



Reynolds

Training Services

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| POLICY NAME | Online Safety Policy | | POLICY NUMBER | Po-023-RTS | |
| EFFECTIVE DATE | January 2024 | NEXT REVISION | January 2025 | VERSION NUMBER | 1.0 |

| VERSION HISTORY | | | | |
|-----------------|----------------|---------------|-----------------------|---------------|
| VERSION | AUTHOR | REVISION DATE | DESCRIPTION OF CHANGE | APPROVED BY |
| 1 | Linda Campbell | January 2024 | Policy Implemented | John Reynolds |
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Approved by: John Reynolds
Position: Managing Director
Date: 30th January 2024

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 30th January 2024

Policy Statement

It is the responsibility of Reynolds Training Services to guide and inform both staff and learners/apprentices of the importance of Online Safety. In preparing this policy we have considered any disproportionate impact it may have against individuals with protected characteristics defined in the Equality Act 2010. Consideration concluded that no adverse impact on individuals with protected characteristics.

Reynolds Training Services recognises that online safety is an essential part of safeguarding and our duty is to ensure that all learners and apprentices are protected from potential risk online, but while doing this we wish to empower young people to interact confidently whilst being informed of the risks of online use. We all need to build a resilience to online threats through knowledge and recognition of where threats can infiltrate our daily use, by developing strategies to manage and respond to online risks.

Through our safeguarding commitment we will support learners/apprentices to:

- ❖ Engage in age-appropriate content.
- ❖ Respect the feelings and rights of others, both on and offline.
- ❖ Take ownership for keeping themselves and others safe online.
- ❖ Understand the risks of sharing personal data/images of themselves or others.
- ❖ Protocols of not sharing passwords and logins to others.
- ❖ Seeking help from trusted adults if there is an online safety concern, or support other who may be experiencing online safety issues.

Scope

This policy applies to all staff, learners, apprentices, and any subcontractor users, including volunteers.

Where staff have been provided laptops, desktop computers or smart phones there is an expectation that staff behaviour will follow professional codes of practice, alongside teaching and learning in relation to online safety.

This policy relates to safeguarding learners with online activities and Reynolds Training Services offers to educate them to the wider use and functions of the internet during their time on programme.