

E-Safety Policy

Version 1 30/07/2025

Next Review 01/08/2026

ELA TRAINING SERVICES

E-Safety Policy



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E-Safety Policy

Statement of Intent

- This policy applies to all members of the ELA Training Services community (including staff, associates, employers/carers and visitors). It is a statement of the aims, principles, strategies and procedures for e-safety throughout ELA Training Services. The E-Safety Policy should be read in conjunction with our Data Protection and Information Sharing Policy and Safeguarding Policy.
- This policy exists to protect learners when 'online' to ensure they have a safe environment to learn and progress their programme in.

Definition and Scope

E-Safety refers to safeguarding and safeguarding both young people and adults in the digital world. It is about learning to understand and use technologies in a safe, positive way, also about supporting children and adults to develop safe online behaviours.

Risks to vulnerable people who use the internet include:

- Physical danger and sexual abuse, for example, through 'grooming'
- Cyber bullying—persistent bullying through the digital medium
- Losing control over pictures and videos
- Obsessive use of the internet and ICT, for example, addiction to video games
- Damage to online reputation
- Inappropriate or illegal behaviour, for example, exposure to hate mail or offensive images
- Viruses, hacking and security
- Exposure to extremist material and the possibility of radicalisation
- Copyright infringement, for example, the illegal sharing of music, pictures, video or documents



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E-Safety is largely concerned with internet communications. The internet is accessible from computers, laptops, tablets, mobile phones, games consoles and other devices like the iPod Touch and internet connected TV. Other communication technologies such as texting and phone calls are also covered by the term 'E-Safety'.

Why provide internet access?

- The internet is essential for education, business and social interaction. ELA Training Services encourages the provision of quality internet access to enable learning to take place.

ELA Training Services have content filtering and monitoring software in operation on their routers.

IT and Internet Protection Systems

- ELA Training Services have a contract with an external IT support provider who maintains all our IT equipment – they facilitate the use of a web filtering system called “Microsoft Defender” which provides us with our cybersecurity systems. We also have “Microsoft Intune” installed on all computers which provides anti-virus software. Both systems are in place to minimise the risk of anyone accessing inappropriate materials, which also take into consideration radicalisation and extremism.
- ELA Training Services learners will be encouraged to tell their trainer/assessor immediately if they encounter any material that makes them feel uncomfortable.

Artificial Intelligence (AI) Misuse

AI is the ability of a digital computer or computer-controlled robots to perform tasks commonly associated with intelligent beings and can be used for problem-solving. AI technology is available to everyone and can easily be accessed through a variety of low-cost or free tools.

AI could also be used by learners to write content for assignment which will be assessed by ELA Training Services and our awarding organisations as part of your programme.

Learners need to be aware that this will be considered plagiarism and as such will not be tolerated. AI is a power tool and can advance a culture of innovation. However, it is not there to do the work for you or replace your own critical thinking. Tools available with AI capabilities are not accessible via learner accessible laptops at ELA Training Services, but learners may have access to such tools on their own computers or mobile devices. We recommend you visit the support sites below and read the guidance provided on safe use.



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It is important that at the end of each piece of written evidence you submit, you include the details of where you got your information from (bibliography). Throughout your studies, you may read all sorts of information that will provide you with knowledge and understanding of different subjects to enhance your understanding.

When you have written your work, it is important that you include the titles of any books as well as the year of publication, internet sites and journals that you have accessed and the author of the information you have used, within a bibliography at the end.

Plagiarism identified by ELA Support Services, our EQA/EPA or Awarding Organisations may lead to the work being rejected and failure to achieve your programme. Please refer to the learner handbook for further information on AI misuse and plagiarism.

It is also important to note that you may be asked to provide personal and sensitive data (information) when accessing AI tools. Such data should be protected therefore recommend you understand the risk associated with this. Further details can be found on the ICO website below.

Further links that will provide guidance on safe internet use:

[Get Safe Online | The UK's leading Online Safety Advice Resource](#)

[National Cyber Security Centre - NCSC.GOV.UK](#) - The National Cyber Security Centre

[What is personal data? | ICO](#)

e-Portfolio

ELA Support Services learners currently have access to an e-portfolio system. Use of this e-portfolio is secure and is only accessible by users with allocated and individualised login details.

Email:

- All emails sent must be professional in tone and content.
- ELA Training Services learners must immediately tell the trainer/assessor if they receive offensive email in an ELA led training session.
- ELA Training Services learners must not reveal personal details of themselves or others in email communication (such as address or telephone number).
- ELA Training Services learners should be made aware that the writer of an email (or the author of a web page) may not be the person claimed.



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Social Networking

ELA Training Services trainers/assessors shall:

- Always behave responsibly and professionally in connection with the use of social networking sites and keep up to date with privacy policies of the sites they use
- Ensure that all communication with ELA Training Services learners (including on-line communication) takes place within clear and explicit professional boundaries
- Use their professional judgment and, where no specific guidance exists, take the most prudent action possible and consult with the Chief Operating Officer of ELA Training Services if they are unsure
- Co-operate with ELA Training Services in ensuring the implementation of this policy

ELA Training Services Website and Social Media:

- Website and Social Media photographs that include ELA Training Services learners, will be selected carefully and will only be published with permission.
- ELA Training Services learners' full names will not be used anywhere on the website or Social Media, particularly in association with photographs.

Cyberbullying:

- Cyberbullying is the use of the internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner. When learners are the target of bullying via mobile phones, gaming or the internet, they can often feel very alone and, a once previously safe and enjoyable environment or activity, can become threatening, harmful and a source of anxiety. Cyberbullying (along with all forms of bullying) will not be tolerated. All incidents reported will be recorded and investigated.

ELA Training Services Staff and Associates Data Security

- ELA Training Services staff and associates must not share their user account details and must not leave their computers unlocked and accessible to learners.

Recording, Tracking and MIS

All details collected from learners are stored on our ESFA approved MIS system. Staff who are permitted to use the MIS system have been trained in the use of the system for recording and tracking purposes, and have individualised logins for access.



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Guidance for Learners to Stay Safe Online

- Protect your login – ensure any logins and passwords are not easily guessed – use a combination of upper and lower-case letters, numbers and special character(s)
- Do not give your login and password to anyone, or write it down for storage – there are password app's that can be used to store passwords securely if required
- Use emails sensibly – keep your messages short and to the point, do not email personal details, or forward chain emails and do not click on unknown links
- Report any websites or content that you see that is unacceptable
- Be careful what you say about others, particularly on social networks – friends or trusted colleagues may not always be discrete, and you could face legal action for offensive remarks

ELA Training Services Learners:

- All ELA Training Services learners must sign the Code of Conduct and Learner Agreement.
- E-Safety rules will be given to learners in their learner handbook.
- Any breaches of the Code of Conduct with reference to ICT/AI usage will be referred directly to ELA Training Services and internet access may be denied.

Employers' Support:

- Employers' attention will be drawn to ELA Training Services' E-Safety Policy in the Employer handbook.
- Employers will be asked to read through the ELA Training Services Learner Code of Conduct with their learner and for the learner to sign the agreement.

Policy Implementation:

- All new ELA Training Services staff and associates receive e-safety advice and guidance as part of their induction programme to ensure they understand their responsibilities, as detailed in this policy.
- A **whistleblower** is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report it under this policy.
- This policy should not be used for complaints relating to your own personal



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circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure or Dignity Policy as appropriate.

Review

The effectiveness of this procedure and associated arrangements will be reviewed annually under the direct supervision of the Chief Operating Officer.

Adoption Date	Updated	Review Date	COO
08/2024	30/07/2025	01/08/2026	



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