



Internet Safety Policy

Purpose of Internet Access at BlueWhale Training

Blue Whale Training values the contribution that the Internet and a website can make to the life and role with in a modern society. Blue Whale website has 5 important roles:

- To promote and access the world wide educational resources;
- To provide information to prospective parents and teachers, the wider community and the world;
- To act as a communication channel between teachers, parents, pupils and associated partners;
- To improve pupil learning;
- To raise standards in teaching and learning.

Pupils

- Rules for internet access will be explained to all pupils at induction
- Pupils will be informed that Internet use will be monitored
- Instruction in responsible and safe use will precede Internet access and should be reinforced at regular intervals
- Blue Whale will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils work will only be published with the permission of the pupil and where appropriate the parent.
- Pictures, photographs, pupil names will not be published unless permission is sort from the parents and consent form completed.
- Pupils must immediately tell a member of staff if they receive offensive mail.
- Pupils must not reveal personal information about themselves or others in email communication, or arrange to meet anyone with out specific permission.
- Use of words included in the filtering / checking banned list will be detected.
- Pupils will be taught to acknowledge the source of information aused and to respect copyright when using Internet material in their own work.

Staff

- All staff will be given the internet safety policy and its importance explained
- Staff will monitor Internet traffic and where necessary tracked to the individual user.
- Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use and the e - safety policy will be provided as required.
- Images of staff will only be published if consent is given.
- Staff should not 'be – friend' pupils via social network sites, BBM, or any other inappropriate means of networking.

Internet access

Blue Whale will maintain a current record of all staff and pupils who are granted Internet access. Methods to identify, assess and minimise risks will be reviewed regularly.

Ben Hayes - Director will ensure that the e-safety policy is implemented and compliance with the policy monitored.

Complaints

Formal complaints of internet misuse will be dealt with by Ben Hayes

Safeguards

The safety of our young people and other users who appear or are referred to on the published site and Internet is of paramount importance.

Access and Approval

The Site Administrator (Ben Hayes) has full access to the internet. By default, all pages are locked by the Site Administrator only. However, pages can be unlocked by the Site Administrator for individual users to edit. The Site Administrator has full control over adding or removing new pages. Users have to request a new page, which can then be unlocked for use by the individual user. All content for publication to a website will be checked and approved by the Site Administrator prior to being published.

Privacy

Adults have the right to refuse permission to publish their image on the published site or internet. Parents have the right to refuse permission for their child's work and/or image to be published on the published site or internet. Those wishing to exercise this right should express their wishes in writing to the Ben Hayes - Director, clearly stating whether they object to work, images, or both being published, to the published site or internet. Parents and partner organisations, will be notified of this right by publication of this policy.

Monitoring

The Administrator will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the partners and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed. New pages will be tested for errors immediately after installation. The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of the Ben Hayes - Director, and staff to ensure this happens. We also have a cyber bullying policy embedded into our Anti bullying policy.

Maintenance and Editing

Written instructions and manuals will be available and maintained by the Site Administrator covering how to update the website. At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office. Using the internet safety message published by the Department for Education, our young people are given an induction and are referred to the attached document and safe use whilst at Blue Whale.

Signed:

A handwritten signature in black ink, appearing to read 'Ben Hayes', written over a horizontal line.

Ben Hayes - Company Director - August '22

Review Date: August '23