


# POLICY DOCUMENT

## ● E-Safety & Internet Safety Policy

Name of Policy	Date Effective	Review Date	Signature
E-Safety & Internet Safety Policy	01 May 2021	01 May 2022	

### Introduction

There is a shared responsibility by all staff to ensure this policy keeps all staff and learners E-safe.

### Rationale

People are increasingly using online mainstream and non-mainstream platforms such as Twitter, Facebook, Snapchat and online calls as a way to communicate. Non-mainstream platforms are not regulated and pose a threat to young people and put them at a higher risk of being influenced by extremist groups, negative influencers and groomers.

### Aims

FW Solutions:

- will use the internet and other digital technologies to support, extend and enhance learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

### Internet use will support, extend and enhance learning

- learners will be given clear objectives for internet use.
- Web content will be subject to appropriate filters.
- Internet use will be embedded in the teaching.
- Learners will be taught how to effectively use the internet for research purposes.
- Learners will be taught to evaluate information on the internet.
- Learners will be taught how to report inappropriate web content.
- Learners will develop a positive attitude to the internet.
- Learners will be taught about e-safety.

### Data Protection

- There is a separate Data Protection policy.

### E-mail

- All staff will only use approved e-mail accounts and any emails containing personal data will be encrypted and transmitted over secure networks only.

### Systems Security

- ICT equipment loaned to learners for the duration of their course will be fitted with the appropriate security and will be regularly reviewed before and after the loan period.

### Policy Review

Overall responsibility for this E-Safety & Internet safety Policy within FW Solutions Ltd and the implementation thereof lies with Sandra J Hardy, Managing Director.

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This policy and Approach will be reviewed annually or following any new Government guidance by Sandra Hardy, Managing Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This E-Safety & Internet Safety Policy is Version 3 and was adopted on 01/05/2021 following annual review.

This E-Safety & Internet Safety Policy is due to be reviewed on 01/05/2022.