

PL6 Learning Hub Safer Internet and IT Usage Policy

Approved by: Western Education Solutions Ltd

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

Designated Safeguarding Lead (DSL): Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub promotes safe, responsible, and positive use of technology. This policy ensures all users understand acceptable use of digital systems, safeguarding personal information and wellbeing.

2. Aims

- Promote online safety and responsibility.
- Protect learners and staff from harm.
- Support digital literacy and safe habits.
- Ensure compliance with safeguarding and data laws.

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 devices, networks, and systems used at PL6 Learning Hub, including Century AI, CPOMS, Google, and Xero.

5. Roles and Responsibilities

DSL (Greg Western): Integrates e-safety into safeguarding and monitors CPOMS.

Staff: Model responsible use and report concerns.

Learners: Follow Acceptable Use rules and report anything unsafe.

6. Acceptable Use of IT Systems

Users must use equipment for education only, keep passwords private, and avoid inappropriate or illegal content. No unauthorised access, identity use, or photography without consent.

7. Online Safety and Filtering

Hub Wi-Fi is filtered and monitored. Attempts to access restricted content trigger safeguarding review.

8. Use of Personal Devices

Learners' personal devices are not used in sessions unless authorised. Staff may use personal devices for work only with permission and must not store personal data.

9. Cyberbullying and Online Behaviour

All online bullying or harassment is logged on CPOMS and managed under the Anti-Bullying and Safeguarding Policies. Serious issues may be reported to police or LA.

10. Data Security

All systems (CPOMS, Century AI, Xero) are password-protected. Staff must not share passwords or leave devices unattended. External drives must be encrypted.

11. Monitoring and Reporting

Internet and device use is monitored. Breaches may result in disciplinary action or safeguarding referrals.

12. Training and Awareness

Staff receive annual e-safety, Prevent, and GDPR training. Learners engage in regular online safety activities.

13. Review

Policy reviewed annually or following technological or legislative changes.

Signed:

Greg Western

Designated Safeguarding Lead / Director

PL6 Learning Hub

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