



## **Online Safety – ICT use & Social Media**

### Access to information held on computers.

Separate computer login for staff and trainees ensures that learners do not have access to personal information. All Blueberry learner and staff documents are held on a secure server which requires a further level of authorisation.

Staff log out or lock the computer when leaving it unattended so that learners do not have access to staff files or emails.

All staff log out of email account when they leave a computer so that others cannot access their email account.

Staff will only use their Blueberry Academy email account for all email communication relating to the work of the Blueberry Academy. When working with partner and external delivery staff, information sharing is kept to minimum required levels.

### Internet Access for Learners.

Learners are supervised at all times when using the Internet on Blueberry Academy computers. They are not permitted to watch material that staff consider inappropriate or that may not be suitable for all trainees who are present. This is enforced by duty staff.

### Online Safety Learning for Learners.

Blueberry is a member of National Online Safety (NOS) and uses their CPD suite for Blueberry staff and their lesson plans and learning resources for Blueberry learners.

Learners attend sessions on keeping safe online appropriate to their level of access and understanding.

The learning is reinforced by staff whenever the topic arises to reinforce understanding and remind of potential dangers of the internet, inappropriate content and not meeting up with strangers met on the Internet.

Bi-Annual delivery of Online Safety Week, includes delivery of NOS session plans :

- self image and identity
- online relationships
- online reputation



- online bullying
- managing online information
- health, wellbeing and lifestyle
- privacy and security
- copyright and ownership

Learners are requested not to log on to Social Media through the Blueberry PCs and Laptops to help maintain privacy and personal security levels.

Each learner has a designated member of the IAG team who is trained to support with online safety and any associated issues that arise.

#### Safeguarding and Prevent

Any concerns regarding potentially unsafe use of the Internet or accessing material that could relate to extremist groups and radicalisation will be subject to usual safeguarding and Prevent procedures.

#### Online Learning & Mentoring:

Staff engaging in online learning will display the same standards of dress and conduct that they would in the real world. Staff will also consider background. Learners will be asked to choose a suitable location and fully/appropriately dressed. Resource material will be appropriate and accessible for the level of learner.

Where possible we are contacting learners online via their official Blueberry login details which have appropriate filter settings applied.

Online classes are scheduled and senior management can drop in at any time.

The staff member will act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the learner and / or parent/ carer immediately and end the online interaction if necessary.

If staff wish to record the lesson they are teaching, consideration will be given to data protection issues; e.g., whether parental /learner consent is needed and retention / storage. If a staff member believes that a learner or parent/ carer is recording the interaction, the lesson will be brought to an end or that learner will be logged out immediately.

