

PL6 Learning Hub E-Safety Policy

Approved by: Western Education Solutions Ltd

Applies to: All staff, learners, visitors, and contractors

Designated Safeguarding Lead (DSL): Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub is committed to ensuring that all learners and staff use technology safely, responsibly, and respectfully. E-safety is embedded in safeguarding, behaviour expectations, and curriculum delivery.

2. Aims

- Protect users from online risks and abuse.
- Promote safe, respectful use of technology.
- Educate learners to recognise online dangers.
- Support parents in maintaining safe digital environments.

3. Legal Framework

KCSIE 2025; Data Protection Act 2018; Prevent Duty 2015; Education Act 2011; Computer Misuse Act 1990; Children Acts 1989 & 2004.

4. Scope

Applies to all staff, learners, and visitors using PL6 networks or systems, including Century AI, CPOMS, Google, and Xero.

5. Roles and Responsibilities

DSL (Greg Western): Oversees e-safety and reviews CPOMS incidents.

Staff: Model responsible behaviour and report concerns.

Learners: Follow Acceptable Use rules and report unsafe activity.

Parents: Support e-safety principles at home.

6. Education and Awareness

E-safety is taught across ICT, PSHE, and wellbeing sessions. Learners develop awareness of privacy, digital reputation, cyberbullying, and critical evaluation of information.

7. Technical Safety and Filtering

All networks use filtered Wi-Fi and logging. Attempts to access inappropriate content trigger review. Systems updated and monitored regularly.

8. Cyberbullying

Cyberbullying is treated as seriously as other forms of bullying. All incidents logged on CPOMS and handled under Anti-Bullying and Safeguarding policies.

9. Use of Personal Devices and Social Media

Learners must not use personal devices in sessions unless authorised. Staff may use personal devices for work only with approval and no data storage. No social media contact between staff and learners.

10. Data Protection and Confidentiality

Online activity complies with PL6 GDPR Policy. Sensitive data encrypted and stored securely. No personal data or images shared without consent.

11. Responding to E-Safety Incidents

All concerns logged immediately on CPOMS and reported to the DSL. The DSL investigates and contacts parents or agencies as needed.

12. Training

All staff complete e-safety and Prevent training annually. Learners receive age-appropriate digital safety education throughout the year.

13. Monitoring and Review

The DSL monitors all e-safety incidents and trends. This policy is reviewed annually or following major changes to guidance or technology.

Signed:

Greg Western

Designated Safeguarding Lead / Director

PL6 Learning Hub

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