

E-safety policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within Abbeydale Vetlink Veterinary Training Ltd. It is important that all staff, learners, board members, or anyone working on behalf of Abbeydale are aware of this policy and agree to the following terms.

Terms:

- To protect all children and young people attending Abbeydale and who make use of technology (such as mobiles phones, games consoles/handheld devices and the internet) whilst they're within the care of Abbeydale.
- To provide staff and learners with policy and procedure information regarding e-safety.
- To ensure Abbeydale is operating in line with their values and within the law regarding how Abbeydale uses information technology.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g., Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g., Facebook, Twitter, or Instagram) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
 - a. reporting online concerns about possible abuse
 - b. reporting other breaches of terms
4. Decide how our profile will be managed within Abbeydale
 - a. Vetting and managing the social media profile
 - b. Training for the person/s managing the Abbeydale's online profile
 - c. Involvement from Abbeydale's directors who are also the designated safeguarding leads
5. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends, and followers.
6. Ensure that staff and learners, are aware of the need to protect their privacy online. Staff and learners should be encouraged by Abbeydale to carefully consider who they give access to their personal information online. All staff and learners should ensure that a clear differentiation between their personal and professional profiles.



7. Address safeguarding on Abbeydale's webpage/profile

Guidelines for online video conferencing (Zoom):

Ensure all apprentices are given guidance in advance to ensure they can find a private room where they will not be disturbed and to blur backgrounds where possible if in a home/communal space.

When setting up meeting ALWAYS use a password and a waiting room and require the host to be present before the meeting starts.

Only share meeting details to the invitees' email address.

Only admit invited persons into the meeting room when the session has started.

Remind students of the need for professional behaviour when in a meeting or a breakout room and to report any offensive behaviour by the chat function.

Expel/remove any students from the meeting if being offensive and make separate contact with them after the session to discuss or refer them to the directors.

See also the Online meeting or teaching session code of conduct