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learning & development

E-safety Policy.

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The E-Safety policy has been agreed by the Senior Leadership Team and approved by the Directors. It is reviewed on an regular basis.

JGW Training Ltd t/a Ascento Learning & Development - 2 Dronfield Court, Wards Yard, Dronfield, S18 1NQ.

Effective from 01/01/2023

Review Due 01/01/2024

Definition

This E-safety policy is applicable to learners and staff when using JGW Training LTDs equipment or / and when accessing the internet provision provided by JGW Training ltd either on or off site.

New technologies have revolutionised the movement, access and storage of information with important implications for all schools. Use of ever more powerful computers, mobile devices, broadcast media, the internet, digital recorders of sound and images together with increased opportunities to collaborate and communicate are changing established ideas of when and where learning takes place.

JGW Training recognise that learning is a life long process and that E-Learning is an integral part of it. Ensuring that we provide all students with the skills whewre required to make the most of information and communication technologies is an essential part of our curriculum.

We are committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all learners, staff, and employers to engage in productive, cooperative and efficient communication and information sharing.

However, as in any other area of life, there are vulnerable individuals who may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some people may find themselves involved in activities which are inappropriate or possibly illegal. E-Safety seeks to address the issues around using these technologies safely and promote an awareness of the benefits and the risks. This policy sets out clearly our expectations .

- Internet access is provided by ABC Business Solutions. This includes filtering appropriate content.
- Internet access is planned to enrich and extend learning activities.
- Access levels are reviewed to reflect the requirements of all users.
- Tutors are given clear objectives for internet use.
- Where necessary learners are taught how to take responsibility for their own internet access.
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Managing Internet Access

Information System Security
JGW Training Ltds ICT systems security is reviewed regularly.
Virus protection is updated regularly.
Security strategies are discussed with TIE DATA.

Managing video conferencing and webcam use

Video conferencing is done using Microsoft Teams although this can change should a remote learner not have access to this (this is detailed in our remote learning policy).

Protection Personal data

Personal data will be recorded, processed, transferred and made available according to GDPR May 2018. Staff must not keep confidential information on removable devices such as USB devices unless suitably security protected.

Policy Decisions

Internet access is provided by JGW Trainig to all staff at their premises
All staff must read and sign this e-safety policy before using any JGW Training ltd ICT resource.

JGW Training LTD maintains a record of all staff and learners who have access to the ICT systems.

Handling E-Safety complaints
Complaints of internet misuse must be referred to the desgnated Safeguarding Officer.
Any complaint about staff misuse must be referred to the designated Safeguarding officer.

Cyber Bullying

Ascento takes bullying very seriously and has robust procedures for identifying and dealing with it. E-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion.

We expect all students, employers and staff to communicate with each other with respect and courtesy.

Staff and the E-Safety Policy

All staff are trained regularly and receive a copy of the E-Safety policy.
Staff are informed that network and internet traffic can be traced to an individual user.

Remote learning

Due to the current situation with COVID 19 some students have been learning remotely from home. Please see our separate 'Remote learning policy'

Employee guidance on the use of social networking

- Interaction with learners through a social networking site should be avoided unless this has been agreed by the Managing Director/Executive responsible for the business area/function as part of a marketing role or for managing collaborative learning.
- Collaborative learning must be done by setting up an "invitation only" business/professional group discussion group for the course with appropriate privacy settings where the content can be montored.
- Employees should only contact learners and parents using the Company's mail, SMS, telephone and e-mail/intranet systems, and do so within reasonable business hours or those which are deemed appropriate in exceptional circumstances based on business needs, e.g. contacting a learner in the morning, before working time, if an interview starts at 9am, and if the message could not have been relayed the day before during business hours

- Employees can make a judgment on whether to accept an invitation to connect on social media from a former learner/student, however, no employee should instigate or make extra efforts to connect with these individuals.
- Acceptable reasons for connecting with former learners would be for business or professional networking purposes.

It is unacceptable for employees to:

- allow learners to access their personal social networking spaces; privacy settings should be set to ensure that access is restricted to friends only. It is up to you to ensure that you do not have anyone on your social media network, and for you to check before accepting or sending any friend requests, to ensure that you are not breaching this policy.
- access as a 'friend' on the individual social networking sites of learners/student
- post comments, photographs etc. critical of JGW Training Ltd / t/a Ascento on any forum, website, social networking site, blog etc.
- use WhatsApp or any other messaging service as a method of contact with learners, from their personal mobile phone
- use WhatsApp as a way to communicate with learners except in cases where it has been expressively authorised by senior management and it is solely for the purposes of work communication not social interaction, even on a Company device
- engage in conversation, on any platform or device, which is not work related
- post comments critical of any other employees or learner/student on any forum, web-site, social networking site, blog etc.
- post comments that run counter to the JGW Training's Equality and Diversity Policy
- post comments that recommend, or appear to endorse, law-breaking of any kind.
- post comments that exhibit grossly irresponsible behaviour, or appear to endorse irresponsible behaviour, that could be argued to encourage "copycat" behaviour by learners. This would include, for example, dangerous driving or alcohol abuse.
- incite violence and hatred based on ethnic, racial or religious grounds.

Implications for employees

Employees who breach any of the above may be subject to the disciplinary procedure. If an allegation against an employee has occurred then an investigation will be carried out.
JGW Training reserves the right to suspend any employee under the Safeguarding Policy to protect children and adults at risk whilst an internal and/or external investigation takes place. The organisation can implement its own internal investigation during any stage of this process. This may result in disciplinary action being taken against an employee, which could result in sanctions up to and including dismissal.
Should JGW Training decide to suspend the employee because of a safeguarding concern the company disciplinary policy will be utilised.

Suspension of employees under the Safeguarding Procedure

Should JGW Training decide to suspend the employee because of a safeguarding concern the company disciplinary policy will be utilised.