



## **Acceptable Internet Use Policy**

### **1. Policy Statement**

This Acceptable Internet Use Policy sets out how **Elite SF** ensures that internet access and online services are used safely, responsibly, and appropriately to safeguard children, coaches, volunteers, and the organisation. This policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements, online safety guidance, and recognised best practice.

Elite SF is committed to promoting safe online behaviour while ensuring that internet use supports operational, educational, and professional purposes only.

### **2. Scope of the Policy**

This policy applies to:

- All coaches, assistants, volunteers, young workers, and contractors.
- All children using internet-enabled devices as part of sessions (where applicable).
- All internet access provided by or used on behalf of the business.

This includes use on business owned devices, personal devices used for work purposes, and any online activity connected to the business.

### **3. Key Principles**

- The safety and welfare of children is paramount.
- Internet use must be appropriate, supervised, and purposeful.
- Professional boundaries must be maintained at all times.
- Misuse of the internet may present safeguarding risks.

### **4. Acceptable Use of the Internet**

Internet access may be used for:

- Work related communication and administration.
- Coaching support, planning, and development.
- Approved educational or instructional content.
- Business promotion and marketing through authorised platforms.

All use must be lawful, appropriate, and in line with business policies.

## **5. Unacceptable Use of the Internet**

The following uses are strictly prohibited:

- Accessing inappropriate, offensive, or illegal material.
- Using the internet for personal entertainment during sessions.
- Online gambling or gaming.
- Downloading unauthorised software or content.
- Sharing confidential or personal information without permission.
- Engaging in online behaviour that could bring the business into disrepute.

Any misuse may be treated as a safeguarding or breach of contract or policy matter.

## **6. Safeguarding and Supervision**

- Children will not be given unsupervised access to the internet.
- Internet use by children will be closely monitored.
- Coaches must intervene immediately if inappropriate content is accessed.
- Filtering and control measures will be used where applicable.

## **7. Use of Devices and Networks**

- Internet-enabled devices must be used in line with the Mobile Phone and Electronic Device Policy.
- Public or unsecured networks should be avoided where possible.
- Passwords must be kept secure and not shared.

## **8. Communication and Online Conduct**

- Internet based communication must remain professional and work related.
- Personal social media accounts must not be used to contact children.
- Approved platforms must be used for communication with parents/carers.

## **9. Images, Downloads, and Content Sharing**

- Images or videos of children must only be accessed, stored, or shared with consent.
- Downloads must be authorised and virus-checked where applicable.
- Copyright laws must be respected.

## **10. Data Protection and Confidentiality**

- Internet use must comply with the Data Protection Act and UK GDPR.
- Personal data must be accessed and shared responsibly.
- Any data breach must be reported immediately.

## **11. Monitoring and Filtering**

- The business may monitor internet usage to ensure safety and compliance.
- Filtering systems may be used to restrict access to unsuitable content.
- Monitoring will be proportionate and lawful.

## **12. Reporting Concerns**

- Any concerns about internet misuse must be reported immediately.
- Online safety concerns are safeguarding concerns.
- Reports should be made to the Designated Safeguarding Lead (DSL).

## **13. Breaches of the Policy**

- Breaches may result in procedures followed.
- Serious concerns may be referred to external agencies.
- Immediate action may be taken to protect children and coaches.

## **14. Training and Awareness**

- Coaches will receive training on acceptable internet use and online safety.
- New Coaches will be informed of this policy during induction.
- Ongoing reminders will be provided.

## **15. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes.
- An incident highlights the need for review.
- Operational changes occur.

## **16. Declaration**

All coaches, volunteers, and contractors must read, understand, and agree to comply with this Acceptable Internet Use Policy.

## **17. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026