

E-Safety Policy

POLICY APPROVAL

Approval Required	Indicate with a tick (✓)		**Annual Review Required**	Indicate with a tick (✓)	
	Yes ✓	No		Yes ✓	No
Approval Panel	Loren Janes				
Approved by	Name: Loren Janes		Signature:	Date: November 2025	
Policy Review Date	November 2026				

Introduction and Purpose

Futures Changing Ltd is committed to promoting the safety and wellbeing of all children and young people who access our centres. As part of our work, we deliver training, education and personal development programmes to young people, many of whom may experience social, emotional or behavioural challenges. While technology and digital platforms provide powerful tools for learning and communication, they also introduce potential risks. The purpose of this Online Safety Policy is to set out how we protect learners, staff and visitors from online harm; how we expect individuals to behave when using digital technology; and how we will educate and support young people to make safe and informed choices online.

This policy outlines our approach to online safety and explains the procedures that must be followed to ensure that our use of digital tools, the internet, mobile devices and social media is safe, responsible and legally compliant. It demonstrates our commitment to meeting statutory responsibilities under Keeping Children Safe in Education (KCSIE) 2025, the Prevent Duty, the Data Protection Act 2018, and other key safeguarding legislation.

This policy applies to all learners, staff, volunteers, contractors and visitors who access Futures Changing Ltd premises, networks, digital resources or communication systems.

Legislative and Statutory Framework

Futures Changing Ltd recognises its duty to follow national guidance and legislation designed to protect children from online and offline harm. This policy is underpinned by the responsibilities set out in KCSIE 2025, which states that governing bodies and leaders have a duty to protect children when accessing the internet and digital technologies, including through appropriate filtering, monitoring, education, staff training and safeguarding processes.

In addition, this policy reflects the expectations of Working Together to Safeguard Children 2023, the Education Act 2002, and the Children Act 1989 and 2004, which collectively place a duty on organisations to safeguard and promote the welfare of children. We also recognise the requirements of data protection legislation, including the UK GDPR and Data Protection Act 2018, which govern how personal information is stored, shared and used.

Furthermore, this policy incorporates government and UK Council for Internet Safety (UKCIS) guidance on preventing online abuse, managing incidents of cyberbullying, responding to the sharing of nude or semi-nude images, and protecting young people from extremism under the Prevent Duty 2015 (updated 2023). By following these frameworks, we ensure we maintain a lawful, informed and protective approach to online safety.

Principles and Values

At Futures Changing Ltd, we believe that all children and young people should be able to engage with online technology in a safe, supportive and empowering environment. We recognise that the internet is an essential tool for modern education, communication and personal development. However, it can also expose young people to significant risks, including online bullying, exploitation, grooming, radicalisation, harmful content, and pressure to share personal information.

We therefore work from the principle that safeguarding must be proactive, preventative and inclusive. Every young person—regardless of disability, ethnicity, faith, gender identity, sexual orientation or personal circumstances—has an equal right to protection from online harm. We are especially aware of the vulnerabilities faced by learners with SEND, those from minoritised ethnic backgrounds, LGBTQ+ young people, and those facing complex personal challenges. Our approach emphasises respect, empowerment, privacy, digital responsibility and resilience.

Leadership, Governance and Accountability

Futures Changing Ltd ensures strong leadership and accountability around online safety.

Our Online Safety Lead, Loren Janes (Centre Manager), oversees the implementation of this policy, ensures staff receive appropriate training, and works closely with the safeguarding team to monitor concerns and emerging risks.

Online safety is treated as a core component of our safeguarding arrangements and is reviewed at leadership level. Senior managers are responsible for ensuring that our systems for filtering and monitoring digital activity are effective, age-appropriate, and suitable for the needs of our learners. The DSL ensures that all online safety concerns are recorded accurately, reviewed regularly, and addressed through appropriate safeguarding procedures.

We recognise that online safety cannot be delivered through technology alone. A strong culture of digital responsibility must be modelled by adults and embedded across the organisation.

