

Nature Beanz Adventures E-Safety Policy

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COMPLETED BY: GARETH JONES

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POLICY DOCUMENT

This E-safety policy applies to all Nature Beanz Adventures/ Education staff, volunteers, students, and stakeholders to ensure safe, responsible use of digital technology and protection from online risks.

1. Key Contacts

- **E-safety Designated Safeguarding Lead (DSL):** Gareth Jones
- **Nature Beanz Adventures Contact:** info@naturebeanzadventures.co.uk

2. Aim, Purpose, Principles

2.1 Aims

- To protect students from online risks.
- To educate students on safe digital practices.
- To safeguard staff and students in digital interactions.

2.2 Purpose

To provide clear guidelines for safe and responsible use of digital devices and online platforms by students and staff, creating a secure learning environment.

2.3 Principles

- Respect for privacy, data protection, and child safeguarding.
- Clear communication on E-safety expectations.
- Prompt response to any e-safety incidents or breaches.

3. Additional Notes

- This policy is reviewed annually.
- All stakeholders are required to familiarize themselves with this policy.

4. Adult Stakeholder Responsibilities

All adults in contact with students have a duty to:

- Promote safe, responsible use of digital technology.
- Report any e-safety concerns to the E-safety DSL.
- Follow policy guidelines when using technology around students.

5. E-safety DSL

The E-safety DSL is responsible for:

- Overseeing e-safety measures.
- Providing training to staff and students.
- Acting as the first point of contact for all e-safety concerns.

6. Educational Activities

To raise awareness and educate students on e-safety:

- **Workshops:** Regular e-safety workshops on privacy, data protection, and online behavior.
- **Guidelines for Students:** Clear guidelines for safe internet use and digital communication.

- **Interactive Learning:** Activities to promote positive digital footprints and safe online interactions.

7. The Use of Images of Students

- Consent must be obtained from parents/guardians before capturing or using images of students.
- Images are only stored and used for official program purposes.
- Clear guidelines ensure that images respect student privacy and are used appropriately.

8. Technical E-safety Provisions

Technical measures in place to protect e-safety include:

- **Filtering and Monitoring:** Use of web filters on all digital devices.
- **Secure Networks:** Password-protected networks accessible only to authorized personnel.
- **Device Management:** Devices are configured to restrict access to unsuitable content.

9. Responding to E-safety Incidents

All e-safety incidents are handled promptly:

- **Reporting:** Incidents are reported to the E-safety DSL.
- **Investigation:** Each incident is reviewed with appropriate actions taken.
- **Support:** Students affected by incidents receive support and guidance.

10. Digital Communications with Students

- **Professional Boundaries:** Staff must maintain professional communication at all times.
- **Approved Platforms:** Communication with students occurs only through approved channels, such as email or program-specific platforms.
- **Privacy Considerations:** Personal information is not shared through digital communication.

11. Breaches of Policy

Breaches of the E-safety policy will be taken seriously:

- **Investigation and Disciplinary Action:** Breaches are investigated, with appropriate measures, including possible disciplinary action, taken.
- **Preventative Action:** Measures will be reviewed and enhanced to prevent future breaches.

12. Legal Frameworks

This policy aligns with relevant legal frameworks, including:

- **Data Protection Act 2018**
- **Children's Online Privacy Protection Act (COPPA)**
- **General Data Protection Regulation (GDPR)**

For any further questions or clarification, contact the E-safety DSL.