

APPRENTICE INTERNET SAFETY POLICY

1 – Policy Overview

1.1 – Policy Scope

This policy applies to:

- All Employees within Projecting Success
- All Learners (including any commercial training learners)

1.2 - About this Policy

This policy is designed to guide the safe and responsible use of technology while participating in the apprenticeship program. All apprentices are expected to adhere to this policy to ensure a safe and secure learning environment.

2 – Internet Use on the Apprenticeship

2.1 - Acceptable Use

Apprentices may use technology during work / apprenticeship hours for apprenticeship-related activities only. Personal use of technology should be kept to a minimum and should not interfere with work duties. Social media and other online activities should be kept separate from apprenticeship-related technology use.

2.2 - Cyberbullying and Online Harassment

The apprenticeship program does not tolerate cyberbullying or online harassment in any form. Apprentices should treat others with respect and refrain from engaging in any behaviour that could be perceived as cyberbullying or online harassment. Any incidents of cyberbullying or online harassment should be reported to the program director immediately.

2.3 - Safe Online Communication

Apprentices should exercise caution when communicating online and verify the identity of anyone they communicate with online. Apprentices should avoid clicking on suspicious links or attachments and should use secure messaging platforms when communicating sensitive information.

2.4 - Password Security

Apprentices are responsible for creating and maintaining strong passwords for all online accounts. Passwords should be changed on a regular basis and should not be shared with anyone.

2.5 - Reporting Concerns

Apprentices who have concerns related to online safety or security should report them to the Safeguarding Team immediately. This includes incidents of cyberbullying or online harassment, suspicious requests for personal information, or any other online activity that raises concern.

2.6 - Prevent Duty

Radicalisation is the process of becoming an extremist, usually by adopting and promoting extreme political or religious ideologies. This process can occur both online and offline and can lead to acts of violence and terrorism.

Apprentices should be aware of warning signs that they or their peers may be at risk of radicalisation. These warning signs may include changes in behaviour, a sudden interest in extremist ideologies, or withdrawal from friends and family. Apprentices should report any concerns related to radicalisation to the Safeguarding Team immediately.

Apprentices should feel comfortable reporting any concerns related to radicalisation to the Safeguarding Team (*See Section 2.8 for details*). They should be assured that any reports will be taken seriously and handled confidentially. The Safeguarding Team will investigate all reports of radicalisation and take appropriate action.

Apprentices who may be at risk of radicalisation will be provided with support and resources to help prevent them from being drawn into extremist ideologies. This may include counselling services or referrals to community organisations that can assist.

Apprentices are prohibited from accessing extremist websites or promoting extremist ideologies online. They should be aware that any behaviour that promotes or supports radicalisation is strictly prohibited.

Apprentices will receive training on how to recognise and prevent radicalisation, as well as how to report any concerns they may have. This training will be provided at the beginning of the program.

For the full information regarding Projecting Success’ measures towards Prevent, please view the [Prevent Policy](#).

2.7 - Compliance & Reviews

Violations of this policy may result in disciplinary action up to and including termination of the apprenticeship program. The Director of Learning & Development reserves the right to investigate any violations of this policy and take appropriate action.

This policy will be reviewed regularly including updating it based on changes in regulations, technology, and best practices.

2.8 - The Safeguarding Team

Designated Safeguarding Officer: Vicky Emerson

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Phone Number: 07904 762 103

Deputy Designated Safeguarding Officer: Jackie Collins

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Deputy Designated Safeguarding Officer: Adam Kadow

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Version History				
Date	Version	Details of Change	Revision By	QA
15/03/2023	1	- Policy Created	Tallulah Carter-Kelly	