

**Construction Helpline Ltd**

**Staying Safe Online in Online Education Policy**

**Version 1**

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| <b>Purpose:</b>  | To ensure the safety and well-being of learners, staff, and all stakeholders involved in Construction Helpline programmes  |
| <b>For use by:</b>   | HR – Recruiting Managers, Designated Safeguarding Lead – Deputy Safeguarding Lead  |
| <b>This document is a complaint with/supports compliance with:</b> | The policy outlines the expectations, procedures, and safeguards to protect personal information, prevent online risks, and promote a safe and secure online learning environment. |
| <b>This document supersedes</b>                                    | This is version 1  |
| <b>Approved by:</b>  | Umer Mansoor   |
| <b>Director Signature:</b>   | <i>Umer Mansoor</i>  |
| <b>Approval date:</b>  | 23/10/24   |
| <b>Implementation date:</b>  | 23/10/24   |
| <b>Review Frequency:</b>   | Annual   |
| <b>Next Review date:</b>   | 1/10/25  |

### 1. Purpose

This policy aims to ensure the safety and well-being of learners, staff, and all stakeholders involved in Construction Helpline programmes. It outlines the expectations, procedures, and safeguards to protect personal information, prevent online risks, and promote a safe and secure online learning environment.

### 2. Scope

This policy applies to all learners, teaching staff, support staff, and any individuals participating in online education within Construction Helpline. It covers the use of all online platforms, virtual classrooms, and other digital tools used for educational purposes.

### 3. Responsibilities

### **3.1. Construction Helpline Responsibilities**

- Ensure that all online learning platforms and tools are secure and comply with data protection laws (e.g., GDPR).
- Provide training and resources to learners and staff on online safety, including recognising cyberbullying, phishing, and other online threats.
- Implement filtering and monitoring systems to prevent access to harmful or inappropriate content.
- Regularly review and update the online safety policies in line with changes in technology and best practices.

### **3.2. Staff Responsibilities**

- Maintain professional conduct in all online interactions with learners.
- Use only approved platforms for online teaching and communication.
- Monitor online activities within the virtual classroom and report any concerns related to safeguarding or inappropriate behavior to the Designated Safeguarding Lead (DSL).
- Provide guidance to learners on staying safe online, including privacy settings, recognising online risks, and responsible use of technology.

### **3.3. Learner Responsibilities**

- Use approved digital tools and platforms for online learning activities.
- To complete keeping safe online training as part of their induction
- Refrain from sharing personal information, passwords, or any sensitive data with others.
- Report any concerns related to online safety, such as cyberbullying, harassment, or exposure to inappropriate content, to a trusted adult or staff member.
- Follow Construction Helpline acceptable use policy for the responsible use of technology.

## **4. Online Safety Measures**

### **4.1. Secure Online Platforms**

- All educational activities will be conducted through secure and approved online platforms that have been vetted for privacy, security, and data protection compliance.
- Passwords and access controls are in place to protect virtual classrooms and other learning environments.

### **4.2. Data Protection**

- Personal data from learners and staff is stored securely and only accessed by authorised personnel.
- All online platforms comply with data protection laws such as the General Data Protection Regulation (GDPR).

#### **4.3. Training and Education**

- Regular training on online safety will be provided to learners and staff, including recognising online risks such as phishing, grooming, and cyberbullying.

#### **4.4. Reporting and Response**

- Any incidents of inappropriate behavior, cyberbullying, or safeguarding concerns that occur in an online setting must be reported immediately to the DSL or a member of the safeguarding team.
- An investigation will be conducted in line with Construction Helpline safeguarding policies, and appropriate actions will be taken to protect the affected individuals.

### **5. Online Risks**

#### **5.1. Cyberbullying**

- Any form of bullying, harassment, or intimidation in the online environment will not be tolerated. Learners are encouraged to report cyberbullying immediately, and all reports will be investigated according to the institution's anti-bullying policy.

#### **5.2. Phishing and Scams**

- Learners and staff will be trained to recognise phishing attempts and other online scams, particularly those that attempt to obtain personal or financial information.

#### **5.3. Inappropriate Content**

- Staff will regularly monitor content shared during online lessons to ensure it aligns with educational objectives and safeguarding standards.

### **6. Communication and Consent**

- All communication between staff and learners must take place through official and approved channels. Personal email addresses, phone numbers, or social media accounts should not be used for professional communication.
- Where applicable, parental consent must be obtained for learners to participate in online learning, particularly for younger learners or those requiring additional support.

### **7. Remote Learning Best Practices**

- Encourage learners to participate in online lessons in a safe and appropriate setting, such as a shared family space, and avoid private or isolated areas.
- Ensure that learners understand the importance of logging out of sessions and keeping their login credentials secure.
- Tutors use video and audio functions appropriately and ensure that learners understand their role in maintaining a respectful online environment.

## **8. Review and Compliance**

- This policy will be reviewed annually by the safeguarding team to ensure it remains up to date with the latest technological trends, legal requirements, and safeguarding best practices.
- All learners, staff, and parents will be informed of any changes to this policy and expect to adhere to the updated guidelines.