

## Stanfords Training Limited (STL) Safeguarding Policy

### Statement:

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working Together to Safeguard Children' 2018 as:

- protecting children from maltreatment
  - preventing impairment of children's health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
1. taking action to enable all children to have the best outcomes

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect. The Care Act 2014 sets out a clear legal framework for the protection of adults at risk of abuse and neglect. For additional support and information visit the Social Care Institute for Excellence (SCIE).

The aim of the company's safeguarding policy is to provide an environment where all can work safely; STL will take every reasonable precaution to minimise risk whilst providing demanding, challenging and enjoyable training and development activities at our own premises and the premises of our employers and clients.

STL recognises and takes seriously its responsibilities for safeguarding and safeguarding young people. Our policy is to guide all apprentices, their employers, and our staff, including associates, to enable them to practice effective safeguarding for themselves and for those they are working with.

Throughout this policy and procedure, reference is made to apprentices, young people and adults, this means those under the age of 18 years and those over 18 years of age who would be particularly vulnerable for valid reasons such as disability or learning difficulties.

### Responsibility

Designated Safeguarding Officer (DSO)

Name: David Nicol

Email ID: david@stanfordstraining.com

Mobile: 07341 857460

The managing director and senior management team are accountable for the execution of this policy throughout the organisation. The Designated Safeguarding Officer, David Nicol has overall responsibility for safeguarding for STL. They are required to provide the directors and senior management team (SMT) with information pertaining to safeguarding and such notifications will be addressed where required, under the safeguarding agenda item of SMT meetings. The Safeguarding Officer shall ensure active compliance with this policy by all staff, apprentices, stakeholders, freelance trainers and linked employers. All staff will actively endeavour to implement this policy.

### Commitment

STL is committed to supporting all stakeholders to understand and implement this policy. Keeping Children Safe in Education 2021 / Part 1 (KCSIE) is statutory guidance for schools and colleges. As an independent training provider, we use this as a benchmark of good practice in safeguarding. Employees are required to read this document during induction and at least annually as part of their ongoing refresher safeguarding training.

The sexual violence and sexual harassment between children in schools and colleges (DfE Sept 2021) guidance is also used by the DSO and senior management team to support their knowledge and understanding of what sexual violence and sexual harassment is, how to minimise the risk of it occurring and what to do when it does occur or is alleged to have occurred. Some main points from this guidance is used in this policy to support Pier Training employees to understand their role in safeguarding young people from sexual violence.

This policy, alongside the Prevent Policy, is included as part of the enrolment and induction process for new employees and apprentices. Employees sign and date documentation as confirmation that the policy has been read and understood.

The apprenticeship manager provides new employers with an Employer Apprenticeship Agreement which includes reference to mandatory policies and procedures, including safeguarding and prevent.

The commitment statement that is signed by all stakeholders includes contact details for the Designated Safeguarding Officer.

The DSO is committed to ensuring ongoing information and guidance on safeguarding and prevent is provided to all stakeholders. This is promoted through the Pier Training safeguarding newsletter, news feed alerts on the employee SharePoint site, OneFile e-Portfolio announcements and via social media posts, including active engagement in annual safeguarding awareness events.

### Prevent

STL addresses its legal duty in relation to 'prevent' within the context 'safeguarding' under the Counterterrorism and Security Act 2015. STL's 'Prevent Policy' specifies its obligation to safeguard all stakeholders including apprentices from being drawn into terrorism.

Although our prevent strategy is set out in more detail as an additional policy, it is important to understand that prevent is part of the overarching safeguarding policy. Refer to Pier Training Prevent Policy for details.

The prevent policy describes our legal responsibility to fulfil the prevent duty by protecting employees and apprentices from radicalising influences, ensuring they are resilient to extreme narratives and can identify and deal with changes in behaviour which will need to be reported accordingly through the 'Channel' process.

