



BlueWhale Training:

- Contributes to high quality teaching and learning
- Enables effective tracking, target setting and the management of intervention strategies
- Enables focused assessment
- Supports effective internal and external communication.

However, there are inherent dangers of using this powerful tool in a teaching environment. It is therefore essential that we create a safe ICT learning environment that includes three main elements:

- An effective range of technological tools
- Policies and procedure to describe and maintain the acceptable use of the schools ICT services and facilities with clear roles and responsibilities
- A comprehensive e-Safety education programme for students & staff.

The e-Safety policy has been written in accordance with our vision for the BlueWhale and is supported by the following policies:

- Anti-Bullying Policy
- Behaviour Policy
- Complaints Policy

Key Principles

- All students should be able to learn in a safe environment and should not be exposed to inappropriate materials or cyber-bullying
- All staff are responsible for promoting and supporting safe behaviours in their classrooms, following the BlueWhale e-Safety policy
- There is a 'No Blame' culture so students feel able to report any bullying, abuse or inappropriate materials for investigation.

Aims

- To ensure students can learn in a safe and secure environment, in and out of Blue Whale Training.
- To minimise the risk of student exposure to inappropriate material or cyber-bullying
- To develop secure practice for students when communicating electronically
- To develop student self-responsibility when communicating electronically
- To ensure consistent good practice for staff when communicating electronically
- To ensure all staff are aware of issues relating to e-Safety
- To provide information, advice and guidance for parents/carers on the use of new technologies.

BlueWhale Training recognises access to the internet is invaluable and in some cases a requirement of the research needed to undertake the qualification.

Safety and security risks are minimised through:

- The use of internal filtering systems which block sites that fall into categories such as pornography, race hatred, gaming, other sites of an illegal nature
- Effective planning - Internet use is matched to students' ability,

- Informing users that Internet use is monitored
- Informing staff and students that they must report any failure of the filtering systems directly to the Network Manager or the classroom teacher
- Blocking all Chat rooms and social networking sites except those that are part of an educational network
- Only using approved 'Blogging' or discussion sites,
- Ensuring all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through induction and teaching programme
- Making information on reporting offensive materials, abuse / bullying etc available for students, staff and parents
- Immediately referring any material suspected of being illegal to the Police
- Establishing that E Mail and Internet use is not private we reserve the right to monitor all E Mails and Internet usage involving the IT facilities and/or services
- Ensuring staff do not communicate with students via their personal email address or personal social networking site accounts
- Ensuring staff only communicate with students via their designated Blue Whale E Mail account
- Ensuring staff do not attempt to use their personal social networking site(s) in school
- Ensuring staff do not communicate with, or have details of, students on their personal social networking account or any other electronic device e.g. Facebook
- Ensuring that staff should not have student contact details on their personal mobile phones; except for the specific duration of a school trip/visit
- Ensuring that student details are always taken from Daylite, and any new contact details obtained being passed to the office for updating
- Making students aware of the risks and issues associated with communicating through E Mail and to have strategies to deal with inappropriate E Mails, as part of the school's e- Safety and anti-bullying education programme.

Digital and Video Images

To prevent the inappropriate use of images of students the following is observed:

- Notification is given to parents that school, may publish photographs, video footage etc of students. But will ensure that images of their child may be used to only to represent the centre.
- Photographs published on the Internet do not have names attached
- Digital images /video of students are stored securely .

Students' names are not used when saving images in the file names or in the <ALT> tags when publishing to the Website

- The Schools avoid including the full names of students in the credits of any published video materials / DVDs; or anywhere that they can be easily identified from photos or videos
- The Ben Hayes - Director takes overall editorial responsibility for the website but delegate the operational day to day management to a named individual to ensure content is accurate and quality of presentation is maintained
- Uploading of information is delegated to individuals responsible for specified areas.

Cyber Bullying

The use of the Internet, text messages, E Mail, video or audio to bully another student or member of staff will not be tolerated. Bullying can be done verbally, in text or images e.g. graffiti, text messaging, E Mail or postings on websites.

'Cyber bullying' is a form of bullying via communication technology like text messages, E Mails or websites.

It takes many forms - sending threatening or abusive text messages or E Mails, personally or anonymously, making insulting comments about someone on a website, social networking site (e.g. Facebook) or online diary (blog/Twitter), making, or sharing, derogatory or embarrassing videos of someone via devices or E Mail.

It should be noted that the use of ICT to bully could be against the law. Abusive language or images used to bully, harass or threaten another, whether spoken or written (through electronic means), may be libellous and contravene the Harassment Act 1997 or the Telecommunications Act 1984.

The nature and consequences of cyber-bullying are addressed at induction and throughout the programme of activities. A range of strategies are recommended to support someone who is the victim of cyber-bullying.

Signed:

A handwritten signature in black ink, appearing to read 'Ben Hayes', with a stylized flourish at the end.

Ben Hayes - Company Director - August '22

Review Date: August '23