Safe Use of Technology and Security Measures

Futures Changing Ltd provides learners with access to computers, devices, internet services and digital resources to support their education. We are committed to ensuring that these systems are safe, secure and used appropriately.

To achieve this, we maintain up-to-date filtering and monitoring systems that block inappropriate content, detect unsafe searches, and alert staff to potentially harmful behaviour. These systems help identify early signs of sexualised content, extremist ideology, cyberbullying, self-harm indicators and other safeguarding risks, enabling early intervention.

We conduct regular security checks on our networks and devices to protect against viruses, hacking attempts, data breaches and misuse. Staff are required to follow best practice for managing passwords, accessing systems securely and reporting any technical concerns immediately. Learners receive guidance on how to use centre equipment responsibly, and staff supervise device use whenever appropriate.

Where personal devices are permitted onsite, clear rules apply, and learners must adhere to staff instructions regarding when and how they may be used.

Behavioural Expectations: Staff and Learners

All individuals within the organisation are expected to behave responsibly and respectfully when using digital technologies. Staff must act as positive role models and uphold the standards set out in the Staff Code of Conduct at all times.

Staff must not communicate with learners through personal social media accounts or messaging services, nor should they share personal contact details. All digital communication with learners must be professional, necessary and documented. Staff must report any inappropriate content, unsolicited messages or concerns relating to online behaviour immediately to the DSL.

Learners are required to follow the Learner Online Safety Agreement (appendix A); which sets out clear expectations around responsible internet use, protecting personal information, online respect, and reporting concerns. They must not engage in online bullying, harassment, peer pressure, sexting, or attempts to intimidate others through digital platforms. Learners must understand that using digital tools to harm others can have serious consequences, both within the centre and legally.

Where learners feel pressured to share social media details or personal information, we provide recommended alternatives that protect their privacy while enabling safe social interaction. Staff actively support learners in developing healthy boundaries.

Digital Privacy, Data Protection and Information Security

Futures Changing Ltd is committed to protecting the personal information of all learners and staff. We comply fully with the Data Protection Act 2018 and UK GDPR, ensuring that personal data is collected lawfully, stored securely, and accessed only by authorised individuals for legitimate organisational purposes.

All electronic records are stored on secure systems with controlled access. Staff must not store learner information on personal devices or unencrypted platforms. Learners are taught about the importance of digital privacy, understanding their digital footprint, and recognising the long-term impact of sharing personal information online.

When posting images or videos of learners for promotional purposes, staff must obtain written consent from the learner and, where applicable, their parent or carer. Images are used only for the agreed purpose and stored securely.

Images, Video and Social Media Use

The use of images or videos of learners is carefully controlled to ensure safety and privacy. Staff may take photographs only on centre-approved devices, never personal phones. Images must be stored on secure servers and deleted once no longer required.

Learners are educated on the risks associated with sharing images online, especially in relation to pressure, exploitation and misuse. Futures Changing Ltd prohibits the taking or sharing of inappropriate images, including nude or semi-nude content, and follows UKCIS guidance when responding to incidents involving image sharing.

The organisation maintains professional social media platforms for marketing and communication purposes. These accounts are monitored, managed responsibly, and must never be used for private communication with learners. Learners are discouraged from adding staff members to personal accounts.

Responding to Online Safety Concerns and Incidents

Any concerns relating to online behaviour; whether involving harmful content, cyberbullying, extremist material, sexting, criminal activity, or suspected grooming must be reported immediately to the DSL or Online Safety Lead, this should be raised through the CPOMS system. Staff must not investigate concerns independently but must follow safeguarding procedures.

Online safety incidents are recorded, reviewed and escalated where necessary. Where illegal or high-risk content is identified, staff follow statutory processes, including contacting police, children's social care or the Prevent team as appropriate.

Futures Changing Ltd ensures that the response to online incidents is proportionate, sensitive and supportive. The needs of victims, bystanders and the wider learner community are considered. We work closely with external agencies, families and professionals as required to ensure the safety of the young person.