In brief, the prevent policy sets out the responsibilities of the Designated Safeguarding Officer (DSO) to ensure that all staff:

- have undertaken training in the prevent duty
- can recognise changes in behaviour which may indicate radicalisation and extremism
- know how to protect apprentices and employers from radicalising influences
- know how to support apprentices and employers to develop resilience to extreme narratives
- know how to deal with any issues raised and are aware of when it is appropriate to refer concerns about apprentices or colleagues to the DSO
- exemplify the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs into their practice
- ensure that the prevent policy and procedures are implemented
- Protecting apprentices and employees from radicalising influences

Young people are vulnerable to extremist ideology and radicalisation. Like protecting children from other forms of harm and abuse, protecting young people from this risk is part of STL's safeguarding approach. The company recognises the vulnerability of people under and over the age of 18 and the need to prevent them from becoming terrorists or supporting radicalisation. The prevent objective aims to safeguard apprentices and employees from any form of extremist activity and to challenge terrorism and terrorist activity.

'Extremism' is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. 'Radicalisation' refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. (DFE-00247-2018)

Our prevent policy is to guide all employees, apprentices, and their employers to enable them to practice effective safeguarding and prevent procedures for themselves and for those they are working with.

Building resilience to radicalisation

At STL, we help employees and apprentices to build resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence, be influenced, and participate in decision-making.

The assessors/job coaches use real stories from the media to teach apprentices about democracy, political and social issues, how to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing. This is an effective way of illustrating how to resist external pressures, including knowing when, where and how to get help.

Young people are often searching for answers to questions about identity, faith and belonging, and we have a duty to support them. Assessors/job coaches work hard with apprentices to encourage personal resilience and a positive sense of identity. Using real examples and asking apprentices to deconstruct emotionally challenging situations and proposing solutions using the ABC approach often helps to foster this:

A – an Activating event, Action or Adversity

B – a Belief which either motivated the activating event or was formed as a result of the activating event

C – Consequence

Apprentices are encouraged to reflect on thoughts and beliefs following an activating event (such as a terrorist attack or exposure to extreme narratives) and examine real evidence as well as identify assumptions or faulty thinking. This supports critical thinking and encourages tolerance and understanding.

#### Identifying changes in behaviour

When working closely with employees, apprentices, and young people, we recognise that we may observe the possible signs and symptoms of extremism, terrorism, and radicalisation.

We therefore:

Establish and maintain environments where employees and apprentices can feel safe, secure; and encourage apprentices to talk and actively listen to their peers.

Ensure employees, apprentices and young people know that there are adults whom they can approach if they are worried and feel the need to talk.

Recognise changes in behaviour such as:

- Outward appearance
- Becoming increasingly argumentative
- Refusing to listen to different points of view
- Unwilling to engage with students who are different
- Becoming abusive to students who are different
- Embracing conspiracy theories

- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive and reluctant to discuss their whereabouts
- Sympathetic to extremist ideologies and groups

#### Online behaviour:

- Changing online identity
- Having more than one online identity
- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation

Concerning factors or vulnerabilities that could make a person vulnerable to radicalisation or manipulation into terrorist activity, for e.g., it has been noted that acceptance of extremism and extremist activity is at a higher number in younger people and those of lower-income socioeconomic backgrounds.

Factors like the one above should be recognised as significant vulnerabilities that can be exploited in the name of terrorism and terrorist activities. Further factors can also be the reason for radicalisation. Staff are encouraged to read up on them more and to voice any concerns at an early stage.

#### Procedure for dealing with a Prevent disclosure and reporting concerns

If a staff member receives a disclosure or has a concern, they will explain clearly to the individual about what to expect next and how information could be shared with those that need to know. At this stage, they would seek permission to share this information, unless doing so would put the individual or others at increased risk of significant harm. Refer to the Prevent policy for further details.

Information sharing will be based on the following: is it “...necessary, proportionate, relevant, adequate, accurate, timely and secure?” (HM Government: Information sharing. July 2018).

#### Implementing the Safeguarding Policy

##### Preventing Abuse

Prevention is a key principle in the safeguarding of children and adults. Prevention for adults needs to take place in the context of person-centred support, with individuals empowered to make choices and supported to manage risks. STL employees are aware of their responsibilities to Safeguard adults under The Care Act 2014.

