E-SAFETY (ONLINE SAFETY) POLICY

(Non-school Alternative Provision)

Policy title	E-Safety (Online Safety) Policy (Non-school Alternative Provision)
Applies to	All pupils, parents/carers and staff
Policy owner	Directors
Approved on	January 2026
Next Review	January 2027

Policy statement

Applewood Learning Ltd is committed to safeguarding and promoting the welfare of children, including keeping them safe online. This policy is informed by *Keeping Children Safe in Education (KCSIE)* and Department for Education guidance on filtering and monitoring.

Online safety arrangements are proportionate to our provision model and reflect the level of control we have over devices, networks and learning environments.

Scope of the policy

This policy applies to:

- All students receiving education through Applewood Learning Ltd
- All staff, contractors and volunteers
- All learning delivered in person or online
- All use of digital technology during learning sessions

Students and staff generally use personal devices and connect via home or public Wi-Fi networks. Applewood Learning Ltd does not provide devices or internet access.

Roles and responsibilities

Director / Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Oversight of online safety arrangements
- Ensuring this policy aligns with safeguarding procedures
- Responding to online safety concerns and incidents
- Liaising with parents, Local Authorities and external agencies

Staff and contractors

All staff must:

- Follow this policy and related acceptable use guidance
- Maintain professional boundaries online
- Supervise students appropriately during sessions
- Report any online safety concerns immediately to the DSL
- Complete safeguarding and online safety training

Students

Students are expected to:

- Use technology appropriately during learning sessions
- Follow acceptable use expectations
- Report anything that makes them feel unsafe or uncomfortable

Parents and carers

Parents and carers:

- Retain responsibility for home internet access and filtering
- Are encouraged to support safe online behaviour
- Are informed of concerns where appropriate

Online safety risks

In line with KCSIE, Applewood Learning Ltd recognises the following categories of online risk:

- **Content:** access to harmful, inappropriate or illegal material
- **Contact:** harmful contact with adults or peers online
- **Conduct:** online behaviour that may place students at risk
- **Commerce:** risks linked to scams, financial exploitation or gambling

These risks are managed through supervision, education, clear expectations and safeguarding procedures.

Filtering

Where Applewood Learning Ltd has control over systems or platforms, appropriate safeguards are applied.

As students use personal devices on home or public Wi-Fi, the organisation cannot apply network-level filtering to these connections. This is acknowledged within DfE guidance and KCSIE.

To mitigate risk:

- Platforms used for learning are selected with safeguarding and data protection in mind
- Clear acceptable use expectations are set for all sessions
- Staff supervise online activity during teaching time

Responsibility for filtering home or public internet access remains with parents/carers or internet providers.

Monitoring and supervision

Applewood Learning Ltd does not install monitoring or surveillance software on personal devices.

Safeguarding is maintained through:

- Direct staff supervision during learning sessions
- Structured activities that enable oversight
- Appropriate use of live interaction, shared documents or screen visibility
- Staff vigilance and professional judgement

This reflects KCSIE's emphasis on human oversight rather than reliance on technology alone.

Use of personal devices by staff

Staff and contractors may use personal laptops. All staff must:

- Follow acceptable use and data protection requirements
- Ensure student data is not stored on personal devices
- Use secure passwords and screen-locking
- Use only approved platforms for communication and learning

Failure to follow these requirements may be treated as a safeguarding or conduct concern.

Responding to concerns or incidents

If an online safety concern arises:

1. The staff member takes immediate action to safeguard the student
2. The concern is reported to the DSL without delay
3. The incident is recorded in line with safeguarding procedures
4. Appropriate action is taken, which may include parental contact, support for the student, or referral to external agencies

5. All concerns are managed in line with the Safeguarding and Child Protection Policy.

Training and awareness

- All staff receive safeguarding training, including online safety
- Updates are provided where risks or guidance change
- Students are supported to understand safe online behaviour

Version Control

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.