

# **Thriveology Wellness CIC**

**Online Safety Policy.**

**September 2025**



# ONLINE SAFETY POLICY

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## INTRODUCTION

The purpose of this Online Safety Policy is to provide a framework for the safe and responsible use of digital technology and the internet within Thriveology. This policy aims to protect students, staff, and the organisation from potential risks associated with online activities while promoting a positive and effective learning environment.

This policy applies to all students, staff, and volunteers at Thriveology who use digital technology and the internet as part of the educational process.

## OBJECTIVES

- To safeguard students and staff from online risks and harm.
- To provide guidelines for the safe use of the internet and digital technologies.
- To promote digital literacy and responsible online behaviour
- To ensure compliance with relevant laws and regulations regarding online safety and data protection.

## ONLINE SAFETY PRINCIPLES

1. **Safe and Responsible Use:** All users must understand and adhere to safe practices when using the internet and digital devices to avoid risks such as cyberbullying, online predators, and exposure to inappropriate content.
2. **Digital Citizenship:** Students and staff should be educated about the importance of digital citizenship, including respect for others online, understanding privacy settings, and recognising the impact of their online actions.
3. **Privacy and Data Protection:** All users must respect the privacy of others and comply with data protection regulations. Personal information should not be shared without consent, and users should be aware of the implications of sharing personal data online.
4. **Monitoring and Reporting:** Thriveology reserves the right to monitor internet usage and digital activities on organisational devices and networks. Users are encouraged to



report any concerns or incidents related to online safety, including cyberbullying or inappropriate content.

## RESPONSIBILITIES

### Staff Responsibilities:

- Training: Staff must participate in online safety training to understand risks and promote safe practices among students.
- Monitoring: Staff will monitor students' online activities and provide guidance on safe use of technology.
- Reporting: Staff must report any incidents of online safety breaches or concerns to the designated safeguarding lead or deputy.

### Student Responsibilities:

- Respectful Behaviour: Students are expected to treat others with respect online and to report any form of cyberbullying or inappropriate behaviour
- Adherence to Guidelines: Students must follow the established guidelines for safe internet usage and understand the importance of privacy and digital footprints.

### Parent/Guardian Responsibilities:

- Engagement: Parents and guardians are encouraged to engage with their children about online safety and to reinforce safe practices at home.
- Monitoring: Parents should monitor their children's online activities and provide guidance on responsible internet use.

## ONLINE SAFETY EDUCATION

Thriveology will provide regular online safety education for students, staff, and parents, covering topics such as:

- The risks associated with online activities.
- Strategies for protecting personal information and privacy.
- Identifying and reporting cyberbullying and harassment.
- Understanding digital footprints and their long-term implications.



## INCIDENT RESPONSE

In the event of an online safety incident, the following procedures will be followed:

1. Immediate Action: Address any immediate threats to safety or well-being.
2. Reporting: Report the incident to the designated safeguarding lead or deputy.
3. Investigation: Conduct an investigation to determine the nature and extent of the incident.
4. Support: Provide support to affected individuals, including counselling services if necessary.
5. Review and Improvement: Review the incident to identify lessons learned and improve future online safety measures.

## ACKNOWLEDGMENT

By using Thriveology's digital resources, all students, staff, and parents acknowledge that they have read, understood, and agree to comply with this Online Safety Policy.

## REVIEW AND UPDATES

This Online Safety Policy will be reviewed annually and updated as necessary to reflect changes in technology, legal requirements, and best practices in online safety.

Review Date: SEPT 2026