



Policy : Clint Stamper Training Ltd - E-Safety (Online Safety) Policy

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Responsible Person: Clint Stamper

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1. Purpose

Clint Stamper Training Ltd is committed to ensuring a safe and respectful learning environment, including when digital technology, online systems, or electronic communication are used.

This policy sets out how e-safety risks are managed and the responsibilities of learners to use technology safely, responsibly, and appropriately.

2. Scope

This policy applies to all learners undertaking training delivered by Clint Stamper Training Ltd, including:

- Classroom-based training where digital devices are used
 - Online or blended learning (where applicable)
 - Use of company IT systems, Wi-Fi, learning platforms, or electronic communications
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3. Use of Digital Technology

Learners may use digital devices (such as mobile phones, tablets, or laptops) where appropriate for learning activities.

Learners are expected to:

- Use digital devices responsibly and for learning purposes
- Follow instructions given by trainers regarding device use
- Respect the privacy and rights of others when using technology

Unauthorised or inappropriate use of devices may be restricted.

4. Online Conduct and Behaviour

Learners must:

- Communicate respectfully in any online or digital learning environment
- Not post, share, or access content that is offensive, abusive, discriminatory, or inappropriate
- Not engage in bullying, harassment, or threatening behaviour online
- Not record, photograph, or share images, audio, or video of trainers, staff, learners, or training materials without permission

Online behaviour expectations are consistent with the Learner Behaviour and Conduct Policy.

5. Data Protection and Privacy

Learners must:

- Protect their own personal information and login details
- Respect the confidentiality and personal data of others
- Not access, attempt to access, or share data without authorisation

Clint Stamper Training Ltd handles personal data in line with data protection legislation and expects learners to do the same when using its systems.

6. Access to Online Content

Where internet access is provided:

- Reasonable steps are taken to ensure access supports learning
 - Learners must not access inappropriate or illegal material
 - Any accidental access to inappropriate content must be reported immediately to a member of staff
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7. Safeguarding and Online Safety Concerns

Clint Stamper Training Ltd recognises that online activity can present safeguarding risks.

Learners are encouraged to:

- Report any online safety concerns, inappropriate content, or behaviour to a trainer or centre staff
- Raise concerns if they feel unsafe or uncomfortable due to online activity linked to their training

All concerns will be taken seriously and managed in line with the company's safeguarding procedures.

8. Misuse of Technology

Misuse of digital technology may include:

- Accessing inappropriate or illegal content
- Cyberbullying or harassment
- Breaching confidentiality or data protection
- Recording or sharing content without consent
- Disrupting learning through inappropriate device use
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Such misuse may result in:

- Removal of access to digital systems
- Being asked to leave a training session
- Certification being withheld
- Further action under the Learner Behaviour and Conduct Policy

9. Monitoring and Review

Use of company IT systems may be monitored where appropriate to ensure:

- Safe and appropriate use
- Protection of learners, staff, and systems
- Compliance with this policy

10. Acceptance of Policy

By booking and attending a course with Clint Stamper Training Ltd, learners confirm that they have read, understood, and agree to comply with this E-Safety Policy.

11. Review of Policy

This policy is reviewed periodically to ensure it remains effective, appropriate, and aligned with safeguarding and quality assurance requirements.