





## ONLINE SAFETY POLICY 2024-2025

Prepared by	Authorised by	Board Signature
Name: Martin Smith	Name: Kevin Vashi 	Name: Warwick Nash 
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## Purpose

Apprentify Group Limited ('The Organisation') and its subsidiaries works with children, young people, and adults as part of its day-to-day operations. These include applicants, learners, employers, staff, and external agencies.

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children, young people, and adults is paramount when they're using the internet, social media, or mobile devices.
- Provide staff and consultants with the overarching principles that guide our approach to online safety.
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, consultants, children, young people, adults, and anyone involved in our activities.

For the purpose of this document, **all relevant individuals** will include our staff, consultants, children, young people and adults working with us.

## Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England Summaries of the key legislation and guidance are available on:

**Online abuse** - [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)  
**Bullying** - [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)  
**Child protection** - [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

We believe that:

- All relevant individuals should never experience abuse of any kind.
- All relevant individuals should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

## We recognise that:

- The online world provides everyone with many opportunities; however, it can also present risks and challenges.
- We have a duty to ensure that all relevant individuals involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep all relevant individuals safe online, whether they are using Apprentify Group Limited ('The Organisation') and its subsidiaries's network and devices or not.
- All relevant individuals, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.

- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### We will seek to keep all relevant individuals safe by:

- Providing clear and specific directions to staff and consultants on how to behave online through our code of conduct.
- Supporting and encouraging all relevant people using our service to use the internet, social media, and mobile phones in a way that keeps them safe and shows respect for others.
- Supporting and encouraging employers to do what they can to keep their learners safe online.
- Developing an online safety agreement for use with all learners.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behavior, whether by an adult or a child/young person.
- Reviewing and updating the security of our information systems regularly.
- Ensuring that our IT filtering system recognises banned words from the blocked list and flags these to the system administrator.
- Ensuring that usernames, logins, email accounts, and passwords are used effectively.
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- Ensuring that images of children, young people, and adults are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Providing supervision, support, and training for staff and consultants about online safety.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

### If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and consultants on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse, and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders, and our organisation into account
- Reviewing the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

## Related Policies

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding
- Prevent
- Mental Health Awareness
- Code of conduct for staff and learners
- Anti-bullying
- IT Security

## Online courses

All learners complete safeguarding training which covers online safety as part of their course.

All staff complete a mandatory Safeguarding course as part of their induction and at least every two years thereafter, which includes online safety. Additional training and updates are given as required.

## Review

This policy will be reviewed annually or before if deemed necessary.

