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| Caldecott Fostering Online Safety Policy: Consistent Approach to Online Safety Across the Caldecott Setting | Document OLS-019th February 2025 |
| Authorised by: |  |

**Policy Statements**

1. All staff, carers and volunteers SHALL manage Online Safety incidents and issues following the same process
2. Caldecott SHALL provide Online Safety training to all staff, carers and volunteers
3. The Registered Manager SHALL be responsible for promoting Online Safety to foster carers
4. Training MUST be made available and consistent to onsite staff and offsite carers
5. Training content MUST identify the responsibilities of staff, carers and volunteers
6. Parents, carers and children MAY be consulted with regard to Online Safety practice where the Registered Manager deems appropriate

**Process/Control Description**

To provide a consistent approach throughout the setting, it will be necessary to provide training to all staff, carers and volunteers to ensure that intervention is adequately managed at all levels. A regular cycle of training is necessary due to the changing technological landscape. A training target should be set at ‘annual’.

An Online Safety Training Register will be maintained by Caldecott to record attendance. The Registered Manager will be accountable for the maintenance of the Training Register, even if the administration responsibility is delegated. Attendees will receive a certificate of attendance for each training session in which they participate, Caldecott will retain a copy.

Training material will consist of various aspects of Online Safeguarding including at least; Cyber Bullying, Self-Generated Sexual Imagery, Sexual Exploitation and Radicalisation; training materials will be reviewed annually to ensure applicability and currency.

**Monitoring**

The Training Register will be reviewed at least monthly and signed or electronically attested. Where staff, carers or volunteers have not attended a required training session, the administrator responsible will mark them as ‘absent’ for that course.

**Remediation**

Where the Training Register is incomplete for any individual, an alternate training session will be scheduled within 30 days of identification for that individual.