STL employees receive robust training in understanding safeguarding and the prevention of child abuse. This policy sets out what child abuse is, the signs to look out for, clear guidance in how to deal with a concern and how to report it. This gives STL employees the knowledge and confidence to act quickly on a concern and therefore help to prevent abuse.

## Apprentices

Prior to enrolment, apprentices are invited to attend an information session to learn about an apprenticeship. During this session, safeguarding and prevent is introduced, including who an apprentice can contact if they have a safeguarding concern.

During enrolment, apprentices are taught about safeguarding and they are required to complete an induction workbook which includes the Safeguarding and Prevent policy or apprentices are asked to undertake an online safeguarding training module before beginning their apprenticeship. This is followed up again by the apprentice's allocated tutor during a knowledge check session to ensure that the apprentice understands the information given, and the tutor will answer any questions to further promote the content of this policy.

Safeguarding and prevent continue to be promoted throughout an apprentice's journey with Pier Training through teaching and learning sessions and bimonthly reviews.

## Safer Recruitment

STL are committed to the practice of safer recruitment, ensuring checks are carried out of the suitability, identity and validity of staff before commencing work with young and vulnerable people. STL will ensure all staff undertake DBS criminal records check at an enhanced level including barring and police disclosure, where legal and appropriate (without breaching the Rehabilitation of Offenders Act) but complying with regulated activity safeguarding requirements. References are sought and checked as nominated by the applicant. Such references must come from a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people. For more detailed information refer to the Safer Recruitment Policy.

## Training for Employees

The DSO is responsible for managing and monitoring safeguarding and prevent training for all employees. A record of employee training is kept on file. It is a requirement that the DSO ensures all staff receive child protection and adult safeguarding training to equip them with the knowledge and skills to safeguard apprentices. This is reviewed and updated regularly.

The internal quality assurance team undertake regular observations of teaching and learning (OTLs). The implementation of safeguarding and prevent form part of the observational requirements and if tutors are observed not implementing this, then this is addressed as an OTL action until resolved.

The DSO provides effective regular and up-to-date training during standardisation meetings for the awareness of all aspects of safeguarding including, prevent, e-safety and the wider definitions of abuse, including knowing what to do if they have a concern about a child/young person and how to respond to a report of abuse.

All Staff must as a minimum complete Level 1 safeguarding training and prevent training every two years; however, as a minimum, all staff must also attend refresher training delivered by STL DSO annually.

It is a requirement that the DSO completes Designated Safeguarding training and Level 2 Child Protection training at least every two years. In addition, it is a requirement that the DSO completes Safer Recruitment and Prevent Training. This training ensures the DSO has the required up-to-date knowledge and skills to support all stakeholders in the engagement and implementation of this policy, consequently allowing them to protect the apprentices and thus preventing abuse towards them.

Furthermore, in doing so we will:

Support staff and young people to keep themselves and others safe.

Promote the development, implementation and review of the policy and effective procedures for identifying and reporting disclosures or suspected concerns of abuse or neglect.

Support young and vulnerable people who have made a disclosure of abuse or neglect.

Ensure safe environments in which young people are employed or placed by carrying out thorough regular health and safety checks to encompass the entire workplace including young person checks.

Ensure, where appropriate, the safe use of Information and Communications Technology (ICT).

Management of Allegations- Allegations Against Staff

As part of the safer recruitment process, checks are carried out of the suitability, identity and validity of staff before commencing work; however, STL recognises that there are adults who will deliberately seek out, create or exploit opportunities to abuse children and young people.

STL has a clear process for the investigation and resolution of allegations made against staff and volunteers. If the allegation or concern falls within one of the defined areas as detailed in the threshold list of harm, shown below, the DSO would make a referral immediately (within 24 hours) to the Local Authority Designated Officer (LADO) within the geographical location of where the employee/volunteer resides.

