

# ESafety Policy For The National Stud

The National Stud (NS) recognises that the eSafety Policy (ESP) plays a role in the Stud's educational work.

The ESP's purpose is to provide guidance for all residential and short course students/trainees regarding the correct and safe way to utilise the internet and other digital services.

The policy refers to "adults" as all of the NS's trainees or students are over the age of 18 and therefore not subject to the same restrictions as children or young people.

In effect the policy aims to:

***Provide suitable guidance for all students/trainees to safely use digital platforms/communication/internet research without endangering themselves; the reputation of the NS and to provide a basis for their employment responsibilities in this area going forward.***

The NS has a dedicated team of specific training staff who are engaged and trained in eSafety. During the induction processes students/trainees are reminded of their "digital presence and trail", they are also expected to engage in understanding that as an employee for the future, their attitude to eSafety and appropriate use of the internet will be an important element in their successful employment.

Students/trainees all attend a social media briefing that covers:

1. Individual responsibility for maintaining their own safety online
2. Individual responsibility for maintaining the NS's confidentiality to its clients
3. Individual responsibility for maintaining the professional ethos of the NS and their own profile for the future

All students/trainees are asked to sign that they have attended and understood the Social Media Policy at induction which reinforces point 2.

The NS expects all of its adult students/trainees to adopt a mature and responsible attitude to the internet, social media and any other digital platforms.

Staff at the NS are bound by the terms of their contract of employment and the Jockey Club's Group Electronic Communications and IS Usage Policy which can be downloaded from the staff only section of the HR intranet.

NS staff also attend and sign the NS's Social Media Policy at induction.

Incorrect or inappropriate usage of the provided internet service at the NS by students/trainees will be classed as serious misconduct and the disciplinary process will follow that outlined in the student handbook relevant to their course.

# ESafety Policy For The National Stud

Incorrect or inappropriate usage includes, but is not restricted to:

- Accessing inappropriate websites
- Usage of any social media or “chat” platform to bully or intimidate any other person
- Disrespectful, racial, sexual or any other contravention of the NS’s Safeguarding Policy being posted either privately or publically
- Attempting to use the internet as a way of influencing children or young people in to any harmful or potentially illegal situation
- Posting pictures or information that is either commercially sensitive or aimed at causing disruption to a business, or distress to an individual or group of people.
- Posting information when posing as another member of a student/trainee group or attempting to represent the views of the NS by posing as a member of staff.
- Ignoring copyright rules/laws and downloading items illegally

If any guidance is required staff/students/trainees are advised to seek advice from a member of the Training Team at the NS who will listen and help them.

Members of the Training Team cannot promise confidentiality if they feel that any other person and in particular a child or young person is at risk or in danger.

We will review this Policy annually:	
Date of Current Review:	March 2018
Date of Last Review:	March 2018
Date of Next Review:	March 2019