

Accessible Education Provision for Neurodivergent Children  
through graduated interventions and academic support.



*An organisation that aims to improve every child's life  
by being closer to nature,  
providing equality in learning  
and promoting well-being*

# E-SAFETY POLICY FOR RAW LEARNING

## **Contents**

1. Introduction .....	2
2. Aims and Objectives .....	2
3. Legislation and Guidance .....	2
4. Roles and Responsibilities .....	3
5. Educating learners about online safety .....	3
6. Educating parents about online safety .....	4
7. Acceptable use of the internet at Raw Learning .....	4
8. Learners using mobile devices at Raw Learning .....	4
9. Facilitators using work devices outside Raw Learning .....	4
10. Training .....	4
Appendix 1 .....	6

---

## **1. Introduction**

At Raw Learning, we understand the importance of online safety as part of our Safeguarding duties and in relation to GDPR.

Although we do not use the internet as part of our Forest School activities, we recognise that using the internet and having an online presence is a big part of many of our children and young people's lives. Also, there may be times when we require to access websites for research or activities when working with our children and young people. Therefore, facilitators must ensure that they follow the guidance contained in this policy.

## **2. Aims and Objectives**

Raw Learning aims to:

- Have processes in place to ensure the online safety of learners, facilitators and volunteers.
- Educate learners, facilitators and volunteers in on-line safety.
- Have clear procedures to identify, intervene and escalate an incident, where appropriate.

## **3. Legislation and Guidance**

This policy is based on the following guidance:

- [Keeping Children Safe in Education](#)
- [Teaching online safety in schools](#)
- Preventing and tackling bullying
- [cyber-bullying: advice for headteachers and school staff](#)
- [protecting children from radicalisation](#)

This online safety policy is linked to our:

- Safeguarding Children policy
- Behaviour policy
- Facilitators disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

## **4. Roles and Responsibilities**

### The Director

The Director, Rachel King, is responsible for ensuring that facilitators understand this policy and that it is being implemented consistently throughout the provision.

### The Designated Safeguarding Lead (DSL)

Details of our DSL and deputy are set out in our Safeguarding Children policy.

The DSL takes lead responsibility for online safety in our provision by:

- Ensuring that facilitators understand this policy and that it is being implemented consistently throughout the provision.
- Working with other facilitators, as necessary, to address any online safety issues or incidents.
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with our behaviour policy.
- Updating and delivering facilitators training on online safety.
- Liaising with other agencies and/or external services if necessary.

### Facilitators and Volunteers

All facilitators and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with our behaviour policy.

### Parents/Carers

Parents/Carers should:

- Notify the Director or a facilitator of any concerns or queries regarding this policy.
- Ensure that their child is aware of the dangers of interacting online and what they should do to keep safe.

Parents/Carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

## **5. Educating learners about online safety**

Learners will be taught about online safety as part of the curriculum, if relevant. Learners will be encouraged to ask questions and discuss relevant issues such as:

- Using technology safely, respectfully and responsibly, keeping personal information private.
- Identifying where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

- Recognising acceptable and unacceptable behaviour.
- Identifying a range of ways to report concerns about content and contact.
- Recognising inappropriate content, contact and conduct, and know how to report concerns.

## **6. Educating parents about online safety**

Raw Learning will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the DSL. Parents of de-registered/ home-educated children are responsible for educating their child about online safety, cyber bullying, sexually-explicit material, privacy and identity.

Concerns or queries about this policy can be raised with any facilitator or the Director.

## **7. Acceptable use of the internet at Raw Learning**

Any use of the internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by learners, facilitators, and volunteers to ensure they comply with the above.

## **8. Learners using mobile devices at Raw Learning**

Learners are **not** allowed to bring, or use, a mobile phone in the setting.

If a child or young person does bring a mobile phone to the setting, it will be placed in a box until the end of the session and then returned to the owner.

## **9. Facilitators using work devices outside Raw Learning**

Facilitators using a work device outside the provision must not install any unauthorised software on the device and must not use the device in any way which would violate Raw Learning's terms of acceptable use, as set out in Appendix 1.

Facilitators must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside Raw Learning.

If facilitators have any concerns over the security of their device, they must seek advice from the ICT manager. Work devices must be used solely for work activities, i.e. for sharing information or photographs with parents/carers via our closed group Facebook Page.

## **10. Training**

All new facilitators will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All facilitators will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and facilitators meetings).

The DSL and deputy will undertake child protection and safeguarding training, which will include online safety, at least every 3 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding Children Policy.

## **Appendix 1 Acceptable use of the internet**

When using or accessing the internet on or off site on a work device, facilitators and volunteers **must not**:

- Access, or attempt to access, inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material).
- Use it in any way which could harm Raw Learning's reputation.
- Access social networking sites or chat rooms.
- Use any improper language when communicating online, including in emails or other messaging services.
- Install any unauthorised software.
- Share their password with others or log in to the provision's work device using someone else's details.
- Take photographs of learners without checking with parents/carers first that permission is given.
- Share confidential information about Raw Learning, its learners or facilitators, or other members of the community.
- Access, modify or share data they are not authorised to access, modify or share.
- Promote private businesses unless that business is directly related to Raw Learning.

This policy was adopted by	Raw Learning
On	20 <sup>th</sup> May 2024
Date to be reviewed	20 <sup>th</sup> May 2025
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director