

# **HATTON BOXING & EDUCATION PROVISION**



# **ICT & DIGITAL SAFEGUARDING POLICY**

Name of Provision: Hatton Boxing & Education Provision

Date of policy: September 2025

Review Date: (Annually) September 2026

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## **Purpose**

This document sets out our policy on maintaining safe and secure practice pertaining to the use of ICT hardware, software and electronic communication, (including: social networking sites, blogs, the World Wide Web, mobile phones, e-mail, web cams, video conferencing and wireless games consoles.)

## **Introduction**

### **Digital Safeguarding**

The ICT & Digital Safeguarding policy is an aspect of Hatton Boxing & Education's Health and Safety Policy and both policies form part of Hatton Boxing & Education's overall Safeguarding Policy. Safeguarding is defined in the Children Act of 2004 and the government guidance document 'Working together to safeguard children 2018' in terms of:

- 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
- taking action to enable all children to have the best outcomes

Safeguarding is a key statutory duty for Hatton Boxing & Education and links to Hatton Boxing & Education's aim of ensuring that young people live safe and fulfilled lives.

National Guidance suggests that it is essential for provisions to take a leading role in digital safeguarding.

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The Byron Review “Safer Children in a Digital World” stressed the role of provisions:

“One of the strongest messages I have received during my Review was about the role that provisions and other services for children and families have to play in equipping children and their parents to stay safe online. To empower children and raise the skills of parents, I make recommendations to Government in the following areas: delivering digital safeguarding through the curriculum, providing teachers and the wider children’s workforce with the skills and knowledge they need, reaching children and families through Extended Provisions and taking steps to ensure that Ofsted holds the system to account on the quality of delivery in this area”.

The development and expansion of the use of ICT, and particularly the internet, has transformed learning in provisions in recent years. Because of these recent changes, it is now essential to have a working and robust digital safeguarding policy.

Hatton Boxing & Education will appoint a digital safeguarding Lead who

## **Relationship to other policies**

This policy relates to:

- Health & Safety
- Child Protection
- Whistle Blowing
- Recruitment
- Anti-bullying
- Behaviour.

## **Key Principles**

At Hatton Boxing & Education our common purpose is to ensure that both staff and young people use ICT software, hardware and electronic communication to enhance learning and teaching. We will ensure that risk is minimised and that all users are well informed about safe and acceptable use of ICT and electronic communication.

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## Roles and Responsibilities

### The Head of Education

- Ensure that every member staff is aware of the contents of this policy
- Monitor compliance by staff with the policy
- Seek remedies in law where appropriate
- Delegate action to the appropriate person (s) where appropriate
- Monitor incidents and keep records
- Liaise with all members of staff including the Designated Safeguarding Officer (Re over incidents
- Ensure filtering & monitoring is in place if young people are provided with internet access
- Inform Local Authority Representatives where necessary

### All Staff

- Maintain awareness and compliance with the policy
- By default, consent to the monitoring and surveillance of e-mail, Internet and workstations
- Support and promote e-safe behaviours in the classroom
- Report incidents to the Head of Education

### The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

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## Evaluation of Internet content

Hatton Boxing & Education will ensure that the copying and subsequent use of Internet derived materials by staff and young people complies with copyright law.

Young people will be taught to be critically aware of the materials they read and be wary of accepting its accuracy. They will be taught to acknowledge sources of information used and to respect copyright when using Internet material in their own work.

## Filtering & Monitoring

It is the responsibility of the Head of Education to:

- Make sure that the provision has appropriate filtering and monitoring systems in place and review their effectiveness
- Review the DfE's filtering and monitoring standards, and discuss with IT staff and service providers about what needs to be done to support the provision to meet these standards
- Make sure the DSL takes lead responsibility for understanding the filtering and monitoring systems in place as part of their role
- Make sure that all staff undergo safeguarding and child protection training, including online safety and that such training is regularly updated and is in line with advice from the safeguarding partners
- Make sure staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training.
- If staff or young people discover unsuitable sites, the URL must be reported to the Head of Education
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the provision believes is illegal will be reported to appropriate agencies such as IWF (Internet Watch Foundation) or CEOP (Child exploitation & online protection centre) or CHANNEL (Home Office Safeguarding project).

In the case of reported misuse by young people, the incident will be investigated by the Head of Education and sanctions may include loss of network or internet privileges, and in extreme cases exclusion. Each case will be investigated under its own merits and parents/carers and Local Authority Representatives will be informed. Young people involved will be interviewed by the Head of Education and given individual advice about digital safeguarding. In cases of legality the provisions Police Community Support Officer will be contacted to advise and support the provision.

In the case of a child protection issue arising from use of the internet, the provision's Designated Safeguarding Officer (Head of Education) will be informed and action taken in accordance with the provision's Child Protection Policy. As far as possible the hardware concerned with the issue will be held in a safe place as possible evidence.

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In the case of reported misuse by staff the incident will be investigated in accordance with normal staff disciplinary procedures.

