

E safety policy

Oxfordshire Motor Project (TRAX)

2022/2023

Review Management

| Initiated | Who | Action |
|---|----------------------------------|--|
| 05/10/2022 | Trustees, CEO, COO and DSL Leads | Signed off and load onto ARBOR |
| 08/10/2022 ongoing, planned completion 21/11/2022 | COO and DSL Leads | Load onto ARBOR |
| The first week in November 2022 | COO and DSL Leads | Staff refresh training first week of November |
| Throughout November planned completion | Lead Trustee CEO, COO and DSL | Review and validate- test for information and access |
| Early December OCC Visit | | Invite OC to test and review Sign off as lead charity compliance process (Replace activity section) |
| April 2023 | Trustees, CEO, COO and DSL Leads | Review and update policy |

Oxfordshire Motor Project (TRAX) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The subject of Computing is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of young people and adults. Consequently, at Oxfordshire Motor Project (TRAX) we need to build in the safe and responsible use of digital technologies, to arm our young people with the skills to access life-long learning and employment. E-safety involves pupils, staff, and parents making the best use of technology, information, training, and this policy to create and maintain a safe digital environment for Oxfordshire Motor Project (TRAX). "As in any other area of life, young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the Internet and other digital technologies. Indeed, some young people may find themselves involved in activities that are inappropriate or possibly illegal. Our e-safety Policy has been written by Oxfordshire Motor Project TRAX following government guidance. It has been agreed upon by senior management and approved by Charity Director.

Teaching and Learning

The Internet is an essential element for education, business, and social interaction. Internet use is a necessary tool for staff and students, and so Oxfordshire Motor Project (TRAX) has a duty to provide pupils with quality Internet access as part of their learning experience:

Oxfordshire Motor Project (TRAX) Internet access is designed expressly for young person use including appropriate content filtering.

Students will be given clear objectives for Internet use and taught what use is acceptable and what is not. Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval, and evaluation.

will ensure that the use of Internet-derived materials by staff and students complies with copyright law. Through computing, we ensure that Oxfordshire Motor Project (TRAX) meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability, and social circumstances. It is important that in this charity we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society

OXFORDSHIRE MOTOR PROJECT (TRAX) Internet access pupils, staff, and parents are provided with information relating to e-safety and agree to its use:

- Only authorised equipment, software, and Internet access can be used within Oxfordshire Motor Project TRAX World Wide Web The Internet opens up new opportunities and is becoming an essential part of the everyday world for young people: learning, homework, and sharing is some of the legitimate and beneficial uses. However, there are inappropriate and undesirable elements that must be managed:
- If staff or pupils discover unsuitable sites, the URL (address), time and content shall be reported to the teacher who will then report to the Director, by recording the incident in an e-Safety Log, which will be stored in the Student Administration Manager's office with other safeguarding materials. The e-Safety Log will be reviewed termly by the Student Administration Officer.

- Oxfordshire Motor Project (TRAX) will ensure that the use of Internet-derived materials by staff and young people complies with copyright law.
- Young people will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
 - The charity will work in partnership with the Local Authority to ensure filtering systems are as effective as possible.

Email

E-mail is a quick and easy method of communication, and ensuring beneficial and appropriate usage is an important part of e-safety:

- Students may only use approved e-mail accounts on the Oxfordshire Motor Project (TRAX) computers
- Students must immediately tell a teacher if they receive offensive e-mails.
- Students must not reveal personal details of themselves or others in the e-mail communication or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used at Oxfordshire Motor Project (TRAX) rather than individual addresses.
- Access in Oxfordshire Motor Project (TRAX) to external personal e-mail accounts is not allowed.
- E-mails sent to external organisations should be written carefully and authorised before sending, in the same way as using outlook.
- Chain letters, spam, advertising, and all other emails from unknown sources will be deleted without opening or forwarding.

Security and passwords

Passwords should be changed regularly. The system will inform users when the password is to be changed. Students and staff should never share passwords and staff must never let pupils use a staff login. Staff must always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and allow a PC to be 'locked').

