

## E-SAFETY FOR APPRENTICES

Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended & reviewed by
4	9/11/23	Procedure	Added ETF within the policy	SB
4	12/11/24	N/A	Reviewed	CC
4	13/03/2026	ALL	Complete re read and check for and required changes. No other amendments required at this time.	RR

### Policy statement

This policy outlines the responsibilities that we expect from all apprentices whilst undertaking their chosen apprenticeship with Training Works. As part of Training Works ongoing commitment to safeguarding, we want all our apprentices to have access to the best resources and reading materials whilst learning and working in an online environment and in doing so, remain safe whilst actively using all available resources.

### Scope

The policy applies to all apprentices who have access to IT systems. Any apprentice using IT systems must adhere to E-Safety rules. The E-Safety Policy applies to all use of the internet, and electronic communication devices such as email, mobile phones, games consoles, social networking sites, and any other systems that use the internet for connection and providing of information.

### Review Arrangements

Training Works will review this policy annually in line with Self-Assessment arrangements. This policy will also be revised as and when necessary, in response to staff, customer and learner feedback, or good practice issued by an awarding body or other regulatory body.

### Location of the Policy

**E-SAFETY FOR APPRENTICES**  
This policy is available for all staff and third parties and learners to access and is located in the Policies & Procedures file held in the Management office as well as on the shared drive.

### **Communication of the Policy**

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Training Works, shall be made aware of this policy during their induction period of employment. Learners undertaking Training Works qualifications shall be informed of this policy during their induction process.

### **Definition of E-Safety**

The term e-safety is defined for the purposes of this document as the process of limiting the risks to children, young people and vulnerable adults when using Internet, Digital and Mobile Technologies (IDMTs) through a combined approach to policies and procedures, infrastructures, and education, including training, underpinned by standards and inspection.

**E-safety risks can be summarised under the following three headings:**

### **Content**

- a) Exposure to age-inappropriate material
- b) Exposure to inaccurate or misleading information
- c) Exposure to socially unacceptable material, such as that inciting violence, hate, extremism, or intolerance
- d) Exposure to illegal material, such as images of child abuse
- e) Illegal Downloading of copyrighted materials e.g. music and films

### **Contact**

- a) Grooming using communication technologies, potentially leading to sexual assault or child
- b) Prostitution
- c) Radicalisation - the process by which a person comes to support terrorism and extremist
- d) Ideologies associated with terrorist groups.
- e) Bullying via websites, mobile phones, or other forms of communication device

### **Commerce**

- a) Exposure of minors to inappropriate commercial advertising
- b) Exposure to online gambling services

## **E-SAFETY FOR APPRENTICES**

### **Use of images and video**

The use of images or photographs is encouraged in teaching and learning. Providing there is no breach of copyright or other rights of another person. Apprentices are trained in the risks in downloading, posting, and sharing images, and particularly in the risks involved in posting personal images onto social networking sites, for example.

Advice and approval from the Trainers/Assessors are sought in specified circumstances or if there is any doubt about the publication of any materials.

### **Education and Training**

Apprentices are supported through training and education to develop the skills to be able to identify risks independently and manage them effectively.

Apprentices are guided in e-safety across the curriculum and opportunities are taken to reinforce e-safety messages.

Apprentices are encouraged to question the validity and reliability of materials researched, viewed, or downloaded. They are encouraged to respect the copyright of other parties and to cite references properly.

### **Procedure**

We recommend that all Apprentices use the link below to navigate to the [Education and Training Foundation website](#) (ETF), and create an account to sign up for the free “Side by Side” resource guide for apprentices. As well as video case studies, the guide also features several self-guided modules featuring helpful content and best practice guidance on online safety and several other topics.

Signing up and accessing Side by Side is an easy process – we have outlined a step-by-step guide below. Beneath the instructions you will find Training Works safeguarding commitments, as well as our key safeguarding points of contact.

All Apprentices will be provided with details of the ETF website, including on-line safety, during initial enrolment.

On-line safety will be further enhanced with the Apprentice during Induction with the relevant Trainer, including:

- Issue of the Safeguarding & Prevent Policy
- Issue of the Apprentice Handbook – includes on-line safety tips.
- Issue of current SafeWorks newsletters
- Sign posting to on-line safety activity on Padlet.

## **E-SAFETY FOR APPRENTICES**

The above information will be shared with Employers during the on-boarding process.

### **How To Access the Free Resource Guide**

1. Use the link to open the [Education and Training Foundation website](#) (control & click)
2. Click “Create New Account”
3. Agree “Privacy and Cookie Policy” and “Terms of Usage” and click “Next”
4. Enter the required details and click “Create my new account”
5. Complete the registration by clicking the confirmation link in the email you will receive.
6. Once confirmed and logged on, navigate to the Home page, scroll down to the “Available Courses” section, and click the box titled “Side by Side” (note - do not use the “Side by Side - Archived” box)
7. Click the blue “Enrol me” button.
8. You will now see the resources available on this page, which will be available to you each time you login.
9. Please complete the on-line courses, in particular “on-line safety” before you meet with your Trainer for Induction.

### **Our Safeguarding Commitments**

It is our intention to:

- Ensure that all Apprentices are protected from abuse, regardless of sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, maternity, or because someone is married or in a civil partnership.
- Ensure that employees are appropriately trained in safeguarding and to understand the risk of radicalisation, challenging extremism, their role in implementing the Prevent Duty and the impact this has on their job role, and how to refer an individual who they feel is at risk.
- Take the necessary steps to inform all apprentices and employers of relevant policies and procedures and Code of Conduct.
- Regularly review and monitor our policies and procedures to ensure our legal, moral, and social responsibilities are met.
- Take all suspicions and allegations of abuse and risks of radicalization extremely seriously and to respond to concerns with due speed and consideration.
- Work in partnership and in accordance with Company’s’ procedures, where required, including Designated Person in Local Authority, Safeguarding Partners, Safeguarding Adults Boards, and the Channel multi-agency panel.
- To comply with and maintain knowledge of all relevant legislation, codes of practice and appropriate guidance and any amendments.

## **E-SAFETY FOR APPRENTICES**

Have a Designated Safeguarding Lead (DSL) & Deputy DSL in place to advise on and manage any concerns and referrals made.

- Ensure that relevant employment and security checks are undertaken, as required.
- Ensure that all personal information is confidential and should only be shared with the permission of the individual concerned (and/or those with parental responsibility), unless the disclosure of confidential information is necessary to protect a child or adult at risk from serious harm or to promote their welfare. In circumstances, information must be confined to those people directly involved in the professional work of each individual child or adult at risk and on a strict “need to know” basis.

### **Safeguarding Contact Information**

For any Safeguarding or Welfare concerns or guidance, please contact our Designated Safeguarding Lead (DSL):  
Rebecca Ryan-Doughty 07593 703 281 email: [safe@training-works.co.uk](mailto:safe@training-works.co.uk)