



## **SEIN Online Learning Policy**

### **Background and Purpose**

SEIN CIC is committed to ensuring the highest possible standard of safeguarding for the personal safety and wellbeing of each learner/participant and staff member, especially when using SEIN CIC's online provision.

Our online learning activities have been developed with the aim of ensuring that learning takes place in a safe environment. Staff and learners/participants are expected to conduct themselves online with the same professionalism, behaviour standards, and safeguarding awareness as expected during face-to-face provision.

In this policy:

- **"Partners"** refers to all subcontractors and partners delivering SEIN CIC provision and projects.
- **"SEIN CIC"** refers to all educational and support activities delivered by SEIN CIC, including government-funded projects and private provision.
- **"Learners/Participants"** refers to individuals receiving services from SEIN CIC.

This policy should be read alongside SEIN CIC's Safeguarding Policy and ICT Acceptable Use Policy.

### **1: Overview**

1.1 The aim of this policy is to safeguard all learners/participants and staff while using digital services for online support, groups, or one-to-one sessions, following Department for Education guidance.

1.2 It covers all provision outside the classroom: e-learning, distance learning, blended learning, and supplementary use of online platforms and resources.

1.3 All staff working or volunteering for SEIN CIC must be aware of this policy and its safeguarding procedures.

1.4 The policy must be read and understood before participating in SEIN CIC activities. Breaching this policy may lead to suspension or removal from provision.

### **2: Recruitment of Staff**



2.1 Online learning is planned and delivered by qualified staff employed directly by SEIN CIC, or verified subcontractors.

2.2 All SEIN CIC staff must meet stringent safeguarding and safer recruitment checks before working with learners.

2.3 Subcontracted provision is also required to meet SEIN CIC's safeguarding standards.

### **3: Privacy**

3.1 SEIN CIC processes all data according to the Data Protection Act 2018 and UK GDPR regulations.

3.2 All online lessons and learning materials remain the property of SEIN CIC.

3.3 Online sessions may be reviewed as part of quality assurance.

3.4 SEIN CIC may provide session recordings or communications to law enforcement if required in relation to safeguarding or criminal investigations.

3.5 SEIN CIC monitors feedback and quality of online activity through regular meetings and reviews.

### **4: Roles and Responsibilities of Staff**

Staff must:

- Follow professional standards at all times.
- Set clear ground rules for online participation.
- Maintain a professional background in video sessions (no inappropriate images or personal information on display).
- Communicate using respectful, non-discriminatory language.
- Ensure all communication with learners/participants is professional and role-appropriate.
- Avoid sharing personal details.
- Take all learner contributions seriously and respectfully.
- Immediately report any safeguarding concerns or inappropriate behaviour to SEIN CIC's Safeguarding Lead.

### **5: Roles and Responsibilities of Learners**

Learners must:



- Follow ground rules established by SEIN CIC staff.
- Treat staff and peers respectfully.
- Avoid abusive language, inappropriate content, or behaviour during online sessions.
- Never share personal information online.
- Report any inappropriate conduct they experience or witness.

## **6: Roles and Responsibilities of Management**

Management must:

- Efficiently handle disputes and incidents involving online provision.
- Cooperate with law enforcement where necessary.
- Regularly review and update the online safeguarding policies.
- Quality monitor both online and face-to-face provision.

## **7: Compliance**

7.1 All users must familiarise themselves with SEIN CIC's safeguarding policies.

7.2 Breaches of the Online Learning Policy will lead to temporary suspension pending investigation.

7.3 Any report of serious misconduct, such as harm or abuse, will result in reporting to police and immediate exclusion from the service.

## **Appendix A: Top Tips for Safe Online Teaching and Learning**

- Only use your SEIN CIC email address for communication.
- Never share personal mobile numbers or private contact information.
- Use neutral, professional backgrounds during video calls.
- Secure all online meetings – use waiting rooms or passwords.
- Be careful when planning activities considering home internet access and parental controls.
- Advise participants about mobile data costs if applicable.
- Make clear whether sessions are recorded and set rules about onward sharing.
- Report any safeguarding concerns immediately to SEIN CIC's Safeguarding team.



Many thanks for all you do and the commitment you show our young people!

Management Signed:

(Emma McCullagh)

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