Computers checked

- At the end of each session, the tutor must check the history tab and ensure no other sites have been accessed than the approved or agreed sites.
- Checks should be made that inappropriate sites are not visited
- The child lock must be checked it's on at all times

Social Networking

- Use of social networking sites and newsgroups at Oxfordshire Motor Project TRAX is not allowed and will be blocked/filtered.
- Students will be advised never to give out personal details of any kind that may identify themselves, other students, Oxfordshire Motor Project (TRAX) or their location. This will also include not using personal photographs and videos.
- Students will be encouraged to only interact with known friends, family, and staff over the Internet and deny access to others.

The Trustees will consider taking legal action, where appropriate, to protect pupils and staff against cyberbullying and defamatory comments.

Reporting All breaches of the e-safety policy need to be recorded in the E-Safety reporting book that is kept in the general office. The details of the user, date, and incident should be reported. Incidents that may lead to child protection issues need to be passed on to one of the Designated Safeguarding Leads immediately – it is their responsibility to decide on appropriate action, not the class teachers.

Incidents that are not child protection issues but may require LT intervention (e.g., cyberbullying) should be reported to in the DLT the same day.

Allegations involving staff should be reported to the Director. (Please refer to whistle blowing policy)

If the allegation is one of abuse, then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'.

If necessary, the local authority's LADO should be informed.

Evidence of incidents must be preserved and retained. The curriculum will cover how pupils should report incidents. Mobile Phones Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images.

There are risks of mobile bullying, or inappropriate contact.

- Pupils are permitted to bring mobile phones into Oxfordshire Motor Project TRAX where it is seen by the charity and parents as a safety/precautionary use. These are put in the phone box at beginning of lessons and young people have allowed them a break and lunch times.
- The sending of abusive or inappropriate text messages is forbidden.
- Staff should always use Oxfordshire Motor Project (TRAX) phone to contact parents.
- Staff including students and visitors are not permitted to access or use their mobile phones within the classroom. All staff, visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- Staff may use their mobile phones in the in the offices.
- On trips staff mobiles are used for emergency only Digital/Video Cameras/Photographs Pictures, videos and sound are not directly connected to the Internet, but images are easily transferred.
- Students will not use digital cameras or video equipment at charity unless specifically authorised by staff.
- Publishing of images, video and sound will follow the policy set out in this document under 'Publishing Content'.
- Parents and carers are permitted to take photos/videos of their own children in Oxfordshire Motor Project (TRAX) events. They are requested not to share photos/videos from charity events on social networking sites if other pupils appear in the background.
- Staff will inform parent(s)/guardian(s) and others present at Oxfordshire Motor Project (TRAX) events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner Staff should always use a charity camera to capture images and should not use their personal devices. Photos taken by the charity are subject to the Data Protection act.

Published Content and the Oxfordshire Motor Project (TRAX)Website

The Oxfordshire Motor Project (TRAX)website is a valuable source of information for parents and potential parents. Contact details on the Website will be the charity address, e-mail, and telephone number. Staff and pupils' personal information will not be published. A member of staff will take overall editorial responsibility and ensure that content is accurate and appropriate. Photographs and videos that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. Students' full names will not be used in association with photographs. Consent from parents will be obtained before photographs of pupils are published on the Website. Work will only be published with the permission of the pupil. Parents should only upload pictures of their own child/children onto social networking sites. Oxfordshire Motor Project (TRAX)may ban the use of photographic equipment by any parent who does not follow the charity policy. Information System Security. Charity IT systems capacity and security will be reviewed regularly. Virus protection will be installed and updated regularly. Security strategies will be discussed with the Local Authority. E-safety will be discussed with our Computing support and those arrangements incorporated into our agreement with them. Protecting Personal Data Personal data will be recorded, processed, transferred, and made available according to the Data Protection Act 1998 and Freedom of Information Act Assessing Risk. Oxfordshire Motor Project (TRAX) will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a charity computer. Oxfordshire Motor Project (TRAX) does not accept liability for the material accessed or any consequences of Internet access. Oxfordshire Motor Project (TRAX) will audit Computing use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Please refer to the updated 2022 Safeguarding policy for further information

Acceptable use of the internet, emails and computers Policy

These rules below help us to be fair to others and keep everyone safe

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is private to me.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into charity without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- If I see anything, I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not arrange to meet someone unless this is part of a project approved by my teacher and a responsible adult comes with me.
- I understand that Oxfordshire Motor Project (TRAX) may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.