Online Safety Policy

Introduction

This policy will outline the expectations of all staff and contractors who work with vulnerable people and their responsibilities with the monitoring of online safety.

Contractors play a crucial role in ensuring that the vulnerable people they come into contact with understand the need to use the internet/mobile devices in an appropriate way.

Statement of Intent

Axcis Education is committed to safeguarding and promoting the welfare of vulnerable people and expects all staff and all contractors on its register to share this commitment.

This online safety policy will be reviewed annually, or more regularly in the light of significant developments in the use of technologies, new threats to online safety or incidents that have taken place.

Procedures

Staff and contractors are responsible for ensuring that:

- They have an up-to-date awareness of online safety matters and of the current school/unit online safety policy and practices.

- In line with Department for Education (DfE) guidance, you undertake Cyber Security training prior to starting work with Axcis and complete annual Cyber Security refresher training.

- They report any suspected misuse or problem to their Line Manager/Headteacher/Child Protection Officer for investigation/action/sanction.

- All digital communications with vulnerable people/parents/friends of students or family members/carers/clients/outside agencies should be on a professional level and only carried out using official school/company systems

- Students/pupils will have access to the school's/unit's digital technology systems and are encouraged to be responsible for following a Safety Policy for the use of online technology.

- In lessons where internet use is pre-planned students/pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

- Staff should act as good role models in their use of digital technologies, the internet and mobile devices.

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Communicating this Policy

- This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: Paul Gold

Position: CEO

Date: 6th August 2025   Revision date: Annually

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