**Internet Use & E-Safety Policy**

**Background**

At Seeds4Success we understand the importance and benefits of emerging technologies for young person’s learning and personal development. More than any other mode of technology, the Internet and digital technologies allow all those involved in working with young people to promote creativity, stimulate awareness and enhance learning and communication skills. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

This policy is therefore aimed at developing an approach to E-safety, which protects young people who access the Internet and digital technologies whilst accessing activities and services provided by Seeds4Success whether using our own facilities or personal mobile devices. This policy has been updated to reflect the increased need to engage with young people via video conferencing methods such as Zoom, in the light of the Covid-19 pandemic. Seeds4Success is committed to ensuring that all young people using its services will be able to use existing, as well as up and coming technologies safely. We are also committed to ensuring that all those who work with young people; as well as their parents, are educated as to the dangers that exist so that they can take an active part

in safeguarding children and young people.

For the purposes of this document, Internet usage means any connection to the Internet via web browsing, external email, news groups or messaging services, mobile technologies e.g. mobile phone, including Bluetooth applications, PDA’s etc.

This policy should be read in conjunction with the charity’s Social Networking Policy, Safeguarding Young People Policy & Procedures and the Staff handbook.

**Scope**

The Policy applies to all projects, activities and services provided by Seeds4Success and this document should be read and discussed by all persons using Seeds4Success ICT equipment as well as their own personal mobile devices for any Seeds4Success work or at any Seeds4Success sessions or activities.

Seeds4Success will seek to ensure that across the service the following elements will be in place

as part of its safeguarding responsibilities to young people:

* a designated safeguarding lead to deal with child protection and E-safety issues
* adequate training and / or guidance for staff and volunteers
* acceptable use agreements signed by all users of ICT
* adequate supervision of young people when using the Internet and digital technologies at S4S sessions
* regularly discussing e-safety with young people advising them about how to use the Internet and digital technologies safely
* a reporting procedure for abuse and misuse by young people and adults.
* links for videoing conferencing are sent to parents / carers of young people under the age of 13

**Roles and Responsibilities:**

The following section outlines the roles and responsibilities for the online safety of users within the Seeds4Success:

The **Charity Director** has overall responsibility for ensuring the safety (including online safety) of all staff, volunteers and young people and is appropriately trained in safeguarding young people

The **Lead trustee for Safeguarding** should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff or volunteer.

The Charity Director (Online Safety Lead Person):

• ensures that all relevant staff and volunteers receive suitable training and guidance to enable them to carry out their online safety roles and to carry out remote or online youth work activities

• ensures that staff, volunteers and young people have an up to date awareness of the group’s current e-safety and social media policy and procedures

• ensures that all staff / volunteers are aware of the procedures that need to be followed in the event of an online safety incident taking place.

• takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the online safety policies / documents

• ensure that there is a system in place to allow for the monitoring of online safety in the charity and that they receive regular monitoring reports offers advice and support for all users

• keeps up to date with developments in online safety

• understands and knows where to obtain additional support and where to report issues

• liaises with the national / local organisation / association as relevant

• receives reports of online safety incidents and creates a log of incidents to inform future online safety developments

• communicates with parents and carers

• monitors incident logs

• reports regularly to the Lead Trustee for safeguarding

Staff and Volunteers:

are responsible for ensuring that:

• they have an up to date awareness of the group’s current e-safety and social media policies and procedures

* they have read, understood and signed the Staff & Volunteer Acceptable Use Agreement
* they report any suspected misuse or problem to the Charity Director or Lead Trustee for Safeguarding – particularly where it is believed that a child’s welfare is at risk.

• digital communications with children and young people should be on a professional level and where possible only carried out using the official systems of the group.

• young people in their care are aware of online safety

• they are aware of online safety issues particularly those related to the use of mobile phones, cameras, gaming consoles and hand held devices and that they monitor their use and implement the Seeds4Success policies with regard to these devices

Children and Young People:

• are expected to read and abide by the Acceptable Use Agreement for young people, which they are expected to sign before being given access to the Seeds4Success Wifi password or any of the charity’s ICT equipment.

* are aware of expected behaviours when engaging in online group work sessions

• Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so

* should demonstrate positive online behaviour

**Policies and Practices:**

Use of Internet facilities, mobile and digital technologies

This policy aims to ensure that the Internet, mobile and digital technologies are used effectively for their intended educational and recreational purposes, without infringing legal requirements or creating unnecessary risk.

Seeds4Success expects that all young people, staff and volunteers use the Internet, mobile and digital technologies responsibly and strictly according to the conditions below, having read and signed the appropriate acceptable use agreement (Appendix A & B):

• ICT systems at Seeds4Success, including the internet, e-mail, digital video, mobile technologies, etc may only be used for legitimate Seeds4Success purposes.

• Software may not be downloaded or installed on Seeds4Success equipment without the express permission of the system administrator.

