



## Online Safety Policy

### COVER SHEET

#### Document Control

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Version Date	Version Number	Comments	Reviewer	Approved by	Date Approved	Approver Signature
29.06.22	2		Quality Manager (Jane Richardson)	Managing Director (Idalina De Jesus)	29.06.22	<i>Idalina De Jesus</i> <small>Idalina De Jesus (Jul 1, 2022 09:25 GMT+1)</small>

**Location:** C:\Users\Jane\School of Marketing Dropbox\Policies\Policies and Procedures\AGREED POLICIES



## Scope

This scope of this policy is to provide a coherent framework from which all **School of Marketing** employees, learners and apprentices can develop a safe, consistent and effective approach to Online learning. Online learning is an integral part of our delivery and work and E-Safety forms a fundamental part of **School of Marketing** safeguarding measures.

Online learning is valued as one of the ways in which learner attainment and achievement can be continued in the event of individual/group quarantine or local/national lockdown in response to Covid-19. **School of Marketing** have adapted their learning delivery to be fully remote, promoting a rich and diverse culture, whilst enabling all learners to continue their growth and development through supported and safe study.

## Aims of Policy

1. To ensure that **School of Marketing** communicates remote learning expectations effectively so that all learners can participate in a safe and inclusive learning environment
2. To ensure that all programme structures adhere to the principles of this policy and support the collective best interests of learners, employers and tutor/skills coaches.
3. To promote independent learning and study skills as key enablers of achieving success
4. To ensure that the Delivery Team and Tutors have up to date training and knowledge to teach learners and apprentices about online safety
5. To review and update Online Safety provision on an ongoing basis

## IT Safety and Data Protection

**School of Marketing** have strong IT infrastructure and data protection practices, which include the following:

- Managing Data in compliance with the GDPR/Data Protection Act 2018
- Use of a firewall and robust antivirus software
- Use of a recognised internet service provider
- Active monitoring and filtering of any inappropriate websites or content
- Use of an encrypted and password protected WIFI network
- Use of secure passwords with two-factor authentication encouraged (where available)



### Online Consent Forms

All consent forms are stored in accordance with the Data Protection Act 2018 and stored securely within **School of Marketing's** records as evidence of consent.

### Communicating with Learners, Apprentices and Employers

All delivery sessions taking place remotely are communicated through our brochures, learner timetables, module overviews and email. **School of Marketing:**

- Communicate within working hours wherever possible
- Communicate through **School of Marketing's** Online Platform
- Use only **School of Marketing** email accounts and work mobile numbers
- Use **School of Marketing** devices over personal devices
- Advise employees not to share personal information
- Ensure Employers are clear on where to access additional resources and support
- Ensure log in details and passwords are secure and learners and apprentices understand that they should not share this information with others

### Remote Learning Principles

Remote delivery includes both pre-recorded video lessons and 'live' learning delivered via cloud-based videoconference software including Microsoft Teams and Zoom. School of Marketing ensure that consent forms are signed as part of the enrolment process, prior to learners starting a new programme.

To ensure learning is delivered appropriately, **School of Marketing** refer to Guidance provided by the National Cyber Security Centre (NCSC) which helps deploy virtual lessons safely.

The following actions are useful considerations when organising and participating in remote learning (this is not an exhaustive list):

- Use neutral/plain backgrounds
- Ensure appropriate privacy setting are in place
- Ensure employees understand and know how to set up and apply controls, including managing learner interaction, microphones and cameras



- Set up lessons with password protection and ensure passwords are kept securely
- Ensure all employees, learners and apprentices have clear expectations around behaviour and participation

**The following Policies underpin this:**

- Safeguarding and Prevent Policy
- Learner Code of Conduct
- Data Protection Policy
- Health and Safety Policy

**Providing Pastoral Care remotely**

Our learners and apprentices are required to learn from remote locations, including their employer work premises and from home. Support and guidance on creating a weekly plan or structure is therefore important. These plans are advised to include learning, regular breaks and check-in meetings to reduce stress and anxiety. Pastoral care is offered through regular 1:1 meetings and Progress Reviews conducted by trained and industry specific experts. Any risks or concerns identified must be discussed with the appropriate Senior Leadership Team member.

**Personal Data and GDPR**

**School of Marketing** continue to follow guidance on data protection and GDPR. The guidance is obtained through <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools> and from the ICO.

**When managing personal data it is important to consider the following:**

- Take care not to share contact details when emailing multiple people
- Be careful when sharing usernames and other personal data for access to online resources
- Provide access to **School of Marketing** platform systems safely
- Making available sufficient information to data subjects, learners and employers to raise awareness about personal data captured during workshop/learning recordings, particularly where cameras are turned on

**Useful additional Resources**

Keeping Children Safe in Education in 2022

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1080047/KCSIE\\_2022\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf)



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