



Safe2Care Virtual Learning Environment (VLE)

Terms and Conditions

Introduction

This website is a Virtual Learning Environment (“VLE”) which offers training courses, file sharing and communication tools for users. Safe2Care provides these services subject to the following rules and guidelines.

Users of this website must agree :

- To work through all the coursework, activities, quizzes and other resources that are necessary to complete a course
- that all work or activities are their own, and they have not colluded with others.
- Enrolment into a course via paypal is for 4 weeks, although this can be extended if requested
- Respect the rights of others.
- Communications from Safe2Care and associates with regard to training and their enrolments may be carried out from time to time.
- Comply with current and future legislation including:
 - The Data Protection Act 1998
 - Copyright, Designs & Patents Act 1988
 - Computer Misuse Act 1990
 - Telecommunications Act 1984
 - Protection from Harassment Act 1997
 - The General Data Protection Regulation ((EU) 2016/679) (GDPR)

Data Protection Legislation: includes (i) the Data Protection Act 1998, until the effective date of its repeal (ii) the General Data Protection Regulation ((EU) 2016/679) (GDPR) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and (iii) any successor and supplemental legislation to the Data Protection Act 1998 and the GDPR, in particular the Data Protection Bill 2017-2019 and the E-Privacy Directive (and its proposed replacement), once it becomes law.

- To look after their own username and password. They must not share their password with anyone else and must not use the username and password of other users
- To keep physical access to the website secure. For example, they must not login to the website and then leave their computer unattended
- To not attempt to gain unauthorised access to any part of the website
- Not to post material which contains viruses or other programs which may disrupt Safe2Care's systems
- Not to upload private, confidential or sensitive material unless this is authorised
- Keep their own data up-to-date and secure



Understand that Safe2Care will not take responsibility for any loss of information, which has been posted on the website, once users cease to be formally associated with Safe2Care.

Any questions regarding the website usage can be directed to the Admin Manager.

By using our services users agree to be bound by these terms, which shall take effect immediately on their first use. If users do not agree to be bound by all the following terms they should cease using this website.

Safe2Care may revise these terms without notice by posting the latest version of this document onto this website. A user's continued use of this website will be deemed acceptance of the updated terms or amendments.

In accordance with the Safe2Care Acceptable Use Policy, use of this website must be for the purpose of teaching, training, coursework, associated administration or other authorised use.

Security

Access to course information and resources on this website are controlled by user permissions. Users should log into this site with their own user account and never allow another user to access under their account.

If an area is protected by an Enrolment Key (a password required to gain access) that is set by the trainer or supervisor learners should never disclose the enrolment key to allow access by an unauthorised user.

Users should never attempt to access any protected area unless they are a member of the course and have been given permission to do so by the course trainer or supervisor.

Activities on this website are fully audited. Records are kept of when users access courses and resources along with a log of all clicks on coursework, quizzes, etc. These records are available to trainers and managers for course evidence, but may also be used as a point of reference for any matters arising, such as accounts of harassment, bullying or the transmitting of inappropriate material.

Users should not post personal or sensitive information to any part of this website including to their profile, blogs, or any course activities. Information sent through the website may be read by third parties.

Often trainers or supervisors will place links to useful websites on this website to help learners with their research. Safe2Care cannot accept any responsibility for the contents of external sites.

Access to this site will be withdrawn when a user is no longer employed by the relevant company.

Content

Course trainers or supervisors are responsible for ensuring that the learning materials added to their areas does not infringe confidentiality, copyright or the intellectual property rights of others (including colleagues).



Learners taking part in online course activities (including assignment submission, chat rooms, forums, etc.) are prohibited from transmitting any words or pictures which are libellous, insulting, and abusive or would otherwise contravene Safe2Care's codes of conduct.

All work submitted or carried out by learners should be their own. Copying other's work, cheating, collusion, plagiarism and attempting to obtain unfair assessment advantages are in violation of the Safe2Care Usage policies.

Course trainers or supervisors are responsible for supervising their course areas and ensuring that any violations of Safe2Care policies are dealt with. Any violations of policies identified by learners should be made to their supervisor in the first instance.

Course areas should reflect current learning provision. Once an area has been created for a supervisor it is their responsibility for ensuring it remains up-to-date.

Course areas may be removed without warning if:

- The trainer or supervisor has not accessed the area since it was created
- No resources and/or activities have been added to the area
- The area has no recent access by learners
- The area is inappropriately visible in the hierarchy.

Where a course area has multiple trainers or supervisors then arrangements should be made by the trainers or supervisors team to ensure that they work together collaboratively. Safe2Care cannot accept any responsibility where a trainer or supervisor makes changes to files or settings without informing their colleagues.

This site contains documents created with a variety of software. Where possible we encourage trainers or supervisors to upload resources in commonly used formats (such as Microsoft Office) to offer wider compatibility. Safe2Care cannot support learners with problems opening files externally if they are caused by incompatible software and/or hardware.

Safe2Care cannot guarantee quality of performance or be responsible for connection issues when downloading these materials externally.

Access logs

Access to this course is logged and the information recorded about course usage is available to the course managers. This information includes which users have visited the course, when they visited and what they have looked at. These statistics are monitored and may be used:

- to provide information on course usage
- as part of our student assessment



If you have any concerns, please contact the Administrator on 028 90994240.

Data storage limitations

Staff should always keep original copies of work they upload onto this site. Safe2Care accepts no liability for lost or corrupt data that has been stored on the website by staff or learners.

Whilst the server is routinely backed up for the purposes of disaster recovery it is the responsibility of users to ensure that they have copies of any important data, including uploaded resources, submitted assignments, etc.

Staff should ensure that they have copied off any submitted assignments, feedback, grades, forum posts, quiz scores, certificates etc. that they need to keep as evidence.

Safe2Care computers are routinely virus scanned but Safe2Care cannot guarantee that all files transmitted through this site will be virus free. Users should ensure that they have adequate virus protection on their computer to help prevent their infection or distribution of viruses.

Staff should not use this site as a tool to distribute software applications to learners

Disciplinary Action

Should a user contravene these terms of use or any other Policy related to the use of this website, the offence will be logged and appropriate action will be taken, from a temporary restriction of services up to and including permanent removal of services and further disciplinary procedures.

Information about us

This website is operated by Safe2Care ('Safe2Care' or 'we' or 'us') whose registered address is Unit 42 The McCorry Building, North City Business Centre, 2 Dunhcairn Gardens, Belfast, BT15 2GG

GDPR Statement

Below is a statement for Safe2Care as an organisation:

All of our staff and contractors are familiar with GDPR and their personal responsibilities.

We have a privacy notice which informs people what we do with their personal data.

We have a right to erasure process. If you wish to be erased, please contact us.

Where data is transferred outside of the EU, we have the relevant intercompany agreements in place to ensure the protection of this data.

When processing data we undertake the following:

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose



- The data is accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure

We do not process sensitive information directly or process personal data of minors intentionally.

All storage is secure and our suppliers have GDPR procedures in place.

We have a notification process in place for any breach.