Preventing Extremism and Radicalisation

Futures Changing Ltd fully complies with the Prevent Duty, recognising the significant role online platforms play in radicalisation. Staff receive training to identify signs of extremist influence, online propaganda or suspicious digital behaviour. Filtering systems block extremist content, and learners are taught how to critically evaluate online information, recognise manipulation, and seek help if approached by individuals encouraging harmful ideologies.

Suspicious activity is reported immediately and handled in line with Prevent guidance.

Searching, Screening and Confiscation

In accordance with government guidance (2023), authorised staff may search a learner's possessions or device if they have reasonable grounds to believe it contains harmful or prohibited material. Staff may confiscate devices temporarily, and in certain cases may examine or delete data if doing so prevents harm. Any search must be conducted respectfully, by authorised staff, and recorded appropriately. Illegal content must never be deleted and must be reported to the DSL and police immediately.

Education, Curriculum and Learner Support

Online safety is not limited to rules and sanctions; it is a vital part of our educational programme. Futures Changing Ltd integrates online safety teaching into induction, personal development sessions, and ongoing safeguarding education.

Learners are taught about healthy online relationships, recognising risk, resisting peer pressure, protecting privacy, cyberbullying, managing digital reputation, and reporting concerns. Additional support is provided for learners with SEND or those with specific vulnerabilities.

We aim to empower learners to navigate the digital world confidently and safely.

Staff Training and Professional Development

All staff receive annual safeguarding training that includes online safety. This ensures they are confident in recognising online risks, managing incidents, supervising learners, and using technology safely themselves. New staff receive online safety information during induction, and supervisors receive additional training on filtering, monitoring and incident response.

Online safety guidance is reviewed regularly and communicated promptly when national guidance updates.

Monitoring, Review and Continuous Improvement

Online safety risks evolve rapidly, and Futures Changing Ltd is committed to ongoing review of policy and practice. This policy will be reviewed annually or sooner if significant incidents occur, if technology changes, or if updated statutory guidance is released. Feedback from learners, staff and stakeholders will inform adjustments to ensure the policy remains effective and relevant.

Online Wellbeing, Digital Resilience and Personal Development Education

Futures Changing Ltd recognises that online safety is not only about avoiding harm, but also about developing learners' emotional, social and personal resilience in a digital context. Young people face pressures and challenges online, including peer influence, requests for personal information, exposure to inappropriate content, cyberbullying, and the emotional impact of social media use. Supporting learners' wellbeing in these areas is a core part of our safeguarding responsibility.

The centre provides structured opportunities for learners to explore the emotional and social dimensions of online activity. This includes guidance on managing pressure from peers or others to share personal contact details or images, recognising coercion or manipulation, and understanding consent and digital boundaries. Learners are encouraged to reflect on the emotional impact of their online interactions, including stress, anxiety, conflict, or negative comparisons often associated with social media use.

Digital resilience is fostered by teaching learners how to critically evaluate online content, recognise misinformation or harmful influence, and make informed, safe decisions in their interactions with peers and strangers. The programme is designed to be inclusive and responsive, with additional support and tailored approaches for vulnerable groups, including learners with SEND, SEMH needs, ACEs backgrounds, LGBTQ+ identities, or other circumstances that may increase their exposure to online risk.

Central to this approach is encouraging learners to seek help promptly and confidently. All staff are trained to recognise signs of distress or exploitation arising from online activity, to respond sensitively, and to follow

safeguarding procedures consistently. The centre works closely with parents, carers, and external agencies to ensure that learners receive consistent support both on-site and at home.

Structured Wellbeing & Online Safety Curriculum

Futures Changing Ltd embeds online safety education within its personal development and wellbeing curriculum, ensuring that learners acquire both knowledge and practical skills to navigate digital environments safely. The curriculum is delivered through induction sessions, weekly wellbeing lessons, and integrated PSHE/Personal Development modules, tailored to the developmental needs and experiences of the learner cohort.

