

ONLINE SAFETY POLICY

Riverside Training is committed to ensuring that all our staff and learners are safe online and are provided with the correct guidance and procedure for doing this, as outlined in this policy.

Aims

The aims of our online policy are:-

- To protect all users involved with our organisation and who make use of any technology, for example, mobile phones or the internet whilst on a programme with us or whilst in employment
- To provide our staff with policy and procedural information regarding online safety and advise them how to respond to any incidents
- To ensure we are operating in line with our values and within the law regarding online behaviour

Use of the Internet and Social Media

As part of using the internet and social media sites, our organisation will:-

- Ensure that all users understand the safety aspects of online use, including what is and isn't acceptable when using websites, social media, apps and other forms of digital communication
- Be aware that the same safety aspects apply regardless of the device being used i.e. computer, mobile phone, games consoles
- Ensure that when using Social Media platforms (including Facebook, Twitter and Instagram) that all relevant legislation and good practice guidelines are adhered to
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including reporting of any concerns of abuse of disclosures that take place online and cyberbullying.
- Provide training to all staff and ensure a good awareness of their responsibilities through safeguarding and any relevant legislation

Social Media online presence

Our online presence through our website and/or social media platforms will adhere to the following guidelines:-

- All Social Media accounts will be password protected and will be monitored and managed by a designated person appointed by the business
- The designated person will ensure that they are advised by a designated safeguarding officer for any safeguarding requirements
- Any inappropriate posts will be immediately removed
- Any posts or content will be in accordance with our business values and aims
- All of our accounts and email addresses will be appropriate and fit for purpose

This policy will be made available to all our staff and any breaches to the policy will result in appropriate disciplinary action. All staff are responsible for ensuring that the website and social media platforms have appropriate content posted and should report to the designated person if they find this isn't the case. Staff should not communicate or be 'followed' by any of their learners through social media platforms or through any private accounts. Staff should always remain professional and avoid the use of emojis or symbols such as 'kisses' (X's) with learners.

Any disclosures of abuse reported through Social Media should be dealt with in the same way as a face to face disclosure, and the relevant action taken. Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy. Staff and learners must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

Use of other digital devices and programmes

The principles of this policy apply no matter which current or future technology is used, including computers, laptops, tablets, web-enabled games consoles and smart TV's and whether an app, programme or website is used.

If any digital devices are used as part of activities with the business, we would expect all users to adhere to this policy and the guidelines surrounding online use and acceptable behaviour.

We will review this policy on an annual basis.

Online Safety Policy V1.0 (Dec 18)