Allegations that may meet the harms threshold

Where an allegation has been made whereby a person working (employed or volunteer) with children may have:

Behaved in a way that has harmed a child, or may have harmed a child

Possibly committed an offence against or related to a child OR

Behaved towards a child or children in a way that indicates he or she may pose a risk of harm if they work regularly or close to children

Behaved or may have behaved in a way that indicates they may not be suitable to work with children. Keeping Children Safe in Education (2021)

Birmingham Safeguarding Children Partnership LADO service provides guidance and support for professionals. A useful toolkit and contact details can be accessed at:

<https://www.lscpbirmingham.org.uk/lado>

Suspension of an STL employee or volunteer would not be an automatic response when an allegation is reported. All options to avoid suspension would be considered prior to taking that step. The DSO would complete the referral paperwork and discuss the next steps with the LADO.

Suspension will only be considered in cases where there is cause to suspect a child or young person at STL are at risk of harm, or the case is so serious that it might be grounds for dismissal.

## Early Help

Early help is the support given to a family when a problem first emerges. It can be provided at any stage in a child or young person's life. It is more effective to provide early help when problems first arise than to intervene later (DfE, 2018; EIF, 2021).

Identifying a child or young person who may benefit from early help is important. Signs that a young person may benefit from early help may include:

- Displaying disruptive or anti-social behaviour
- Being bullied or bullying others
- Having poor attendance
- Being involved in, or at risk of, offending
- Having poor general health
- Having anxiety, depression or other mental health issues
- Misusing drugs or alcohol
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation
- Is at risk of being radicalised or exploited
- Has a family member in prison, or is affected by parental offending
- Having a particularly challenging relationship with parents or appearing to be unusually independent from their parents
- Experiencing difficulties at home, such as domestic abuse, parental substance abuse or parental mental health problems

If you have any concerns regarding a child or young person and feel that they would benefit from 'Early Help', share your concerns with the Designated Safeguarding Officer. Visit Birmingham Safeguarding Children Partnership Early Help for more information and advice.



## Technology

Technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content' (KCSIE 2021).

### Safeguarding Issues and Concerns

Safeguarding action may be needed to protect children and apprentices from:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence/violence against women and girls
- Peer-on-peer abuse
- Sexual violence and sexual harassment between peers
- Gender-based violence/violence
- Radicalisation and/or extremist behaviour
- Child sexual exploitation and trafficking
- Child criminal exploitation and county lines
- The impact of technology on sexual behaviour, for example 'sexting' and accessing pornography
- Teenage relationship abuse
- Substance misuse
- Issues that may be specific to a local area or population, for example, gang activity and youth violence
- Domestic abuse
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting
- Homelessness
- Gaslighting
- So-called honour-based violence
- Other issues not listed here but that pose a risk to children, apprentices and vulnerable adults

For more information on these terms refer to pages 7-13 and the annex on page 21 in KCSIE 2021 Raising, Recording and Investigating Concerns

In working closely with apprentices and young people, we recognise that staff and employers can observe the possible signs and symptoms of abuse.

We therefore:

Establish and maintain environments where apprentices can feel safe, secure and encouraged to talk and to be listened to.

Share all relevant up-to-date information with apprentices and tutors on how to get support and guidance when needed.

Meet with apprentices on a one-to-one basis each month and inquire about their well-being, including safeguarding which gives the apprentice an opportunity to share any concerns.

Ensure apprentices and young people know that there are adults to whom they can approach if they are worried and feel the need to talk.

Record through a bimonthly review of progress and concerns around safeguarding and give apprentices the opportunity to disclose necessary information.

Signpost apprentices with permission to seek guidance and support from other professionals.

Where an apprentice or young person discloses an incident of abuse or neglect to a staff member or in a situation where the staff member suspects a young person is being abused or is at risk, staff should respond accordingly to the following:

Receiving the disclosure:

Stay calm.

Listen.

Do not act shocked.

Try and find a quiet, comfortable and suitable place to talk.

Acknowledge and accept what they are disclosing.

Reassure:

Stay calm.

Explain they have done the right thing by telling you and how difficult it is to disclose such information.

Be honest and explain you will have to share the information they give you to be able to help (never promise to keep a secret).

Explain who you need to share the information with and why you are legally required to do so.

Alleviate any feelings of guilt.

Treat disclosed information seriously.

React:

Do not ask leading questions.

Do not criticise or make comments on the perpetrator.

