

# Online Safeguarding Policy (student)



## Online Safeguarding Policy (Student)

Date approved:	25 May 2018
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: (including clients)	Yes

### Consultation

Consultation undertaken with:	Date:
• Safeguarding and Wellbeing Steering Group	24.5.18
• SMT	25.5.18
• AMT	22.5.18
• CCMT	21.5.18
• Students	18.5.18
• Employee representatives ( <b>HR policies only</b> ) NA *	
• Local Authority Safeguarding Boards	21.5.18

\* *please delete as appropriate*

Review frequency, normally: annually

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## 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 Harassment and / or Safeguarding (student) policies and procedures and will result in the application of formal interventions. The guidelines for Professional Boundaries (Code of Conduct) outline the expectations relating to staff online conduct.
- 2.5 Where conduct is found to be unacceptable, B&FC will deal with the matter through the College's disciplinary procedures (students). 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 2017). 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 of indecent, offensive, illegal and defamatory work and will forward information onto the relevant external 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 implemented, regularly reviewed and updated.
- 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 reporting, referring and monitoring any safeguarding issues arising from inappropriate use of the technology.
- 3.6 The impact and effectiveness of this policy will be monitored by the Safeguarding Steering Group who will conduct an annual review.

### 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**

- Safeguarding Policy (Student)
- IT Security Policy
- Employee Disciplinary Policy
- Anti Bullying and Harassment Policy (Student)
- Employee Wellbeing Policy
- Promoting Positive Student Behaviour Policy
- Information and Security Suite of Policies
- Social Media Policy

### 6. **Linked Procedures**

- 6.1 This policy links into a number of College procedures. These include:
  - Safeguarding Procedure (Student)
  - Anti-Bullying and Harassment Procedure (Student)
  - Promoting Positive Student Behaviour
  - Information and Security Suite of Procedures
  - Professional Boundaries (Code of Conduct) guidelines for staff

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.**

<p>Title of Activity: Online Safeguarding Policy</p> <p>Author and Date: Director for Students May 2018</p>	<p>New/<u>Revision</u> (Underline as appropriate)</p> <p>Expected Implementation Date: May 2018 What is the review date May 2019</p>
<p><b>Equality and Diversity.</b> Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>All protected characteristics of the Equality Act 2010 are covered for <u>positive</u> impact as a result of this policy Yes x                  No</p> <p>This is achieved through mitigation of potential on-line risks - especially for specifically vulnerable cohorts identified by police/ local auth/ Home Office as potentially vulnerable to on-line grooming and abuse. (eg. Learning Difficulties and Disabilities, Looked after Children, those with mental health and low self esteem issues, homelessness, frequently missing from home, LGBT )</p> <p>Concerns are monitored via tutorial, student support and safeguarding register monitoring</p> <p>Liaison with filtering software and procedures with LITS, results to Director of Students and DMSLP daily.</p> <p>Benefits – with monitoring the wide range of benefits of on-line learning/ IT/ social media/ communication/ employability - for these cohorts can be available.</p>
<p><b>Safeguarding:</b> 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?</p>	<p>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 - and have strategies in place to keep them so in the future. The benefits are personal, professional, and reputational - to individuals and the full College Community.</p>

<p><b>Health and Safety:</b>  Have any risks been identified?  If yes, how has this been considered?  What are the risks? What are the benefits?</p>	<p>Yes x  risks of on-line grooming mitigated by incorporating in training for all staff at induction and in Refresher training bi-annually</p>
<p><b>Sustainability:</b>  Are there expected benefits or impacts on sustainability or environmental issues?  If yes, how have these been considered?</p>	<p>Yes x      No  Increased (safe) on-line and social media contact and learning opportunities to meet College and national targets brings efficiencies and sustainability of resources.</p>
<p><b>Evidence:</b>  What evidence do you have for your conclusions and expectations for these conclusions?  How will this impact be monitored for all these considerations?</p>	<p>Data supports that students feel safe and that those supported by College safeguarding process generally do well despite their safeguarding issues. On line issues are recorded within discrete safeguarding register categories- to allow analysis, monitoring and identification of emergent trends.  Ongoing monitoring, analysis and reporting is via Steering group, SMT and Board of Governors. External liaison is involved as appropriate. Referrals to Prevent have been appropriate and issues reported prior to criminalisation/ radicalisation.</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p>Low Risk</p>