



EmpowerEd Online Safety Policy

- Effective Date: 1st September 2025
- Review by: 1st September 2026

Purpose

The purpose of this policy is to outline procedures and guidelines for ensuring the safety and wellbeing of all learners, staff, and stakeholders when using online and digital technologies at EmpowerEd. We recognise the potential risks that the internet can pose, and our policy is designed to promote responsible, secure, and effective use of technology for educational and operational purposes, including remote learning.

Scope

This policy applies to all staff, learners, volunteers, and any individuals associated with EmpowerEd who use digital technologies, including the internet, mobile devices, and other forms of digital communication. This includes all on-site and remote learning activities.

Definitions

Digital Citizenship: Responsible, respectful, and safe use of digital technology, including understanding one's digital footprint.

Official EmpowerEd Platforms: Approved systems for communication, teaching, and learning, monitored for safeguarding purposes.

Remote Learning: Any learning activity delivered through digital means when the learner is not physically on EmpowerEd premises.

Aims

- Protect all members of the EmpowerEd community from harm caused by inappropriate use of digital technologies.
- Ensure online safety is embedded across all areas of engagement with learners.
- Empower staff and learners to develop skills for safe and responsible internet use.
- Establish clear expectations for safe use of digital tools by staff and learners.

Roles and Responsibilities

Senior Leadership Team (SLT): Ensure the implementation of this policy and monitor effectiveness. Promote a culture of online safety awareness through staff development, communication, and policy updates. Ensure filtering and monitoring are maintained effectively.

Designated Safeguarding Lead (DSL): Lead on responding to online safety concerns, liaising with external agencies as required.

Staff: Act as role models for online behaviour, adhere to this policy, embed online safety in teaching, monitor learner use of technology, and report concerns promptly. Maintain separation between personal and professional digital interactions. All learner communication must take place via official, monitored EmpowerEd channels.

Learners: Use devices and online resources respectfully and for educational purposes only. Avoid accessing harmful content, protect personal information, and report any concerns to a trusted adult or the DSL immediately.

Key Principles of Online Safety

Digital Citizenship: EmpowerEd promotes responsible digital citizenship. All staff and learners will understand their digital footprint, respect others' privacy, avoid cyberbullying, and recognise the consequences of inappropriate behaviour.

Access and Filtering: All internet access is filtered and monitored to prevent exposure to inappropriate content. The SLT will oversee regular reviews of filtering systems. Any breaches will be reported to the SLT and addressed promptly.

Use of Devices: EmpowerEd provides secure digital devices for educational purposes only. Staff must ensure appropriate use in line with this policy.

Data Protection and Privacy: All staff must follow data protection laws, ensuring that personal data is handled securely. Images or information about learners will not be shared online without consent.

Staff Use of Social Media and Digital Interaction

Staff must ensure that their use of social media does not compromise EmpowerEd's reputation or the privacy and dignity of learners. Personal accounts must remain separate from professional interactions. Staff must not communicate with learners outside official EmpowerEd platforms. Any breach will be treated as a safeguarding matter and may result in disciplinary action.

Remote Learning Safety

During virtual or remote lessons, staff must follow safeguarding guidelines: use only official EmpowerEd platforms, ensure a professional background and dress code, and record sessions where appropriate for safeguarding purposes. Learners must join from appropriate environments and follow the same behavioural expectations as on site.

Responding to Online Safety Concerns

Any concerns related to online safety should be reported immediately to the DSL. All incidents will be documented, reviewed by the SLT, and escalated to external agencies if safeguarding risks are identified. Staff can raise concerns under the Whistleblowing Policy without fear of reprisal.

Sanctions

Staff or learners found in breach of this policy may face sanctions, including warnings, loss of device privileges, or disciplinary action in line with EmpowerEd's procedures.

Training

Online safety training will be provided to staff at induction and refreshed at least annually. Learners will receive online safety education regularly, embedded in the curriculum.

Review and Monitoring

This policy will be reviewed annually by the SLT and updated according to new technologies, risks, and safeguarding guidance. Staff and learner feedback will inform the review process.

Policy Links

This policy should be read alongside: Safeguarding and Child Protection Policy, Data Protection Policy, Behaviour Policy, Whistleblowing Policy