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## **Authorisation to use the Internet**

### **Internet Permission**

Permission regarding the use of the Internet is given by Local Authority Representatives on placement of each young person. Some young people may additionally be subject to bail restrictions which will be shared with the provision and which all teachers must ensure the young people adhere to. Young people are not provided with Internet Access until the Internet Permission is granted to the young person by the Local Authority Representative.

## **Code of Conduct for the Use of Hatton Boxing & Education Network and the Internet**

Young people and staff must agree to accept the rules for the use of the ICT facilities by signing the Acceptable Use Policy. The Acceptable Use Policy is shared with young people on admission to the provision and at regular intervals (recap).

### **Digital safeguarding Guidelines for Young people**

Young people understand what safe and responsible online behaviour means, guidelines are laid out in the Acceptable Use Agreement. Digital safeguarding rules are displayed in all rooms where computers are used. Young people receive digital safeguarding training as part of the curriculum.

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## ICT Acceptable Use General Rules

Remember always treat others as you wish to be treated. The use of abusive, racist, homophobic or intolerant material is not allowed.

The following are **not** permitted:

- Accessing **any** social media sites/ site with chatroom access
- Accessing sites associated with Extremist/ Radical/ Terrorist views/opinions/ contents
- Sending, displaying, sharing or downloading offensive messages or pictures. This includes sexting where another young person send an indecent image of themselves to another individual.
- Using obscene language
- Posting malicious or false information about others
- Harassing, insulting or attacking others
- Damaging or attempting to damage computers, computer systems / networks
- Violating copyright laws (e.g. downloading copyright protected music, videos or images etc) without the express permission of the copyright holder
- Using others passwords' to gain access
- Sharing of passwords to circumvent restrictions placed on other users
- Sending personally identifiable information to other online users
- Accessing websites with the intent to access social media forums including "chat-rooms", "facebook" or unsupervised e-mail facilities

Hatton Boxing & Education ICT system security will be reviewed regularly.  
Virus protection will be installed and updated regularly.

## Inappropriate Websites

Sites which give access to the following types of material are not permitted:

- Drugs and substance abuse (educational sites only are allowed)
- Pornography and age restricted sites
- Intolerant Behaviour
- Sites associated with/ advocating extremist/ radical or terrorist views or opinions
- Proxy By Pass
- Violence
- Social networking
- Web based chat
- Web based mail (young people only)
- Non educational games
- Mobile phones/ringtones
- Executable downloads
- Mp3 downloads



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A filtering service prevents access to each type of content listed above  
If an inappropriate website is found accidentally, it should be reported to the Head of Education for investigation.

<b>Sanctions Type of site</b>	<b>Action Taken</b>
Games sites during lesson time	Student taken off the site. Class teacher/Curriculum Area Leader to apply sanctions
Social networking	All sites are banned.
Bullying via email messages	Internet use suspended. Sanctions applied by Curriculum Area Leader/Inclusion Team. Parents informed. May involve Police Liaison Officer.
Pornography	As above. Report to IT Technicians to remove site. Inform IWF. Head of Education informed. Sanctions applied if applicable
Intolerance	Internet use suspended. Sanctions applied by Curriculum Area Leader/Inclusion Team. Parents informed. May involve Police Liaison Officer.
Gambling	All sites are banned
Proxy by pass	Internet use suspended. Class teacher/Curriculum Area Leader to apply sanctions.
Illegal Sites	Internet use suspended. Report to IT Technicians to remove site. Inform IWF. Head of Education informed. Sanctions applied if applicable

Where digital safeguarding has been breached and this is linked to bullying behaviour, this will be referred to the Head of Education for further action.

The Internet Logs are regularly monitored and sanctions are applied where necessary. An incident log is maintained in the provision office.

## Digital safeguarding Sessions

Digital safeguarding sessions are delivered to young people where the guidelines for digital safeguarding are reinforced and Hatton Boxing & Education's stance against any form of bullying is reinforced.

## Managing new technologies

Emerging technologies will be examined for educational benefit before use in Hatton Boxing & Education is allowed.

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## Photographs and video imaging

Hatton Boxing & Education staff must not post any images of any of the young people without the prior written consent of the young people Local Authority Representatives / parents. This includes images/ videos or identification (names).

## Digital safeguarding Guidelines for Staff

- Staff have an understanding of digital safeguarding issues and risks.
- Staff receive training and updates as appropriate. New teaching staff receive digital safeguarding training as part of their induction process.

## Social networking and personal publishing

- Hatton Boxing & Education will educate young people in the safe use of social networking sites, and in their safe use.
- Young people will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Young people are made aware of how they can report abuse and to whom
- Young people are advised on security and encouraged to set passwords, to deny access to unknown individuals and block unwanted communications. Young people should only invite known friends and deny access to others.
- Use of the social networking applications is not permitted for young people or staff.
- Young people will be made aware of the implications of sexting within PSHE lessons

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## **Use of Wifi**

Use of the provision WiFi will be subject to both guidelines governing the use of internet/network and own device agreements.

## **Protection of personal data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

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## Staff sharing of digital safeguarding policy

- All staff will be asked to read this policy and its application and importance will be explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by the Head of Education and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the provision digital safeguarding Policy will be provided as required.