

## E-Safety Policy

This policy applies to all Keyturn Training Limited staff, including senior managers and board of directors, agency staff, consultants working on behalf of Keyturn Training Limited and students.

This purpose of this policy is to:

- Protect young and vulnerable people who receive Keyturn Training Limited's services.
- Provide staff and consultants with the overarching principles that guide our approach of E-Safety.

Keyturn Training Limited believes that there must be safety procedures in place for users navigating the internet. This is to protect users misuse of internet services and from harmful content that can be found online and can include grooming, pornography, and cyber bullying.

### Internet safety guidance:

- Make sure your passwords are strong (using Capital letters, lower case letters, numbers and symbols)
- Make sure your internet is secure (check with your IT department within your organisation to make sure they have the necessary firewalls in place)
- Regularly check for software updates, this includes Windows/OS/Firewalls/Anti-virus
- Review your privacy settings within your search engine (this may be something you will have to check with your IT department)
- Be aware of what you are clicking on
- Only open email attachments from trusted sources
- Only download from the internet from trusted sources
- Be aware that who you meet on the internet may not be who they say they are
- Do not give your personal details online (Keyturn will not access for any of your password or bank details)

Further safety details can be found on our Safeguarding Policy and Data Protection Policy. Policies for use of Keyturn's computers by staff members can be found in the Employee Handbook.

### Reporting Concerns

Keyturn expect all employees and training team to report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse or inappropriate behaviour that causes concern are immediately reported to the Safeguarding Co-ordinator.

### Contact Details:

Designated Safeguarding Officer (DSO) & Safeguarding trained

Name: Nicola Seymour

Email: [Nicola.seymour@keyturn.co.uk](mailto:Nicola.seymour@keyturn.co.uk)

Deputy DSO & Safeguarding trained

Name: Cheryl Shepherd

Email: [Cheryl.shepherd@keyturn.co.uk](mailto:Cheryl.shepherd@keyturn.co.uk)

Updates/Reviews		
24 April 2022	Reviewed and updated	CJS
2 September 2022	Designated Lead updated	CJS

Signed:



Date: 02/09/2022