centre’s site
- report any concerns relating to suspected cyber bullying, online grooming or the viewing of inappropriate material
- provide adequate supervision of technology

#### 5 Responsibilities of students

5.1 Students should:

- adhere to the Acceptable Use of ICT policy for pupils (see Appendix 1)
- not participate in cyber bullying or viewing of inappropriate material
- not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the centre’s curriculum
- not breach the privacy of students, staff and members of the centre’s community through any unauthorised recording or filming
- not disseminate inappropriate material through digital media or other means
- report incidents of suspected cyber bullying, online grooming or the viewing of inappropriate material to a member of staff
- advise students being victimised by cyber bullying, or concerned about inappropriate on-line or computer activity, to talk to an adult
- offer to speak to an adult on behalf of any student who is a victim of cyber bullying.

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**6 Communications**

- 6.1 Pupils’ mobile phones should be turned off and handed in to the centre office at the beginning of the day to be returned at the end of the day.
- 6.2 Pupils are not permitted access to social networking websites or apps via Bright Sparks Learning Centre’s network.
- 6.3 Staff should ensure that their personal social network pages are sufficiently protected so as not to allow any parents or students to access personal information, comments or photographs. It is recommended that Facebook pages are set to ‘Friends’ thus preventing them being viewed by the general public.
- 6.4 Staff must not accept current students on roll as friends on ‘Facebook’, Instagram, WhatsApp, Twitter or any other form of social media.
- 6.5 Staff should not use social networks sites, the internet or personal blogs etc. in any manner which may bring the centre into disrepute.
- 6.6 Staff will be provided with a centre email account. This email account must be used when communicating to parents or others regarding centre business. It should not be used for personal correspondence.
- 6.7 Staff should have no expectation of privacy in anything they create, store, send or receive on the centre’s email system and the centre may monitor email messages without any prior notice. Staff should also not forward any confidential messages or attachments to other establishments without permission.
- 6.8 Failure to comply with email policy rules could result in disciplinary action.

**7 Data protection**

- 7.1 Personal data will be recorded, processed, transferred and made available in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018). For further information, see Bright Sparks Learning Centre’s Data Protection Policy.

**8 Safe use of digital images**

- 8.1 The term “images” refers to photographs (digital and film), ‘video’, DVD and webcam recordings.
- 8.2 Bright Sparks Learning Centre will educate users about the risks associated with posting images on-line and will implement policies and procedures to help safeguard children.

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- 8.3 Images of staff or pupils used in any of our publications will comply with good practice guidance.
- 8.4 Written permission from pupils and their parents or carers must be obtained before images of children, and examples of their work, are recorded or distributed.
- 8.5 Permission to use images of all staff who work at the centre is sought on induction and a copy is located in the personnel file.
- 8.6 Signed consent forms for children and staff must be stored securely in their personal file.
- 8.7 The DSL or DDSL should ensure that the publication of an image does not compromise the safety of the child.
- 8.8 Full names and personal details of children and staff will not be published anywhere on our website, in our brochure, newsletter or elsewhere, particularly in association with photographs.
- 8.9 Images created by staff whilst employed at Bright Sparks Learning Centre remain the property of the centre, which has full copyright.
- 8.10 Images taken by authorised external photographers will be purchased outright as part of the package for unlimited use and will remain the property of Bright Sparks Learning Centre.
- 8.11 Images taken by a child are the property of the child and relevant consents must be obtained before using the images.
- 8.12 Images of pupils and staff must be stored securely on a password-protected device. Any sharing of images must comply with the General Data Protection Regulation (GDPR) and Data Protection Act (2018.)
- 8.13 Pupils must not use, share or distribute images of staff, children or visitors under any circumstances.

**9 Equipment and storage**

- 9.1 Children are not permitted to use their own personal computers, laptops, tablets, PDAs or USB pen drives at Bright Sparks Learning Centre.

**10 E-Safety for students**

- 10.1 All pupils and their parent/carer must sign an acceptable ICT user agreement (See Appendix 1.) Pupils must comply with these rules.

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10.2 Safety rules are designed to give pupils the understanding and confidence to respond responsibly in certain situations.

10.3 Bright Sparks Learning Centre will ensure that:

- I. the use of Internet derived materials complies with copyright law
- II. students understand the concept of plagiarism and issues relating to research
- III. user can apply strategies to help assess the validity and accuracy of material
- IV. pupils acknowledge the source of any information used respect copyright

10.4 High adult-to-child ratio and close supervision of students by staff who have undertaken, safeguarding, child protection and e-safety training helps to ensure pupil safety whilst on-line.

## 11 Cyberbullying

11.1 Cyberbullying refers to an act whereby a child is humiliated, harassed or threatened by (an) individual(s) through the use of the internet, mobile phones or digital technologies.

