



## E-Safety Policy

### Introduction

Shear Soccer has robust processes in place to ensure the online safety of students, staff and volunteers. The directors deliver an effective approach to online safety, which empowers us to protect and educate the whole provision in its use of technology. We have established clear mechanisms to identify, intervene and escalate an incident, where appropriate.

Shear Soccer is committed to ensuring the welfare of all members of the provision community. With the increase in technology available to students and staff, both in and outside of the provision, there is a recognised need to ensure that technologies are being used responsibly, appropriately and safely. This policy outlines the expectations for the use of the provision's technology by all members of the community and highlights the provision's response to the need to educate and inform students and parents/carers of the potential risks and dangers of the use of technology outside of the provision.

### Responsibility:

#### The DSO

The DSO takes lead responsibility for online safety in the provision, in particular.

- supporting the directors in ensuring that staff understand this policy and that it is being implemented consistently throughout the provision.
- working with the directors and other staff, as necessary, to address any online safety issues or incidents.
- ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.
- ensuring that any incidents of cyberbullying are logged and dealt with appropriately in line with the provisions of Behaviour Support Policy.
- updating and delivering staff training on online safety.
- liaising with other agencies and/or external services if necessary.
- providing regular reports on online safety in the provision to the directors.

#### The Data Protection Officer (DPO)

The Data Protection Officer is responsible for ensuring that ICT in the building has

- appropriate filtering and monitoring systems, which are updated regularly and keep students safe from potentially harmful and inappropriate content and contact online whilst at the provision (this includes terrorist and extremist material)
- security and protection against viruses and malware, and that such safety mechanisms are updated regularly.
- full security checks and monitoring of the provisions of ICT systems regularly.
- access is blocked to potentially dangerous sites and, where possible, prevents the downloading of potentially dangerous files.

## **Staff and Volunteers**

All staff, including contractors, agency staff, and volunteers are responsible for

- maintaining an understanding of this policy.
- implementing this policy consistently.
- agreeing and adhering to the terms on acceptable use of the provisions' ICT systems and the internet and ensuring that students follow the provision's terms on acceptable use.
- working with the DSO to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the provisions of the Behaviour Support Policy.

## **Parents**

Parents are expected to

- notify a member of staff of any concerns or queries regarding this policy
- ensure their child has read, understood and agreed to the terms on acceptable use of the provisions of ICT systems and the internet
- seek further guidance on keeping children safe online from the following organisations and websites:

→ What are the issues? UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>

→ Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hot-topics>

→ Parent factsheet, Childnet International: <http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf>.

## **Visitors**

Visitors and members of the provision who use Shear Soccer ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms of acceptable use. This document alongside the information technology risk assessment will provide guidance to managers who will then guide and supervise.

## **Educating Students About Online Safety**

Students will be taught about online safety as part of their PSHE curriculum whilst at Shear Soccer.

Students will be taught to

- use technology safely and respectfully, keeping personal information private.

- identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies,
- use technology safely, respectfully and responsibly.
- recognise acceptable and unacceptable behaviour.
- identify a range of ways to report concerns about content and contact.
- understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy.
- recognise inappropriate content, contact and conduct, and know how to report concerns
- understand how changes in technology affect safety, including new ways to protect their online privacy and identity.
- report on a range of concerns.

### **Educating Parents About Online Safety**

Shear Soccer will raise parents' awareness of internet safety in newsletters or other communications home, and in information via our website. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the directors and/or the DSO.

Concerns or queries about this policy can be raised with any member of staff or the directors.

### **Cyberbullying**

Cyberbullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Details can be found in our Behaviour Support Policy.

### **Students Using Mobile Devices in the Provision**

Students are encouraged not to use their personal mobile phones whilst in the Centre during learning sessions. Students are welcome to use their phones during designated break times and agreed periods of the day, with clear rules in place to ensure that they are following our E-safety Policy to always ensure their safety. We would like to encourage parents and carers to support our policy and help manage any issues with the misuse of our Mobile Phone Policy. Shear Soccer cannot be held responsible for any loss or damage. Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the Behaviour Support Policy.