Do not ask the young person to repeat the disclosure to someone else.

Explain what “you” need to do next and who you need to contact.

If the disclosure is about immediate abuse, do not offer a shower, bath or change of clothes.

Contact STL designated officers.

Immediately make the person’s wishes known throughout.

Maintain confidentiality (This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children’s social care).

Record:

Write things down at the time.

Record the actual words used by the young person word for word.

Keep original notes regardless of where they are written.

Transfer your notes to the cause of concern/safeguarding log form.

Use a body map if appropriate.

Do not place your own interpretation or assumptions.

Ensure STL’s Safeguarding Incident Report form is completed and emailed to the DSO. These can be downloaded from SharePoint- Safeguarding & Prevent- Admin and Compliance.

#### Sexualised Violence and Sexual Harassment

A young person’s sexual behaviour may be developmental, problematic or harmful (Hackett continuum 2014) This term is referred to as “harmful sexual behaviour” (HSB). HSB can occur online and/or face to face and can also occur simultaneously between the two.

The age and stage of the young person displaying HSB must be considered. For instance, HSB is deemed more harmful if one child is much older or a child is disabled.

The NSPCC provides information and advice about managing incidents of HSB: NSPCC Learning: Protecting children from harmful sexual behaviour. This information is used by Pier Training as supplementary guidance.

Sexual harassment can occur through a group of peers or young people sexually assaulting or sexually harassing a single individual or group. It can occur online and face to face (both physically and verbally) and are never acceptable. Pier Training are committed to addressing inappropriate behaviour and we know that intervention can help prevent problematic, abusive and/or harmful behaviour in the future.

Sexual harassment can include:

sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names. sexual “jokes” or taunting.

physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes

online sexual harassment, such as consensual and non-consensual sharing of nude and semi-nude images, up skirting, sexualised online bullying, unwanted sexual comments and messages, sexual exploitation.

Sexting between adults is legal. However, it is against the law to send a nude or any kind of sexual image or video to someone under 18.

When you’re under 18 it’s against the law to send nudes or sexual videos of you to anyone else. It’s also against the law for anyone to save or share a nude or sexual video of you. Even if it’s a selfie or they’re under 18 too.

Harmful sexual behaviour is:

contact and non-contact behaviours online and offline behaviours  
including technology assisted behaviours group/gang and peer  
influenced behaviours

Harmful sexual behaviours are therefore defined as:

“Sexual behaviours expressed by children and young people under the age of 18 that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult.”

STL employees working with young people up to the age of 18 are advised to maintain an attitude of ‘it could happen here’ and be aware of how to respond appropriately to all reports and concerns.

Sexual violence refers to sexual offences under the Sexual Offences Act 2003 as listed below:

Rape

Assault by Penetration

Sexual assault

Causing someone to engage in sexual activity without consent

Extra-familial harms and County Lines

Safeguarding incidents and/or behaviours can be associated with factors outside the learning environment and / or between children. The DSO assessors/job coaches are mindful to be alert to young people who may be at risk of abuse or exploitation in situations outside their families. Extrafamilial harms take a variety of different forms which make young people vulnerable to multiple harms including (but not limited to), sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

What is consent?

Consent is about having the freedom and capacity to choose. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Further information about consent can be found here: Rape Crisis England & Wales a child under the age of 13 can never consent to any sexual activity.

the age of consent is 16; 17 sexual

intercourse without consent is rape

Dealing with an Incident of HSB

STL employees should respond by following these safeguarding principles of practice:

Victims will be reassured and taken seriously

Abuse that is outside the training environment or online will be taken seriously

Never give the individual the impression that they are creating a problem by reporting sexual violence or sexual harassment

Regarding nudes or semi-nude images – staff will not view or forward any such image (for further advise on how to respond click here)

Not promise confidentiality as it is likely that the concern will have to be shared further (e.g., STL DSO)

Provide support and be respectful

Listen carefully and be non-judgemental

Use the child's language, do not ask any leading questions

Wait until the end of the reported disclosure and immediately write up a thorough summary using the STL safeguarding incident record sheet. Only record the facts as the young person presented them. You MUST not write any personal opinions.

