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APPROVED BY	Gaye Hutchinson
SIGNATURE	
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P0003: Digital Safety Policy

1. Policy Statement

Release Potential Ltd believe that young persons, vulnerable adults, and our learner and staff population should not experience abuse of any kind which includes resulting from the use of internet technologies and online activities. We recognise that there are many opportunities as well as risks and challenges and accept that we have a responsibility to help protect our staff and learners.

2. Objectives of this Policy

This policy forms part of our Safeguarding strategies and is designed to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children 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.

3. Organisational Commitment

Our policy is visibly led and driven by its senior management team and governing body.

Designated Officer: Hugh Hutchinson, Finance Director

Email: hugh.hutchinson@release-potential.co.uk

4. What is Digital Safety?

The internet is an excellent educational resource and is here to stay where it can be used to enrich learning and lives. There are, however, dangers related to its use for everyone including young or vulnerable learners. Digital safety includes use of online or offline digital equipment which could include smart phones, tablets, notebooks and laptops as well as smart TV's, watches and anything capable of accessing wireless networks.

Our learner digital equipment will utilise automatic online safety software. This will provide restricted access to inappropriate materials whilst online and will be monitored by our Technical Department. Some examples of these dangers would be:

- Bullying via chat or email
- Obsessive internet use

- Exposure to inappropriate materials
- Inappropriate or illegal behaviour
- Physical danger of sexual abuse

We have a duty of care alongside that of members of the wider community to protect staff and learners from these dangers. This policy is in place to ensure that staff and learners can work in a safe digital environment and that any online safety issue is detected and dealt with in a timely and appropriate fashion.

5. We expect learners to:

- Gain an understanding of digital safety issues
- Comply with the Acceptable Use Policy for ICT Systems
- Report any digital safety issue to a Tutor
- Take responsibility for their own actions using the internet and communications technologies

6. Staff are expected to

- Have a clear understanding of digital safety issues
- Report any digital safety issues that affect safeguarding to a Designated Safeguarding Officer as soon as the issue is detected
- Comply with the Acceptable Use Policy for ICT Systems
- Educate learners on digital safety through specific digital safety awareness sessions and reinforce this in the day-to-day use of ICT

7. 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
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.