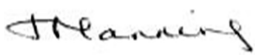






E-Safety Policy

Policy Ref: TMP13v6

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**



E-Safety Policy

Policy Ref: TMP13v6

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
V6	July 2024	Annual review, references checked and updated	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date
v4	Dominic Kohl, Chairman of the Board of Governors		July 2022
v5	Joanne Dockerty Board of Governors		Oct 2023

Date of Next Policy Review: July 2025

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Policy Statement

The policy provides a method to review TMP College's practice in the use of technology and its benefits and risks.

This e-Safety Policy relates to all curriculum subjects taught within TMP College including those for Personal, Health, Spiritual, Moral, Social and Cultural Education (PHSMSC).

This e-Safety Policy and its implementation will be reviewed annually or as required in the light of any issue, risk assessment or development that requires a review to support the safety of staff or learners at TMP College.

In Context

As per the DfE guidance, Keeping Children Safe in Education (Sep 2024),¹ TMP College staff are required to *"protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."*

Further information on social media platforms and safety can be found on

<http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/safety-features>²

When using new technologies, Ofsted guidance also states that it is essential for TMP College to have a comprehensive e-Safety policy in place and the right tools to provide the safest educational environment possible. As data protection and e-Safety are increasingly important concerns for all learning communities, we will ensure update training in these areas of responsibility.

The most recent threat being identified through access to the internet, in particular social media, is being used as a channel, not only to promote and engage, but also as Robert Hannigan (Principal of Government Communications Headquarters) suggested, as a command structure. Often this promotion glorifies violence, attracting and influencing many people including children and in the extreme cases, radicalising them.

TMP College learners are particularly vulnerable to this influence as many are trusting and not necessarily able to appreciate bias that can lead them to be drawn into these groups, adopt extremist views, and become normalised to shocking and extreme content. This threat is not just from groups, such as Islamic State, but from 'far right' groups also. This can be familiarised to the grooming processes when others with influence are manipulating vulnerable young people in order

¹ <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

² <http://www.saferinternet.org.uk/advice-and-resources/teachers-and-professionals/safety-features>

to abuse them in the future. The risk of extremism and radicalisation is a similar process which ultimately exploits the same vulnerabilities.

Teaching and Learning

Importance of internet use:

- The purpose of internet use in TMP College is to raise educational standards, to promote learner achievement, to support the professional work of staff and to enhance the TMP College management functions
- Internet use is part of the statutory curriculum and a necessary tool for learning
- Internet access is an entitlement for learners who show a responsible and mature approach to its use
- The internet is an essential element in today's life for education, business and social interaction. TMP College endeavours to provide learners with quality internet access as part of their learning experience.
- Learners use the internet widely outside TMP College and will need to learn how to evaluate internet information and to take care of their own safety and security.

Benefits

- Access to world-wide educational resources
- Access to national networks
- Access to educational and cultural exchanges between learners world-wide
- Vocational, social and leisure use in libraries, clubs and at home
- Access to support services and professional associations for staff and learners
- Access for staff to professional development, educational materials and good practice
- Exchange of data
- Access to learning wherever and whenever convenient

Enhancing Learning through internet use

- The TMP College ICT external network provider will support the filtering of the TMP College's internet access to match the appropriateness of sites for learner's use
- Learners will be taught what internet use is acceptable and what is not and given clear objectives for internet use
- Internet access will be planned to enrich and extend learning activities

Evaluating internet content:

- The copying and use of internet derived materials by staff and learners must comply with copyright law
- The evaluation of on-line materials is a part of every subject and critical awareness and validation of information is fundamental to accepting its accuracy for staff and learners alike
- Any information used must be acknowledged and respected according to copyright by staff and learners

Managing Information Systems:

- The TMP College ICT external network provider will advise the TMP College on any necessary adjustments in order to manage information systems safely and efficiently
- The security of the TMP College information systems will be reviewed regularly

Managing e-mail

- Learners may only use approved e-mail accounts
- Offensive e-mails must be reported immediately
- Learner's personal details must not be revealed in e-mails, nor any arrangements made to meet others without specific permission
- The forwarding of chain letters is not permitted

Managing Published Content

- The contact details on the website should be the TMP College address, e-mail and telephone number. Staff or learners' personal information must not be published
- Images that include learners will be selected carefully and will comply with the TMP College digital image procedure, as detailed below
- Learners' full names, ages, addresses will not be used anywhere on the website, particularly in association with photographs
- Work can only be published with the permission of the learner and parents
- Images of staff will require permission from the staff member before being published on the TMP College website

Managing social networking and personal publishing

- There will be filtered access to social networking sites and blocking where needed
- Newsgroups will be blocked unless a specific use is approved
- Learners will be taught, advised and reminded never to give out personal details of any kind which may identify them and/or their location, including not to place personal photos (with or without background detail identifying them or their location) on a social network space
- Learners cover e-Safety in the first half term of every academic year
- Strategies to avoid cyber-bullying should be in place to protect staff and learners

Managing filtering

- TMP College will work with external ICT network provider and internet service provider to ensure that systems to protect staff and learners are reviewed and improved
- Unsuitable sites must be reported to Senior Management immediately

Emerging Technologies

Emerging technologies or introduction of technologies not previously used in TMP College must be thoroughly risk assessed.

Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018³ and General Data Protection Regulation (GDPR)⁴.

Authorising Internet Access

Internet access will be by signed agreement consent form from learners or parents. Any non-compliance with e-Safety rules will be dealt with through the disciplinary procedures.

Misuse of IT systems

- TMP College will take reasonable precautions to prevent access to inappropriate materials or inappropriate internet use but it cannot guarantee TMP College computer or ICT equipment is not misused.
- Complaints of internet misuse will be dealt with by a senior member of staff.
- Staff misuse complaints must be referred to the Principal.
- Learners and parents will be informed of the complaints procedure.
- Safeguarding issues must be referred to the Principal.

Communications Policy

a) To Learners

- In lessons to teach e-safety
- Posters and displays

b) To Staff

- Awareness raising and training
- Consultation and involvement in policy and practice reviews including reporting issues procedure

c) To Parents

³ <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

⁴ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

- Partnership approach at Parents' Evenings, through newsletters, admission. TMP College course information and website, leaflets and flyers to draw attention to TMP College e-Safety Policy.
- Advise parents sensitively of issues