Inform the STL DSO as soon as practically possible.

Refer to this guidance for further information and advice: sexual violence and sexual harassment between children in schools and colleges (DfE 2021)

## Information Sharing, Confidentiality and GDPR

If a child or young person discloses that they are being abused, STL training employees understand they must maintain an appropriate level of confidentiality. This is likely to only include those who need to be involved, such as the designated safeguarding lead (or deputy) and children's social care.

STL recognises the importance of information sharing between practitioners and local agencies whilst also adhering to The Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) about processing personal information fairly, lawfully whilst keeping information held safe and secure. Despite these regulations, we understand our GDPR processing duty in ensuring we safely store and share 'special category personal data' on safeguarding to the relevant authorities. This may include a tutor sharing information without consent where there is a good reason to do so as it will safeguard the child/young person in a timely manner.

All concerns, discussions and decisions made, and the reasons for those decisions, are recorded in writing on a Safeguarding Incident Report Form. This is kept confidential and stored securely in a locked file on SharePoint. Concerns and referrals raised are kept in a separate file for each child or young person.

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2021).

### Designated Safeguarding Officer's Responsibilities:

Seeking 'Early Help' from the Local Safeguarding Children Partnership Overseeing the referral of any case of suspected abuse or allegations.

Providing advice and support to staff on safeguarding issues.

Maintenance of records on safeguarding referrals, complaints or concerns raised.

Liaising and advising employers that recruit apprentices or young people to ensure appropriate safeguards are put in place.

Ensuring that staff receive training in safeguarding issues and are aware of the company's policies and procedures.

Ensuring appropriate continuous professional development training and awareness for all staff.

Liaising with the Director responsible for addressing all safeguarding issues that arise and ensuring all safeguarding decisions are shared.

Ensure any child protection and/or safeguarding concerns are shared immediately with the relevant local authority. Where the concern is about suspected harm or risk of harm to a child or vulnerable adult, the referral would be made to the local area Safeguarding Children Board/Safeguarding Children Partnership or Safeguarding Adult's Board/Safeguarding Adult's Partnership. Whistleblowing

Where an employee feels unable to raise an issue or feels that their genuine concerns are not being addressed by the DSO or deputy DSO, the individual can escalate their concern to the Managing Director, Mohammed Sowe; telephone 0121 633 8100, Email: mohammed.sowe@stanfordstraining.com

The NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for employees who do not feel able to raise concerns internally. Refer to STL Whistleblowing Policy for more information.

#### IT Usage for the Protection of Apprentices

STL is committed to online safety. Refer to STL IT Use Protection Policy and Procedures. This policy includes the auditing, monitoring and logging of networks, computers, internet usage and email usage by employees and for apprentices using OneFile.

WE closely monitoring IT usage in real time in order to identify and address inappropriate use of IT, at which computer and by whom

Tracking IT use on guest logins

Risk-rating apprentices and sampling IT access

Daily reports to senior leaders of attempts to access inappropriate websites

Developing stringent firewalls with external providers

Sharing data regarding 'popular' contentious and blocked websites that apprentices had attempted to access with police 'Prevent' teams as part of local intelligence gathering

STL assessors/job coaches teach internet safety during their sessions. This includes:

Keeping personal information professional and limited

Understanding privacy settings

How to practice safe browsing

Secure internet connection – using public and private networks

Downloading safely

Using strong passwords

Using secure sites

Posting online

Engaging with strangers online

## Importance of antivirus

### Policy Review

How will this policy be reviewed?

The DSO is responsible for the implementation and review of the Safeguarding and Prevent policy and procedures. This review is completed annually or when considered necessary to ensure they remain effective and legally compliant. The date of review is also recorded within the footer of the document and includes the date of the next required review. This enables the DSO to easily track when the last review was completed ensuring the policy is relevant and up to date.

Following a review by the DSO, it is shared with the Quality Assurance Manager and Directors (SMT). The senior management team (SMT) read the policy, make any suggestions for amendments and then it is finally approved by the Managing Director.

16th August 2023

Version:1



Mohammed Sowe

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