



Be Positive Online Learning Policy -

Review date: December 2024

1. Background & Purpose

1.1 Be Positive is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each learner/participant and staff member using Be Positive 'at home' online provision is paramount.

1.2 Online provision has been developed with the aim of ensuring activities take place in a safe environment. Expectations of staff and learner/participants are that they conduct themselves in the same way for the purposes of online learning as for classroom- based provision.

1.3 'Be Positive' in this policy refers to all activities, in group or on a one-to-one basis, that are the responsibility of Be Positive as a service. These include all ESFA-funded provision.

1.5 'Learners/participants' in this policy refers to individuals receiving a service from Be Positive.

1.6 This policy should be read in conjunction with our Safeguarding Policy and and ICT Acceptable Use Policy and any local partner policies relating to code of conduct and learner behaviour.

2. Overview

2.1 The aim of this policy is to safeguard all learners/participants and staff whilst they are using digital services to offer online support, or group or one-to-one sessions, following advice outlined by the Department for Education (please see Appendix A). It is to be viewed as an extension of our existing policies and procedures to provide additional clarification, including but not limited to, during the Covid-19 crisis.

2.2 This policy covers educational provision which takes place outside the classroom. This includes practice such as e-learning, distance learning, blended learning, flexible learning, the use of web-based materials and social media to supplement classroom-based learning.

2.3 This policy should be read and understood before engaging in any activity arranged through Be Positive and the responsibilities and procedures therein adhered to. Contravention of the policy document could lead to suspension and/or barring from the provision.

3. Recruitment of staff

3.1 Be Positive 'at home' online provision is planned and delivered by qualified tutors and other staff members (coaches, mentors, facilitators/trainers) who are directly employed by Be Positive and have therefore met the stringent pre-employment checks.

3.2 Be Positive online provision conducted by our partners are planned and delivered by qualified tutors and other staff members, who are employed having met stringent pre-employment checks as set by the partner organisation.

4. Privacy

4.1 All data held by Be Positive is in accordance with the Data Protection Act 1998 and GDPR regulations 2018.

5. Online Support

5.1 All online lessons and materials remain the property of Be Positive

5.2 Be Positive will review sessions as part of the Quality Monitoring Process.

5.3 Be Positive will allow access to UK law enforcement of any recording or session communications where it is reported a criminal offence may have occurred in relation to a specific lesson.

5.4 Be Positive will monitor the online activity of staff and learners/participants through seeking feedback and having regular 1:1 sessions with staff members.

5.5 Staff will take the necessary steps to exercise their professional judgement in checking that all online platforms are suitable, safe and secure. It is paramount that the safety of learners/participants and tutors is met. These steps include but are not limited to ensuring that best practice guidance within the platform you are using is followed at all times.

6. Roles and Responsibilities of staff

6.1 The staff shall hold themselves to the highest professional standards. They shall:

- Set robust ground rules for participation to make expectations clear (please see Appendix B for guidance).

- • Ensure that their environment does not display any inappropriate images or documentation when conducting a video session.
- • Treat learners/participants fairly and without prejudice or discrimination.
- • Ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the learner/participant is appropriate to their role as a staff member and confined to the relevant online session.
- Not make any improper suggestions to a learner/participant.
- Not share their personal details.
- Value and take contributions seriously.
- Report any dispute to be Positive in accordance with the relevant policies and procedures.
- Immediately report any inappropriate behaviour or illegal activity identified within an online session, in accordance with the relevant policies and procedures.

7. Roles and Responsibilities of Learners

7.1 The learner/participant shall:

- Follow the ground rules set out by this policy.
- Treat the staff member and other individuals with respect and fairness, and not subject them to abusive behaviour or language. This includes but is not limited to:
 - Not make any improper suggestions to the staff member or other learners/participants.
 - Not share the personal details of themselves or others on the online platform.
 - Have no inappropriate communication with the staff member or other learners/participants outside the session.
 - Report any dispute with a tutor or other learners/participants of any inappropriate behaviour in accordance with the relevant policies and procedures.

8. Roles and Responsibilities of the Management

8.1 The Management Team shall:

- Ensure that any dispute between persons using Be Positive online provision is handled efficiently and fairly without discrimination in accordance with the relevant policies and procedures.
- If any incident is reported to the police relating to a specific session, make the materials and communications available for the police to use as evidence in any proceedings, if appropriate.
- Regularly review the policy and procedures to ensure they are relevant and adequate to safeguard all persons using Be Positive online provision.
- Quality monitor online provision, as they would for face to face delivery

9. Compliance

- No use of swearing

- No nudity
- No explicit content, including suggestive use of emojis or GIFS

9.1 Any person reported for a breach of this or any other policy will be temporarily barred from the online provision pending an investigation.

9.2 Any person reported for causing harm to a member of staff or learner/participant or subjecting the individual to sexual abuse will be reported to police and barred from the service.

Appendix A: Guidance from the Department for Education

Coronavirus (Covid-19): Safeguarding in Schools, Colleges and Other Providers:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>