



# Genna Rose

HAIR & BEAUTY ALTERNATIVE PROVISION

A place to learn, grow & thrive

**Online Safety Policy  
2025 – 2026**

## **1. Policy Statement**

This policy outlines how Genna Rose Hair & Beauty Alternative Provision safeguards and promotes the welfare of our students in relation to online safety and the use of digital technology. Although students have **no access to the internet** during sessions, this policy ensures robust procedures are in place to manage digital risks and maintain a safe learning environment.

Online safety is recognised as a safeguarding matter and is treated with the same importance as all other aspects of student protection.

## **2. Aims**

This policy aims to:

- Protect students from online-related risks and harm
- Provide a safe, controlled digital environment
- Establish clear expectations regarding technology use
- Support staff in managing online safety effectively
- Promote responsible attitudes toward digital devices

## **3. Scope**

This policy applies to:

- All students
- Staff, volunteers, and visitors
- All digital devices and technology used within the provision

## **4. Roles and Responsibilities**

### **Designated Safeguarding Lead (DSL)**

The DSL is responsible for:

- Overseeing online safety procedures
- Managing concerns or incidents
- Providing guidance and staff support
- Liaising with external agencies where necessary

### **Staff Responsibilities**

All staff must:

- Maintain vigilance regarding online safety risks
- Supervise all student use of technology
- Enforce mobile phone procedures
- Model appropriate and professional technology use
- Report any safeguarding concerns immediately

## 5. Student Use of Technology

Students' access to digital technology is **strictly controlled**:

- Students **have no independent access to the internet**
- Any use of digital devices occurs **only under direct adult supervision**
- Technology is used solely for educational or session-related purposes

## 6. Mobile Phones and Personal Devices (Students)

To minimise distraction and safeguard students:

- All mobile phones and personal internet-enabled devices must be handed in at the start of each session
- Devices are secured in a locked safe
- Students are not permitted access to phones during teaching or practical sessions

Lunchtime Use

- Students are permitted access to their phones during the designated lunch period only
- Phones must be used responsibly and appropriately
- Students must follow staff instructions regarding acceptable behaviour and safe use
- Any misuse of a device may result in temporary removal of lunchtime phone privileges

End of day - Phones will be returned at the end of the session/day.

## 7. Staff Mobile Devices

To maintain a focused, professional, and safe learning environment:

- Staff mobile phones must be set to silent during sessions
- Staff devices must only be used for work-related purposes
- Personal use of mobile devices during student sessions is not permitted, except in emergencies
- Staff must ensure device use does not distract from supervision or safeguarding responsibilities

## 8. Internet Access

- Students do not have access to the internet during sessions
- The provision does not provide student Wi-Fi access
- Staff-only internet access is secured, and password protected

## 9. Supervised Technology Use

Where digital tools are used:

- Devices remain under staff control
- Students are directly supervised at all times
- Only pre-approved software/resources may be used

## **10. Safeguarding and Online Safety Concerns**

Any concerns relating to:

- Inappropriate online behaviour
- Cyberbullying
- Exposure to harmful content outside the provision
- Unsafe use of personal devices

Must be:

1. Taken seriously
2. Reported immediately to the DSL
3. Recorded in line with safeguarding procedures

## **11. Cyberbullying**

Although internet access is restricted on site, cyberbullying occurring outside sessions may impact students.

The provision will:

- Support affected students
- Work with referring schools/parents/carers
- Address behaviour impacting wellbeing

## **12. Data Protection and Privacy**

Genna Rose Hair & Beauty AP will:

- Comply with UK GDPR and Data Protection Act requirements
- Protect student data and images
- Obtain appropriate consent for photographs or recordings

## **13. Staff Training**

Staff receive training on:

- Safeguarding and child protection
- Online safety awareness
- Professional and appropriate technology use

## **14. Monitoring and Review**

This policy will be:

- Reviewed annually
- Updated in response to guidance or operational changes