



Online Safety Policy

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Consulted with	WEC Group HR Department
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Approved by	Group Managing Director
Next review	08/11/2024

Policy Purpose

The WEC Group online safety policy aims to create an environment where all our employees including our apprentices, work together to inform each other of ways to use the internet responsibly, safely and positively.

Through using ICT, we equip our employees including our apprentices to participate in a rapidly-changing world where work and leisure activities are increasingly transformed by technology. We enable our employees to find, explore, analyse, exchange and present information in varied and stimulating ways.

Internet technology helps our apprentices to learn creatively and effectively and encourages collaborative learning and the sharing of good practice amongst all WEC Group employees including apprentices. The online safety policy encourages appropriate and safe conduct and behaviour when achieving this.

Policy Scope

The Apprentice Engineering Academy online safety policy applies to all employees and apprentices of the wider WEC Group business who have access to or maintain WEC Group related Internet, computer systems and mobile technologies internally and externally.

The WEC Group will make reasonable use of relevant legislation and guidelines to affect positive behaviour regarding ICT and Internet usage within the WEC Group.

Our Values

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to our operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

Key Objectives

The key objectives of this Policy are to cover:

- WEC Group based ICT systems (including the Learner Management System, Aptem) and equipment
- WEC Group based intranet and networking

- WEC Group related external Internet, including but not exclusively, extranet, e-learning platforms, blogs, social media websites
- External access to internal WEC Group networking, such as webmail, network access, file-serving document folders and printing.
- WEC Group ICT equipment off-site, for example staff laptops, digital cameras, mobile phones, tablets
- Apprentice's and employee's personal ICT equipment when used on WEC Group premises and which makes use of networking, file-serving or Internet facilities.
- Tablets, mobile phones, devices and laptops when used on the WEC Group site.

Roles and Responsibilities

Monitoring the online safety Policy

In the event of an online safety incident at the Engineering Academy, the following people will be informed:

- Online safety Coordinator/Officer (Ian Bray)
- Academy Training Manager (Kris Mercer)
- Designated Safeguarding Lead (Edd Belshaw)
- Apprenticeship Programme Leader (Chris Dickinson)
- HR Manager (Gemma Kennedy)

The WEC Engineering Academy Online Safety Coordinator

The WEC Engineering Academy has a designated Online Safety Coordinator, Ian Bray who reports to the Service Centre Manager's and Governors and coordinates online safety provision across the WEC Group. The coordinator liaises with Service Centre Managers, the Engineering Academy Training Manager, the Designated safeguarding lead and other senior managers as required.

- The Engineering Academy online safety coordinator is responsible for online safety issues on a day-to-day basis.
- The Engineering Academy online safety coordinator maintains a log of submitted online safety reports and incidents (these will be logged on the safeguarding, prevent and online safety database).
- The Engineering Academy online safety coordinator audits and assesses employee's online safety training, and ensures that all staff are aware of their responsibilities and the Engineering Academy online safety procedures.
- The coordinator is also the first port of call for staff requiring advice on online safety matters.
- Although all employees are responsible for upholding the WEC Group online safety policy and safer internet practice, the online safety coordinator and ICT support are responsible for monitoring internet usage by employees including apprentices on Company property, such as laptops, even those used off-site.
- The online safety coordinator is responsible for promoting best practice in online safety within the wider WEC Group

The Managing Director, Steve Hartley

The WEC Group Managing Director is responsible for online safety. The online safety coordinator will liaise

General Data Protection and online safety:

The GDPR sets out the **key principles** that all personal data must be processed in line with.

- **Data must be:** processed lawfully, fairly and transparently; collected for specific, explicit and legitimate purposes; limited to what is necessary for the purposes for which it is processed; accurate and kept up to date; held securely; only retained for as long as is necessary for the reasons it was collected
- There are also **stronger rights for individuals** regarding their own data.
- **The individual's rights include:** to be informed about how their data is used, to have access to their data, to rectify incorrect information, to have their data erased, to restrict how their data is used, to move their data from one organisation to another, and to object to their data being used at all.
- The General Data Protection Act is relevant to online safety since it impacts on the way in which personal information should be secured on the WEC Group computers and storage devices; and the security required for accessing, in order to prevent unauthorised access and dissemination of personal material.
- Staff need to ensure that care is taken to ensure the safety and security of personal data regarding all of the WEC Group and external stakeholders, particularly, but not exclusively: learners, parents, staff and external agencies. Personal and sensitive information should only be sent by e mail when on a secure network.
- Personal data should only be stored on secure devices. In other words, only computers, servers, file-servers, cloud space, or devices which require a user name and password to access the information. Secure accounts need to be logged off after use to prevent unauthorised access.
- Personal e mails must not be used for WEC Group business.

Online safety policy review and evaluation schedule:

The WEC Group senior leadership team is responsible for determining, evaluating and reviewing the online safety policy to encompass teaching and learning, use of WEC Group IT equipment and facilities by apprentices, employees and visitors, and the agreed criteria for acceptable use by apprentices, WEC Group staff and governors of Internet capable equipment for WEC Group related purposes or in situations which will impact on the reputation of the WEC Group, and/or on WEC Group premises.

The online safety policy is a result of a continuous cycle of evaluation and review based on new initiatives, technological and Internet developments, current government guidance and WEC Academy related online safety incidents.

Online safety provision is always designed to encourage positive behaviours and practical real-world strategies for all members of the Engineering Academy. The leadership team is encouraged to be aspirational and innovative in developing strategies for online safety provision.

This online safety policy will be reviewed annually- additional reviews may be needed during the year in the event of any online safety incidents.

NEXT REVIEW DATE: 08/11/2024

SIGNED:  DATE: 8.11.23

Steve Hartley, Managing Director

Useful Contacts

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