The curriculum includes lessons such as:

- **Staying Safe Online:** Understanding privacy, secure accounts, and safe use of devices.
- **Social Pressure & Personal Boundaries:** Recognising peer influence, managing requests for personal information or social media, and asserting boundaries confidently.
- **Digital Self-Protection Strategies:** Practical approaches to protecting personal information, reporting concerns, and managing unwanted attention online.
- **Respectful Communication:** Promoting positive interactions, avoiding cyberbullying, and managing disagreements or conflict in digital spaces.
- **Managing Online Conflict:** Strategies for resolving disputes safely, understanding online etiquette, and seeking adult support when necessary.
- **Digital Footprint & Future Employability:** Understanding the long-term implications of online activity for education, employment, and personal reputation.
- **Protecting Mental Health Online:** Recognising the emotional impact of social media, managing screen time, and developing resilience to online stressors.

Lessons are delivered in an interactive, discussion-based format where learners can explore real-life scenarios safely, share experiences, and practice decision-making. Scenarios include dealing with requests for social media details, witnessing or experiencing cyberbullying, recognising grooming attempts, and evaluating the credibility of online content.

Learning outcomes are clearly defined: learners understand safe practices, recognise online risks, develop resilience, and know how and when to seek help. Staff monitor learner engagement and understanding throughout, providing additional support for those who require it. Lessons are reviewed regularly to reflect emerging risks, new technologies, and feedback from learners, ensuring the programme remains current, effective, and relevant.

By combining knowledge, practical strategies, and emotional awareness, the Structured Wellbeing & Online Safety Curriculum complements the centre's broader safeguarding approach and supports learners in developing digital confidence, resilience, and responsibility.

We are committed to reviewing our policy and good practice annually.

It should be read in conjunction with the following:

- Safeguarding Policy
- Keeping Children Safe in Education September 2024
- Learner Code of Conduct
- Staff Code of Conduct
- Anti-Bullying and Behaviour Policy

Appendix A

Centre Online Safety Rules & Learner Contract

Centre Online Safety Rules

1. **Respect Privacy**
   - Do not ask for personal social media.
   - Do not pressure others to add you.
   - Do not share others' details or images.
2. **Keep Accounts Safe**
   - Keep your accounts private.
   - No harmful content.
   - No filming or photos in centre without permission.
3. **Safe Online Behaviour**
   - No bullying, harassment or threatening messages.
   - No sharing inappropriate or illegal content.
   - No fake accounts.
4. **Device Use in Centre**
   - Phones only during breaks unless agreed.
   - No phones in toilets or changing areas.
   - Staff may ask for devices to be put away.
5. **Respect Staff Boundaries**
   - Do not add staff on personal social media.
   - Only contact staff through official channels.
6. **Report Concerns**
   - Tell staff if something makes you uncomfortable.
   - Reporting will never result in punishment for victims.
7. **Consequences**
   - Verbal warning
   - Loss of phone privileges
   - Parent/carer contact
   - Behaviour agreement
   - Safeguarding review
   - Serious cases: removal or police involvement

Learner Online Safety Contract

1. I will respect other learners.
- I won't pressure anyone to add me.
- I won't ask for socials if someone doesn't want to share.
- I won't share anyone's info without permission.

2. I will keep myself safe.
- I will keep accounts private.
- I won't share personal information.
- I will think before posting.

3. I will behave appropriately online.
- No bullying or threats.
- No inappropriate content.
- No fake accounts.

4. I will use my phone responsibly.
- Only during approved times.
- No filming or recording others without permission.

5. I will get help if something feels wrong.
- I will talk to staff.
- I won't get in trouble for reporting.

6. I understand consequences.
- Actions may be taken to keep everyone safe.

Name of Learner:

Signature:

Date:

Staff Representative:

I confirm that the above learner has received the Centre Online Safety Rules & Learner Contract and has taken part in the e-safety lesson.

Name:

Signature:

Date: