



E-SAFETY POLICY

MAY 2024

Aiming to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community

Version	1
Original Policy issued:	May 2024
Next review date:	May 2025
Review Cycle:	Every year
Name originator/author:	Joss New - Deputy Head of Lifelong Learning
Contact details:	joss.new@richmondandwandsworth.gov.uk T: 020 8871 5372 / M: 07867 151502
Target Audience	All

Content

Section	Page
1. Purpose	3
2. Scope	3
3. Context	3
4. Responsibilities	4
5. IT Security	5
6. Learners	5
7. Reporting and Investigation	6
8. Related Policies and Documents	6

E-Safety Policy

1 | Purpose

Wandsworth Council Lifelong Learning (WCLL) aims to improve the employment skills, career development, the quality of life and wellbeing of residents in the borough, making Wandsworth a vibrant, prosperous learning community.

WCLL has a duty of care to safeguard learners, staff, visitors and stakeholders. Everyone in our learning community deserves to feel safe and protected, whether they're studying, teaching, visiting, or working with us. We understand that new technology brings great ways to learn, but it also comes with its own risks. We have put in place effective safety measures, ensuring everyone is aware of how to stay safe online. By working together, learning about potential dangers, and understanding how to avoid them, we can create a space where learning and teaching can take place safely.

2 | Scope

This e-Safety policy applies to all learners enrolled in courses with Wandsworth Council Lifelong Learning. All subcontractors commissioned to deliver these courses may adopt this policy or implement their own, subject to a quality assurance check.

3 | Context

To prepare learners for the demands of today and their future careers, IT skills are essential for accessing job opportunities and continuous learning. However, while technology offers many benefits, it also poses risks to vulnerable populations. Internet usage has increased in all sectors for learning, work, and leisure activities. Digital platforms expose learners and staff to various influences, some of which may be harmful and pose risk which can include (but are not limited to):

- Exposure to chatrooms or sites linked to grooming
- Exposure to inaccurate or misleading information
- Exposure to extremism or radical views (radicalisation)
- Exposure to illegal material, such as images of child abuse
- Illegal Downloading of copyrighted materials
- Youth Produced Sexual Imagery (YPSI – formerly known as 'Sexting')
- Being subjected to harmful online interaction with other users
- Personal online behaviour that increases the likelihood of, or causes, harm

- Exposure of minors (under 16) to inappropriate commercial advertising
- Exposure to commercial and financial scams

4 | Responsibilities

WCLL aims to maximise the educational benefits of IT while minimising associated risks. By working with our subcontractors to clarify expectations about the safe use of IT, we aim to protect our learners from harm as much as reasonably practicable.

Learner and Tutor Obligations

Both tutors and learners must wear suitable clothing when attending classroom sessions from home or another remote location. Everyone should also make other members of the household aware of when a class is taking place and the need for appropriate dress and language to be used.

Tutors and learners are also asked to observe the following:

- Any computers used should be in appropriate areas, for example, not in a bedroom, where possible.
- Language must be professional and appropriate, including from any family members in the background.
- Only agreed staff/learners may obtain access to the online teaching sessions.
- All learners and staff must ensure their camera is always switched on.
- There must be no sharing of any digital media outside the scope of work - no permitted recording/ sharing of the sessions that are live streamed.
- There must be no sharing of personal information while online delivery is taking place, for example tutors should not share personal telephone numbers, email addresses or follow/ accept a learner on a social media platform.

Any conduct considered illegal will be reported to the police by a member of staff.

The Online Safety Act

The Online Safety Act became law in October 2023 and contains a range of measures intended to improve online safety in the UK. It includes duties for internet platforms to have systems and processes in place to manage harmful, including illegal, content on their sites.

The Act also introduces new criminal offences and designates Ofcom as the regulator for online safety, granting it new powers including those required to enforce the framework.

Staff Training

WCLL will ensure that staff have access to and complete online safety and awareness training, are aware of The Online Safety Act (2023), and keep their knowledge up-to-date and recognise emerging new technologies and platforms

5 | IT Security

WCLL networks are safe and secure with relevant, appropriate, and up-to-date security measures and software in place.

WCLL have installed a learner network within the centre which is managed by the London Grid for Learning (LGFL). The LGFL network is DDoS (Distributed Denial of Service) and firewall protected. All websites accessed from inside the centre are compared with the list of "harmful websites" and the access is either granted or denied depending on the result.

Offsite venues access council networks that are compliant with ISO27001 certificate, which is an internationally recognised proof of compliance with information security standards.

6 | Learners

Learners are encouraged to access various technologies in sessions and when undertaking independent research. They are expected to accept and follow the guidelines set out in this e-Safety policy. Learners should participate fully in e-safety activities and report any suspected misuse to a staff member.

Learners must:

- Behave in a safe, appropriate, and responsible manner.
- Treat equipment with respect.
- Use resources only for educational purposes.

Whilst using WCLL equipment or attending lessons online or in a classroom learners must not:

- Use someone else's login details.
- Have any inappropriate files (e.g. copyrighted or indecent material).
- Attempt to circumvent or "hack" any systems.
- Use inappropriate or unacceptable language.
- Disclose their personal details or passwords.
- Visit offensive websites.
- Use chat rooms or newsgroups.
- Download or install inappropriate programs.

7 | Reporting and investigation

If a member of staff has any concerns regarding the use of IT, they should report this immediately to one of the following:

- Quality Manager (Deputy Designated Safeguarding Lead)
- Deputy Head of Service (Designated Safeguarding Lead)
- Head of Service (Safeguarding Officer)

Reports of any e-safety incidents are acted upon immediately to prevent, as far as reasonably practicable, any harm or further harm occurring.

Actions following the report of an e-safety incident might include disciplinary action, reports to external agencies, parent or carer updates for EHCP learners or Vulnerable Adults (e.g., the Police or Channel Panel).

8 | Related Policies, Procedures and Legislation

- Safeguarding Policy
- The Online Safety Act (2023)
- The Counter Terrorism and Security Act 2015
- Sexual Offences Act 2003
- Data Protection Act 2018 (GDPR)
- Child Protection Act 2003
- Prevent Duty Guidance