



BRATHAY TRUST

SAFEGUARDING - ONLINE SAFETY

POLICY & MANAGEMENT GUIDELINES

DOCUMENT MANAGEMENT RECORD

Policy Name: Online Safety

Date: December 2020

Review Date: Annually as linked to Risk Register

Policy Owner: Head of Children and Young People Services

Distribution: Internal and External – Non- Confidential; Website

SUMMARY POLICY STATEMENT

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.
- Provide staff and volunteers with the overarching principles that guide our approach to online safety.
- Ensure that, as an organisation, Brathay operates in line with our values and within the law in terms of how we use online devices.

This policy applies to all staff, volunteers, children and young people and anyone involved in Brathay's activities.

POLICY DETAILS

Brathay Trust works with children and families as part of its activities in the community and residentially. In the community these include supporting children, young people and families in their own homes and in community settings and via digital platforms when either face to face work is not possible or it will add value to the face-to-face work.

Our programmes of support can involve individual work with young people, including a young people's counselling service, individualised packages of support to families in their own homes and group-based interventions with young people and families in the Brathay Centres and community settings, such as schools and community centres. In addition, we offer detached youth work engaging with young people on the street and in community spaces to develop relationships and engage them in positive activities.

At our residential centres our activities include children and young people residing at the Centre for a number of days undertaking outdoor learning and creative activities within their group with the purpose of personal development to enhance wellbeing. Some of these children and families will be supported through a blended community and residential programme which may also include digital as appropriate.

We believe that:

- children and young people should never experience abuse of any kind
- children and young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it also presents risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Brathay's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- our designated safeguarding officer and digital officer working together to coordinate online safety.
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

TRAINING

Internal training will be provided to relevant staff working with young people digitally to ensure they understand the policy and procedures and how this impacts on their practice. This will also include how to engage young people and their parents/carers effectively with the online agreement. For new staff this will be an essential part of their induction programme and all staff will be required to sign the code of conduct.

External training is sourced to add value to the above by enabling staff to stay up to date with best practice in online safety. This will become part of the required safeguarding training for practitioners completed every 2 years.

RESPONSIBILITIES

Trustees

Responsible for:

- Overall responsibility for a policy which ensures compliance with the relevant statute

Chief Executive & Senior Management Team

Responsible for:

- Development and maintenance of such procedures as are necessary to ensure implementation of the policy
- Maintenance of the policy
- Reporting to Trustees

Management

Responsible for:

- Design of procedures
- Implementation of procedures
- Dissemination throughout their team
- Ensuring day to day operational compliance
- Reporting to the Senior Management Team

Individual Responsibility (Workers and Contractors)

Responsible for:

- Compliance with procedures
- Identifying potential improvements through day to day work
- Reporting to the Management Team

ASSOCIATED GUIDANCE AND DOCUMENTS

This policy should be read alongside our organisational policies and procedures including:

- Child protection - Safeguarding Policy and Procedures
- IT Policy
- Behaviour Code for Adults Working with Children & Young People
- Online safety procedures
- Data Protection Policy
- Disciplinary Policy

DOCUMENT HISTORY

Issue	Date	Notes	Author	Status
1.	December 2020	Document created and circulated for review by key colleagues including TPCS and digital officer	Head of Children and Young People Services	draft
2.	January 2021	Final wording agreed	Head of Children and Young People Services	draft
3.	January 2021	Reviewed by FD for consistency and finalised	Head of Children and Young People Services	Final for publication