### **Staff Using Work Devices Outside of Work Hours**

Staff members using a work device outside the provision must not install any unauthorised software on the device and must not use the device in any way which would violate Shear Soccer terms of acceptable use.

Staff must ensure that their work device is secure and password-protected and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside the provision. Any USB devices containing data relating to Shear Soccer must be encrypted. If staff have any concerns over the security of their device, they must seek advice from the Data Protection Officer (DPO). Work devices must be used solely for work

activities.

When on provision premises, staff are prohibited from using their mobile phones for personal use when in contact with students and should reserve the use of phones until scheduled break times or after the working day. Staff can access their phones if it has been agreed by their manager in the event of a personal or family emergency. Under no circumstances should personal mobile phones be given to students for their use, e.g. to make an emergency phone call. In these circumstances, students should be referred to the Centre manager.

### **Digital Cameras**

Digital cameras should only be used by members of staff or by students under the guidance of staff.

### **Games Consoles & Other Electronic Technology**

Personal games consoles are not permitted to be brought to or used in provision and Shear Soccer takes no responsibility for the loss or theft of such items. We strongly advise parents and carers to discourage their children from bringing such items onto the premises. Staff are also discouraged from bringing personal technological equipment to the provision.

The use of these new technologies can put young people at risk within and outside the provision.

Some of the dangers they may face include

- access to illegal, harmful or inappropriate images or other content
- unauthorised access to, loss of or sharing of personal information
- the risk of being subject to grooming by those with whom they make contact on the Internet
- risk of radicalisation
- the sharing/distribution of personal images without an individual's consent or knowledge
- inappropriate communication/contact with others, including strangers
- cyber-bullying
- access to unsuitable video/Internet games
- an inability to evaluate the quality, accuracy and relevance of information on the Internet
- plagiarism and copyright infringement
- illegal downloading of music or video files
- The potential for excessive use may impact on the social and emotional development and learning of the young person.

### **How Shear Soccer Will Respond to Issues of Misuse**

Any e-safety incidents must immediately be reported to the directors (if a member of staff) or DSO (if a student) who will investigate further following e-safety and safeguarding policies and guidance.

Where a student misuses the provision's ICT systems or internet, we will follow the procedures set out in the Behaviour Support Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the provision's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

Shear Soccer will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

### **Training**

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

### **Monitoring Arrangements**

The DSO logs behaviour and safeguarding issues related to online safety.

Designated persons: Adam Shearer

Review Date	Name	Actions	Next Review
01/11/2025	Adam Shearer	Review of policy completed, updates completed where deemed necessary.	01/11/2026

## Supporting Documents

Name of student:

When using Shear Soccer ICT systems and accessing the internet in the provision, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the provision's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- I agree that the Provision will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use Shear Soccer ICT systems and the internet responsibly.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the Trust's ICT systems and internet when appropriately supervised by a member of staff. I agree to the conditions set out above for pupils using the Trust's ICT systems and internet and will make sure my child understands these.

Signed (parent/carer):

Date:

Name of staff member/Director/volunteer/visitor:

When using the provision's ICT systems and accessing the internet in or out of the provision on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the provision's reputation Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software

- Share my password with others or log in to the provision's network using someone else's details
- I will only use the Shear Soccer ICT system and access the internet in or out of the provision on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- I agree that the Directors will monitor the websites I visit.
- I will take all reasonable steps to ensure that work devices are secure, and password protected when using them outside of work and keep all data securely stored in accordance with this policy and the provision's data protection policy.
- I will let the designated safeguarding lead (DSO) know if a student informs me, they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the Shear Soccer ICT systems and internet responsibly and ensure that students in my care do so.

Signed (staff member/Director/volunteer/visitor):

Date:

### Online safety training auditing

Name of staff member/volunteer:

Do you know the name of the person who has led responsibility for online safety in the academy?

Do you know what you must do if a student approaches you with concern or issue?

Are you familiar with the provision's acceptable use agreement for staff, volunteers, governors and visitors?

Are you familiar with the Shear Soccer acceptable use agreement for students and parents?

Do you regularly change your password for accessing Shear Soccer ICT systems?

Are you familiar with Shear Soccer approach to tackling cyber-bullying?

Are there any areas of online safety in which you would like training/further training?  
Please record them here.

Date: