



AlphaC E-safety Policy ACC260126

1. Policy Statement

AlphaC recognises that the welfare of children and young people is paramount. We are committed to ensuring that all children and young people, regardless of ability, background or circumstance, are protected from harm, including risks associated with digital technology and online activity.

This policy sets out how AlphaC ensures a safe online environment in line with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Education Act 2002
- The Children Act 1989 & 2004
- UK GDPR and Data Protection Act 2018
- Norfolk Safeguarding Children Partnership (NSCP) guidance
- Expectations for Alternative Education Providers commissioned by Norfolk County Council

This policy applies to all team members, associates, volunteers, children, young people, parents/carers and anyone working on behalf of AlphaC.

2. Scope and Context (Alternative Education)

AlphaC works with children and young people in alternative education, often on a 1:1 basis, in community settings, homes or online. We recognise that this can increase digital safeguarding risks, including:

- Increased use of personal or mobile devices
- Remote or blended learning
- Reduced peer oversight
- Increased vulnerability of learners

Online safety is therefore embedded into safeguarding practice, risk assessments and team member supervision.

3. Aims of the policy

We aim to:

- Protect children and young people from online harm
- Teach safe and responsible online behaviour
- Ensure staff understand and manage online safety risks
- Respond appropriately to online safety concerns
- Work in partnership with parents/carers and commissioning bodies

This policy should be read alongside the Safeguarding & Child Protection Policy, Behaviour Policy, Mobile Devices and Acceptable Use of IT Policy and GDPR and Data Protection Policy.

4. Roles and responsibilities

4.1 Online Safety Lead (Designated Safeguarding Role)

Responsibility for online safety sits with the Designated Safeguarding Lead person (DSP) and Alternate DSLs (DSPs). The roles of the nominated and alternate leads are to oversee and ensure that our eSafety policy is fully implemented. This includes ensuring they and all staff receive eSafety information and child protection training as appropriate. The alternative leads should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made



available to all adults, children, young people and parents/carers by training, posters, leaflets and team member guidance and induction information.

Named Online Safety Lead:

Claire Chadderton – Guardian / DSP

Tel: 01603 926170

Email: safeguarding@alphainclusion.co.uk

Designated Safeguarding Alternate Leads:

Leona Brown – Deputy DSP (safeguarding@alphainclusion.co.uk)

Ricci Butler – Deputy DSP (safeguarding@alphainclusion.co.uk)

The Online Safety Lead(s) are responsible for:

- Policy implementation and review
- Ensuring online safety training for staff
- Managing and escalating concerns
- Liaising with Norfolk County Council, NSCP and commissioning DSLs
- Ensuring safe systems, filtering and monitoring where applicable

5. Legal and statutory framework

This policy reflects statutory and local guidance, including:

- Keeping Children Safe in Education (latest edition)
- Working Together to Safeguard Children
- Education for Children with Medical Needs and Alternative Provision guidance
- Norfolk County Council commissioning expectations
- UK Safer Internet Centre guidance

6. Online safety risks

Children and young people may be at risk from:

- Exposure to inappropriate or illegal content
- Online grooming and sexual exploitation
- Cyberbullying and harassment
- Radicalisation or extremist content
- Sharing personal information
- Image sharing and misuse
- Online gaming and gambling
- Misuse of social media

Children can also pose risks to others online through bullying, harmful content or inappropriate communication.

7. Code of conduct (Team members and adults)

All team members and associates must:

- Use digital technology professionally and appropriately
- Never communicate with children via personal social media
- Use only approved communication platforms
- Maintain professional boundaries at all times
- Never request or accept images from children on personal devices
- Report concerns immediately to the commissioning DSL and AlphaIC DSP
- Understand that confidentiality cannot be promised where safeguarding concerns exist

Team members must sign to confirm understanding of this policy and the Online Safety Code of Conduct.

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8. Use of devices and technology

- AlphaC devices are configured with appropriate security and monitoring where applicable
- Personal devices are risk-assessed before use with learners
- Photographs or videos are only taken with consent and for agreed purposes
- Devices should be used in open or observable settings wherever possible

9. Educating children and young people

We will:

- Teach age-appropriate online safety
- Encourage critical thinking and safe decision-making
- Discuss privacy, consent and digital footprints
- Promote reporting concerns
- Reinforce that online actions have real-world consequences

10. Responding to online safety concerns

Any online safety concern must be reported immediately to the commissioning DSL, Deputy DSL and AlphaC DSP.

Team members must:

- Not investigate
- Record concerns accurately
- Preserve evidence where possible
- Follow safeguarding and referral procedures

10. Referral pathways

Immediate danger: Call 999 for the police

The welfare of a person: Ring the local appropriate social care services e.g Norfolk Children’s Services /Norfolk Safeguarding Children Partnership/ Norfolk Safeguarding Adults Board.

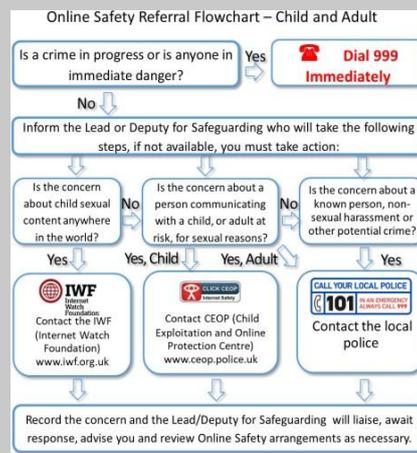
Concerns about person who has a “duty of care” towards children and young people within an organisation: LADO via Norfolk County Council Ring the local children’s social care services. The LADO (Local Authority Designated Officer) will oversee and advise upon any following procedures.

Online sexual exploitation: Report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre)

Harmful or illegal content, including child sexual abuse images or incitement to racial hatred: Internet Watch Foundation (IWF) <https://www.iwf.org.uk/>

Viruses or technical advice: Inform compliance and advice will be sort from your provider

Mobile device issues: Inform compliance and advice will be sort through contacting the phone service provider



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11. Recording and monitoring

- All concerns are logged securely
- Patterns and themes are reviewed
- Online safety incidents inform training and risk assessments

12. Training and awareness

- All team members receive safeguarding and online safety training on induction
- Regular updates reflect emerging risks
- DSPs receive additional training (e.g multi-agency, digital lives etc)

13. Partnership with parents/carers

We will work with parents and carers by:

- Sharing guidance and resources
- Promoting consistent messages about online safety
- Encouraging communication about concerns

14. Review and monitoring

This policy will be reviewed annually or sooner if:

- Statutory guidance changes
- There is a serious online safety incident
- Operational changes occur

15. Further useful reference links

Internet Watch Foundation: <https://www.iwf.org.uk/>

Child Exploitation and Online Protection Centre www.ceop.gov.uk

SafeCIC [eSafety Site](#)

NSPCC Tel: 0800 800 5000 <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Childline www.childline.org.uk Tel: 08001111 or www.there4me.com

For advice about concerns including bullying and hacking visit www.thinkuknow.co.uk



Appendix A: Team member online safety code of conduct

All team members, associates, contractors and volunteers working on behalf of AlphaIC must adhere to this Online Safety Code of Conduct. This applies to all digital activity related to work with children and young people.

Professional use of technology

Team members must:

- Use digital technology in a professional, safe and responsible manner at all times
- Use only AlphaIC-approved platforms, systems and devices where provided
- Ensure any use of personal devices with learners is risk assessed and authorised
- Keep all communication transparent, appropriate and work-related

Team members must not:

- Communicate with children or young people via personal social media accounts
- Share personal contact details unnecessarily
- Engage in private or secretive online communication
- Accept or request images, videos or files from children on personal devices

Communication and boundaries

- All online communication with children and young people must be age-appropriate and respectful
- One-to-one online sessions must follow organisational guidance and safeguarding controls
- Team members must maintain the same professional boundaries online as they would face-to-face

Images, video and recording

- Images or videos of children may only be taken with appropriate consent and for agreed purposes
- Images must be stored securely and never on personal devices unless authorised
- Team members must never record online sessions without permission and organisational approval

Safeguarding and reporting

- Any online safety concern must be reported immediately to the commissioning DSL, Deputy DSL and AlphaIC DSP
- Team members must not investigate concerns themselves
- Accurate records must be made in line with safeguarding procedures
- Confidentiality cannot be promised where a safeguarding concern exists

Data protection and security

- Team members must comply with UK GDPR and Data Protection Act 2018
- Passwords and access details must be kept secure
- Devices must be locked when not in use

Training and compliance

- Team members must complete online safety and safeguarding training as required
- Breaches of this Code of Conduct may result in disciplinary action

Declaration

I have read, understood and agree to follow the AlphaIC Staff Online Safety Code of Conduct.

Name: _____

Signature: _____

Date: _____

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Appendix B: Online Safety Agreement (Children & Parents/Carers)

Staying Safe Online – Our Agreement

At AlphaC, we want everyone to feel safe when using the internet, devices and online learning tools. This agreement explains how we work together to stay safe online.

For children and young people

We ask you to:

- Use the internet and devices safely and kindly
- Tell a trusted adult if something online makes you feel worried, upset or uncomfortable
- Be respectful to others online
- Keep your personal information private
- Only talk online to people you know and trust

Remember:

- People online may not always be who they say they are
- Pictures and messages shared online can be hard to delete
- You will never get into trouble for telling an adult if something feels wrong

For parents and carers

We ask parents and carers to:

- Support safe and responsible online behaviour at home
- Talk regularly with your child about online safety
- Share any online safety concerns with AlphaC promptly
- Work in partnership with staff to manage risks
- **Refrain from filming, recording or taking photographs during sessions unless explicitly agreed in advance**
- **Avoid using mobile phones or other devices during sessions where this may distract others or disrupt the session**

This helps to protect children's privacy, maintain safeguarding standards and ensure sessions remain focused and supportive.

AlphaC will:

- Support children to stay safe online
- Use appropriate safeguards during online learning
- Respond quickly to concerns
- Follow safeguarding procedures at all times

Need help or advice?

If you are worried about online safety, you can speak to:

- A team member, commissioner or a Designated Safeguarding Person (commissioner or AlphaC lead)
- Childline (for children): 0800 1111
- NSPCC (for adults): 0808 800 5000

Agreement

We understand and agree to follow this Online Safety Agreement.

Child / Young Person Name: _____

Parent / Carer Name: _____

Signature(s): _____

Date: _____

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