

Mary Pugsley MBE

Director, Hair at the Academy



Cyber Security and Online Safety Policy

Written by Mary Pugsley MBE

Last reviewed 01/08/2026

Next review date 01/08/2027

Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

Mary Pugsley MBE

Director, Hair at the Academy

Policy Overview

This policy sets out how Hair at the Academy protects its digital systems, devices and information from cyber security risks. We are committed to maintaining a safe digital environment for learners, staff, volunteers, clients and visitors, and to ensuring that all technology is used responsibly and securely.

Systems

The setting maintains secure digital systems for storing and accessing information. All devices, accounts and platforms used within the salon are password protected, and access is restricted to authorised staff. Passwords must be strong, kept confidential and changed regularly. Staff must not share login details or allow learners to access systems using staff accounts.

Mobile phones

Learners hand in their mobile phones on arrival and collect them when they leave. This helps maintain a safe learning environment, reduces distraction and prevents unauthorised photography, recording or online activity. Personal devices belonging to learners, staff or visitors must not be connected to salon systems or used to access or store Hair at the Academy data.

Internet usage

Internet access within the salon is supervised at all times. Learners may only use the internet for approved training activities and must follow staff instructions. Staff monitor online activity to ensure safe use, prevent access to inappropriate content and reduce cyber security risks. Any attempt to bypass filters, restrictions or supervision is treated as a safeguarding and disciplinary concern.

Information security and third parties

Hair at the Academy uses secure platforms for communication, assessment, booking and administration. All third-party digital services must meet UK GDPR and cyber security standards. Staff must ensure that data is only uploaded to approved systems and that no personal information is stored on personal devices, unencrypted drives or unsecured apps.

Cyber threats and measures

Hair at the Academy takes reasonable steps to protect against cyber threats such as malware, phishing, hacking, unauthorised access and data loss. Protective measures include secure passwords, supervised internet access, restricted user permissions, regular software updates and safe storage of digital information. Staff must remain alert to suspicious emails, links or attachments and report concerns immediately.

Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

Mary Pugsley MBE

Director, Hair at the Academy

Students and Online Safety

Hair at the Academy is an alternative education setting and recognises that learners may have different experiences, vulnerabilities and levels of digital resilience. Online safety is therefore treated as a safeguarding, education and cyber security responsibility. Learners are supported to use technology safely, responsibly and respectfully, both within the setting and, where relevant, outside it.

Online safety education will cover age- and needs-appropriate topics including privacy and personal information, passwords and account security, phishing and scams, social media, cyberbullying, harmful or inappropriate content, online relationships and grooming, exploitation, gaming, digital footprints, misinformation, artificial intelligence and reporting concerns. Staff will reinforce these messages through day-to-day practice and safeguarding work.

Students will also receive education and awareness sessions from appropriate guest speakers and external experts with relevant knowledge and experience of internet safety, cyber security and online safeguarding. External speakers will be appropriately vetted and their sessions will be suitable for the age, maturity and individual needs of learners. Staff will remain responsible for safeguarding and supervision during these sessions.

Filtering, Monitoring and Supervision

Internet access is supervised and appropriate technical filtering and monitoring arrangements are used to reduce the risk of learners accessing illegal, inappropriate or harmful online content. Filtering and monitoring arrangements will be reviewed at least annually and whenever there is a significant change in technology, risk or safeguarding requirements. The setting recognises that filtering and monitoring cannot replace education, supervision or professional safeguarding judgement.

Any concern arising from internet use, including attempts to bypass filtering or monitoring, access harmful content, contact unknown persons, or engage in unsafe online activity, will be treated in accordance with the setting's safeguarding procedures and may be referred to the Designated Safeguarding Lead, parents/carers or relevant external agencies where appropriate.

Cyber Essentials Certification

Hair at the Academy holds a valid Cyber Essentials certificate. Cyber Essentials is a government-backed certification providing assurance about the technical elements of an organisation's cyber security. The setting is committed to maintaining its Cyber Essentials certification and will renew/update the certificate annually, ensuring that it remains in date. The certification will be monitored by the Cyber Security Officer and relevant records will be retained.

Cyber security arrangements will also be reviewed against relevant Department for Education and National Cyber Security Centre guidance, including secure configuration, access controls, software updates, malware protection, firewalls, backups, incident response and user awareness.

Cyber Security Responsibilities

Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

Mary Pugsley MBE

Director, Hair at the Academy

All staff, volunteers, learners and visitors who are permitted to use digital systems are expected to follow the setting's acceptable use arrangements. Staff must use strong passwords, enable multi-factor authentication where available, keep devices secure, apply updates promptly, avoid opening suspicious links or attachments, and report suspected cyber incidents immediately. Access to systems and information will be limited to what is necessary for the individual's role or learning activity.

Digital systems and information will be included within business continuity and incident response arrangements. Where a cyber incident involves personal data, the setting will follow its Data Protection and GDPR procedures and consider whether notification to the Information Commissioner's Office or affected individuals is required.

Legislation and Guidance

This policy should be read alongside the following legislation and statutory or government guidance, as applicable to the setting. Hair at the Academy will follow the version of Keeping Children Safe in Education (KCSIE) that is legally in force at the relevant time; KCSIE 2025 applies until 31 August 2026 and KCSIE 2026 comes into force on 1 September 2026.

[Keeping Children Safe in Education \(KCSIE\) 2026](#); [Alternative Provision – statutory guidance](#); [Data Protection Act 2018](#); [UK GDPR](#); [Online Safety Act 2023](#); [Computer Misuse Act 1990](#); [Data \(Use and Access\) Act 2025](#)

The setting will also have regard to current Department for Education digital and technology standards, including the Cyber Security: Core Standard and Filtering and Monitoring: Core Standard, and relevant National Cyber Security Centre guidance. Links will be checked as part of the annual policy review to ensure they remain current.

[DfE Cyber Security: Core Standard](#); [DfE Filtering and Monitoring: Core Standard](#); [DfE Online Safety Education – external visitors](#)

Cyber Incidents

Any cyber security incident, including unauthorised access, attempted hacking, loss of a device, malware infection or accidental disclosure of digital information, must be reported to the Salon Managers and the Data Protection Officer without delay. Incidents are investigated, recorded and acted upon to prevent recurrence. Where an incident also involves personal data, the salon follows its Data Protection and GDPR Policy.

Staff training

Staff receive regular training on safe digital practice, password security, supervised internet use and recognising cyber risks. Learners are supported to understand safe online behaviour within the alternative education setting. Access to digital systems is granted only where necessary for a person's role.

Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

Mary Pugsley MBE

Director, Hair at the Academy

Roles

Cyber Security Officer and Data Protection Officer: Mary Pugsley

Contact details: 07974 750 699 or 01392 574097

Email: mp@hairattheacademy.co.uk

Salon managers:

Victoria Fricker: 01392 574097 vf.hairattheacademy@gmail.com

Tyler Gray: 01392 574097 tg.hairattheacademy@gmail.com

This policy is reviewed annually or sooner if legislation changes.

Effective Date: 01.08.2026

Review Date: 01.08.2027

Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

Hair@theAcademy is a company limited by guarantee, registered in England and Wales, number 9223155.

Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420