

Online Safety Policy Statement

Hybrid Technical Services works with young people and adults in the delivery of apprenticeships. These include: The Gas Engineering Operative level 3 and The Electrotechnical level 3. Alongside Functional Skills Maths and English level 2.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of our apprentices is paramount when adults, young people or children are using the internet, social media or mobile devices.
- provide staff and apprentices with the overarching principles that guide our approach to online safety.
- ensure that Hybrid operates in line with our values and within the law in terms of how we use online devices. The policy statement applies to all staff, young people, adults and anyone involved in Hybrid Technical Services' activities.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We will seek to keep children and young people safe by:

- appointing an online safety Officer [this may or may not be the same person as your nominated child protection lead]
- providing clear and specific directions to staff and apprentices on how to behave online through our behaviour code
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with apprentices

- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an apprentice
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images apprentices are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term. Related policies and procedures This policy statement should be read alongside our organisational policies and procedures

including:

- Child protection
- Procedures for responding to concerns about a apprentices' wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers

- Code of conduct for staff and apprentices
- Anti-bullying policy and procedures
- Photography and image sharing

Summaries of the key legislation and guidance are available on:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://www.nspcc.org.uk/child-abuse-and-neglect/bullying)
- [child protection learning.nspcc.org.uk/child-protection-system](https://www.nspcc.org.uk/child-protection-system)