11.2 All incidents of cyberbullying will be addressed in line with our Anti-Bullying Policy.

## 12 Reporting concerns

12.1 Any misuse of the internet or technological device must be reported to a member of the senior leadership team and recorded as soon as possible (within 24 hours of the incident).

12.2 Any risks associated with children’s use of electronic communication should be documented and reported to the DSL or DDSL.

12.3 Should a child’s behaviour be associated with any of the following:

- I. child criminal exploitation (CCE), such as county lines
- II. child sexual exploitation (CSE)
- III. female genital mutilation (FGM)
- IV. forced marriage
- V. involvement in gangs
- VI. radicalisation and/or violent extremism

Concerns must be immediately reported to the principal (DSL) or deputy principal (DDSL) in line with our ‘Child Protection Policy’. ***If there is an immediate danger to the life of the individual or others 999 should be called.***

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## Appendix 1

### Student E-Safety Policy / User Agreement

Access to the centre network is provided for you to carry out recognised work and extra-curricular activities, but only on the condition that you agree to follow the centre's e-safety policy.

#### General

1. Do not have drinks or food near the computers
2. Do not share your password
3. Do not allow anyone to use your account
4. Do not use another person's account
5. Choose a strong password – at least 8 letters and a mixture of numbers and lower- and upper-case numbers
6. Do not install or run any programs on a computer except official school<sup>1</sup>/centre software
7. Always log off the computer when you have finished
8. Only use a printer for school-related work and do not waste paper
9. Do not try to adjust or move computer equipment

*Remember - the centre staff can automatically look at your work and check what you are doing at any time*

#### The Internet and E-mail

*The centre monitors all the websites you go on and all the emails you send.*

- Do not share personal information online such as your address or telephone number
- Do not use inappropriate or offensive language or images online
- Do not insult, harass or threaten anyone
- Do not send, display, access or try to access any rude or offensive material
- Do not send, display, access or try to access any materials relating to extremism, terrorism or violence
- Tell a member of staff straight away if you receive unpleasant communication online.
- Do not copy and make use of any material without giving credit to the author
- Do not publish anything on the internet that is rude or disrespectful to the centre or its community

*Some behaviour is also against the law.*

- Do not try to by-pass any security systems either systems in the centre or outside the centre
- Do not look at other people's files
- Do not copy or install software without permission

<sup>1</sup> Some laptops are provided by commissioning schools and local authorities

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- Do not copy other people’s work without giving them credit
- Do not use any personal photos without permission and consent
- Do not send rude pictures

*I have read the student E-Safety policy and agree to follow its rules*

**Student**

As a user of the centre’s network and Internet, I agree to comply with the centre rules on its use. I will use the network and internet in a responsible way and observe all the restrictions laid down by the centre. I understand that if I break any of the rules listed in the **Student E-Safety / User Agreement Policy** I will subject to sanctions deemed appropriate by the centre.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Parent**

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use Electronic Mail and the Internet. I understand that students will be held accountable for their own actions and will face disciplinary action if they misuse or abuse the Internet or Electronic Mail. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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## Appendix 2

### Consent for use of images

*The term "images" refers to photographs (digital and film), 'video', DVD and webcam recordings.*

Bright Sparks Learning Centre intends to safeguard your child, honour your wishes and comply with Data Protection law. Please fully read, complete and sign this form. The form should also be read and signed by the named student.

Please return this completed form (one for each child) as soon as possible; we will not images of your child without consent.

#### Please note:

- I. this form is valid for the duration of your child's education at Bright Sparks Learning Centre
- II. images will not be accompanied by the full name of the child or any other personal details
- III. images used will comply with good practice guidance
- IV. a group or class image may be given generic titles such as 'a history trip
- V. websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies

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Use of images	YES	NO
<p>Can we record your child on video for examinations and coursework?</p> <p><i>(This may include your child's voice as well as their image. Videos will be made available to parents/guardians upon request.)</i></p>		
<p>Can we use your child's photograph and name on display boards within the centre building?</p> <p><i>(Displays are generally viewed by staff, pupils, parents, guardians and other visitors to the centre.)</i></p>		
<p>Can we use your child's photograph in the centre prospectus, newsletter and other printed publications that we produce for promotional purposes?</p> <p><i>(Printed publications are available to anyone.)</i></p>		
<p>Can we put your child's photograph and/or first name on the centre's website?</p> <p><i>(Websites can be viewed throughout the world, not just the United Kingdom where UK law applies.)</i></p>		
<p>Can we put your child's photograph on the centre's Twitter and Facebook feed?</p> <p><i>(The Twitter feed and Facebook can be viewed throughout the world, not just in the United Kingdom where UK law applies.)</i></p>		

Student name: \_\_\_\_\_

Parent / carer name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signature of pupil: \_\_\_\_\_

Signature of parent / carer: \_\_\_\_\_

Date: \_\_\_\_\_

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