



## SAFEGUARDING ONLINE POLICY STATEMENT

This policy statement should be read alongside Enable – The Voluntary and Community Sector Learning and Skills Consortium’s policies and procedures on child and adult protection and safeguarding. More information about safeguarding can be found by contacting us: [enableenquiries@enable.uk.net](mailto:enableenquiries@enable.uk.net)

The purpose of this policy statement from Enable – The Voluntary and Community Sector Learning and Skills Consortium, who work with adults, children, young people, vulnerable people and their families and carers, as part of its activities, is to ensure we keep everyone safe whilst studying online and remotely.

This includes providing training and education for people who want to start or further their career. We do this through providing opportunities that address local learning, skills, and employment needs. We act as the centre and create connections with member organisations, funding bodies and local, regional, and national bodies involved in training, skills, and workforce development.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of adults, children, young people and vulnerable people is paramount when adults, young people, children and young people are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Enable – The Voluntary and Community Sector Learning and Skills Consortium activities. This policy statement has been drawn up based on policy and guidance that seeks to protect adults, children, young people, and vulnerable people in England.

Summaries of the key legislation and guidance are available by contacting us at [enableenquiries@enable.uk.net](mailto:enableenquiries@enable.uk.net)

Summaries of the key legislation and guidance cover:

- online abuse
- bullying learning
- child protection

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We believe that:

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

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all adults, children, young people, and vulnerable people involved in our organisation are protected from potential harm online
- we have a responsibility to help keep adults, children, young people, and vulnerable people safe online, whether or not they are using Enable – the Voluntary and Community Sector Learning and Skills Consortium network and devices
- all adults, children, young people and vulnerable people, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse working in partnership with adults, children, young people, vulnerable people and their parents, carers and other agencies is essential in promoting young people’s welfare and in helping people to be responsible in their approach to online safety.

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

- Educating ourselves and our learners with basic online safety protocols that will be beneficial to everyone – This includes the use of internet through means of electronic communication, such as tablets, smartphones, laptops, computers, and online gaming etc
- Helping to prevent unwanted content from appearing by asking you to set filters on your home broadband and mobile networks. There is help to do this by visiting The UK Safer Internet Centre.

Enable will advise all learners to check security and privacy settings and where necessary we will ask learners, parents, carers etc to:

- Adjust privacy and safety settings to increase security and control the personal data you share. Look for the ‘privacy and security’ or ‘settings’ on the app or website.
- Review the security settings on your ‘smart’ devices. If your device is using a default or easily guessable password, change it.

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- Set up two-factor authentication. This is a free security feature to stop unwanted people getting into your accounts. You will receive a text or code when you log in to check you are who you say you are.
- Update your devices. Using the latest version of software and apps
- Switch on family friendly filters.
- Check firewalls and anti-virus tools are still installed on laptop and computer systems

When conducting meetings by Zoom, WhatsApp and Microsoft Teams, and to ensure safety, we may:

- Observe/record the meeting
- Ensure the tutor is in control of who can control the screen, save the video/chat content
- Mute and unmute all participants, including video screens
- Teachers can also lock a meeting, prevent other users from sharing their screen, place pupils on hold, disable and mute microphones and videos
- Request a responsible person be present in the room (not necessarily seen)

All tutors and assessors will ensure:

- They will try and work from a quiet or private room or area to talk to learners, parents, or carers.
- When broadcasting a lesson or making a recording, they will consider what will be in the background. Enable will create a virtual background and encourage learners to use the same
- Learners know their office hours and when they can reach you for questions
- Learning times are scheduled
- The hyperlink/ID and as a host are given in advance
- Provide learners with the resources needed to complete their learning
- They join several minutes before the lesson starts to allow them to manage learners joining the lesson.
- Users are reminded about respecting others and using the chat box for commentary
- Parents and carers are guided on using parental mode on tablets, computer, laptop, or Smartphone where necessary
- Understand Enable's policy of social media use when teaching learners (essential to know what can and cannot be shared with learners)
- They use a work-related email address
- Create an environment in which pupils feel safe, and in which bullying, discrimination and peer-on-peer abuse whilst online are not accepted and are dealt with quickly, consistently, and effectively whenever they occur

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- Learners recognise online and offline risks to their well-being, and make them aware of the support available to them
- Learners recognise the dangers of inappropriate use of mobile technology and social media

Enable encourage parents, carers and families to get involved in safeguarding whilst online - Educating everyone on the dangers of inappropriate usage and encouraging them to talk to their children about it is an effective way to ensure that students are safe online. Getting parents, carers and families involved in internet safety is important when approaching the issue of safeguarding, along with maintaining communication between tutors and assessors.

To maintain safety online, learners are encouraged to:

- use the tools provided by online services to manage their digital footprints and to 'think before they post.' Content posted online can last forever and could be shared publicly by anyone.
- Know where to find help: understand how to report to service providers and use blocking and deleting tools. If something happens that upsets you online, it is never too late to tell someone.
- Do not give in to pressure: once you have pressed send you cannot take it back.
- Respect the law: use reliable services and know how to legally access the music, film, and TV you want.
- Acknowledge your sources: use trustworthy content and remember to give credit when using other people's work/ideas.

Useful guides and advice about online activity can be found here: <https://parentzone.org.uk/advice/parent-guides>

After lessons, learners will be advised to:

- Clear browsers

Additional resources available to learners working with Enable are:

- Access to e-learning modules, including cyber security awareness
- Safeguarding related documents which are available on One Drive
- Stay safe online poster

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Enable will continue to follow the guidance outlined in our data protection policy when managing personal data and will:

- take care not to share contact details when emailing multiple people
- be careful when sharing usernames and other personal data for access to online resources
- not publicly share learners' names

As an organisation, Enable will:

- provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- support and encourage the 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
- support and encourage parents and carers to do what they can to keep their children safe online
- develop an online safety agreement for use with adults, children, young people and vulnerable people and their parents/carers
- develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult, child/young person, or vulnerable person

As an organisation Enable will:

- continue to review and update the security of our information systems regularly
- ensure that usernames, logins, email accounts and passwords are used effectively
- ensure personal information about the people who use our services and organisation is held securely and shared only as appropriate
- ensure that images of children, young people, adults and vulnerable people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- provide supervision, support and training for staff and volunteers about online safety
- examine and risk assess 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)

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- provide 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
- make sure our response takes the needs of the person experiencing abuse, any bystanders, and our organisation into account
- review the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

We are committed to reviewing our policy and good practice during the Coronavirus pandemic. This policy statement was last reviewed on:

Signed:

Date: 04/08/2020

Contact details:

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