

ON-LINE SAFETY POLICY

Sunshine365 Limited

(Aligned with AEGIS Quality Standard 6.10 – September 2025)

1 Purpose

The purpose of this policy is to protect students under the guardianship of Sunshine365 from online risks such as bullying, grooming, exploitation, identity theft, or exposure to inappropriate material, and to ensure all staff, coordinators, and homestays use technology responsibly and lawfully.

2 Scope

This policy applies to:

- All Sunshine365 staff, homestays, volunteers, coordinators, and contractors
 - All students for whom Sunshine365 provides guardianship services
 - All digital platforms, devices, email, and social media channels used for communication between Sunshine365 and students or parents
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3 Policy Statement

Sunshine365 recognises both the benefits and dangers of online communication. We promote responsible digital behaviour that prioritises **safety, privacy, respect, and wellbeing**.

All online interactions involving students must uphold the same standards of professionalism and care expected in person.

4 Principles

- **Education:** Equip students with knowledge to stay safe online.
 - **Supervision:** Encourage appropriate parental and homestay oversight of device use.
 - **Protection:** Maintain secure systems and prevent exposure to harmful material.
 - **Accountability:** All adults connected with Sunshine365 are role models for responsible digital conduct.
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5 Key Risks

Students may be exposed to:

- Online bullying or harassment

- Grooming and exploitation
- Inappropriate or illegal content
- Financial scams or identity theft
- Excessive screen time affecting mental health

Sunshine365 takes proactive steps to reduce these risks.

6 Preventive Measures

1) Awareness and Training

- Annual online-safety training for all staff and homestays (included in safeguarding CPD).
- Student induction includes an *Online Safety Briefing* (acceptable use, privacy, and reporting).

2) Safe Communication Protocols

- Only official Sunshine365 email addresses or approved messaging channels (e.g. monitored WhatsApp group) may be used for student contact.
- Staff and homestays must never initiate private social-media contact with students.
- No personal photos or videos of students to be posted on public or private platforms without written parental consent.

3) Device Use in Homestays

- Students may access Wi-Fi but must comply with host rules on screen time, curfews, and device use at night.
- Homestays should use safe filters and discuss online boundaries during induction.

4) Data and Security

- Devices used for work must be password-protected and, where possible, encrypted.
 - Confidential documents must never be stored on personal devices or shared via unsecured apps.
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7 Managing Online Incidents

If any online-safety incident occurs (for example, bullying, grooming attempts, or inappropriate sharing):

- 1) **Immediate Reporting:** Report to the **DSL** without delay.
- 2) **Preserve Evidence:** Screenshots, messages, and links must be saved securely.
- 3) **Assessment:** DSL decides whether the issue is low-level, requires police referral, or constitutes a safeguarding concern.
- 4) **Response:**
 - Inform parents and school safeguarding leads as appropriate.
 - Refer to the **Police** (101/999) if a criminal offence may have occurred.
 - Offer student welfare support and counselling where needed.

8 Filtering, Monitoring & Technical Controls

- Sunshine365 ensures company systems employ up-to-date anti-virus protection and secure passwords.
- Homestays are advised to enable **family-safe filters** and keep Wi-Fi routers in shared areas.
- Coordinators review these arrangements during annual visits.

9 Cyberbullying

Cyberbullying is treated with the same seriousness as face-to-face bullying (see *Anti-Bullying Policy*).

Students and homestays receive written advice on how to block, report, and document online abuse.

10 Education & Empowerment

Students are reminded to:


- Think critically before sharing personal information or images.
- Adjust privacy settings on social-media accounts.

- Avoid meeting online acquaintances in person without adult approval.
 - Report anything that makes them uncomfortable to their guardian, homestay, or DSL immediately.
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11 Monitoring & Review

- The DSL reviews all online-safety incidents and logs trends termly.
 - Lessons learned feed into staff training and policy updates.
 - This policy is reviewed annually or earlier if legislation or AEGIS guidance changes.
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12 Approval

- **Date Published:** October 2025
- **Next Review Date:** October 2026
- **Approved by:** Director, Sunshine365 Limited
- **Designated Safeguarding Lead:** Dongmei Wang
- **Signature:** 
- **Date:** 30. Oct. 2025