• Only the legitimate Seeds4Success e-mail address may be used to contact external parties on behalf of Seeds4Success

• All ICT communications with others must be responsible, respectful and sensible.

• Each user will be responsible for their behaviour when using the Internet. This includes material accessed and the language used.

• Offensive, illegal or otherwise inappropriate material will not be browsed, downloaded, uploaded or forwarded. Should such material be accidentally viewed, it must be immediately reported to a Seeds4Success staff member

* Personal information such as name, phone number or address will not be disclosed online.

• No arrangement to meet any person will be made online unless this is part of a recognised project approved by the Seeds4Success Charity Director or trustee.

• Images of any person will only be taken, stored and used for legitimate Seeds4Success purposes in line with policy and not be distributed outside the Seeds4Success network without the permission of a member of staff

• Any online activity will not cause Seeds4Success, the staff, any service user or others distress or bring them into disrepute.

• The privacy and ownership of others’ work online will be respected at all times.

• No user may attempt to bypass the internet filtering system.

• These rules are designed to keep all users safe and that if they are not followed, sanctions may be applied and the relevant parent/carer informed.

*Users shall not:*

Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

* Indecent images of children
* Promoting discrimination of any kind
* Promoting racial or religious hatred
* Promoting illegal acts
* Any other information which may be offensive to peers or colleagues e.g. abusive images; promotion of violence; gambling; criminally racist or religious hatred material.

Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material will be reported to the designated safeguarding lead and or the Police if appropriate:

* Indecent images inclusive of abuse (images of children whether they are digital or cartoons, apparently under 16 years old, involved in sexual activity or posed to be sexually provocative)
* Adult material that potentially breaches the Obscene Publications Act in the UK
* Criminally racist or anti-religious material
* Violence and bomb making
* Illegal taking or promotion of drugs
* Software piracy
* Other criminal activity

*In addition, users may not:*

* Visit sites that might be defamatory or incur liability on the part of Seeds4Success or adversely impact on the image of the charity
* Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
* Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet
* Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.
* Deliberate unauthorised access to facilities or services accessible via Seeds4Success computers
* Deliberate activities with any of the following characteristics:

- corrupting or destroying other users’ data;

- violating the privacy of other users;

- disrupting the work of other users;

- using the Seeds4Success wifi in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment);

- continuing to use an item of networking software or hardware after Seeds4Success has requested that use cease because it is causing disruption to the correct functioning of Seeds4Success systems

- other misuse of the Seeds4Success network, such as introduction of viruses

* Use mobile technologies 3G or mobile internet services in any way to intimidate, threaten or cause harm to others. Moreover, mobile technologies should not be used to access inappropriate materials or encourage activities that are dangerous or illegal.
* Where TalkTalk (provider of Seeds4Success internet connectivity) become aware of an illegal act or an attempted illegal act, they will have to comply with the law as it applies, and will take action directed by the Police if a Regulation of Investigatory Powers Act (RIPA) Notice is issued.

Use of video conferencing technology for remote youth work activity

The Covid-19 pandemic has necessitated the use of video conferencing to engage young people in remote youth work activities. The use of Zoom as a medium for delivering online youth work activities has been approved with the following safety measures in place:

* Each session is set up with separate login details which is sent out to young people or parents / carers (of those under 13 years old) in advance of the session.
* Try to find a quiet space, with a neutral background to run sessions from. Ensure young people understand that they can join with or without a camera but with a camera people will be able to see them and where they are. Ensure they are aware that background noise prevents others from being heard and therefore muting themselves if it is noisy is good practice otherwise the host will use the mute button if needed.
* Each session will be set up with the waiting room enabled and participants will require and link and password to enter the waiting room. The host will only admit known users to the session.
* General details of the sessions are promoted via social media and text message, but links to access the sessions are only sent directly to those who have asked to attend.
* Where possible have 2 members of staff / volunteers / peer leaders at each session, however if you are comfortable in delivering the session on your own and are happy to do so this is ok if normal lone working practices are followed e.g. log in / log out
* It is quite possible that parent / carers or other siblings will be in the background when sessions are running. If wider family wish to support or participate, and the family member we are working with are happy for this to happen then this is acceptable as long as their behaviour is appropriate. If there are any issues or concerns please notify the Charity Director so these can be discussed and addressed.
* If there is a need for a 1:1 session via Zoom, if possible have a parent / carer in the background (if appropriate). If you are lone working with an individual follow lone working procedures by informing your line manager or a colleague and log in and out. Make a note of the content of the chat.
* Do not record sessions unless there is a specific reason for doing so e.g. training – if recorded, all participants must be aware and consent to it being recorded. Ensure recording is deleted once it has been used for it’s specific purpose.
* If you wish to take photographs of the screen during the session, the same photo consent would be applied as during a usual face to face session
* A written record of attendees and a description of the session should be recorded as would be with a face to face session

**Reporting abuse**

There will be occasions when either a young person or an adult within a setting, receives an abusive email or accidentally accesses a website that contains abusive material. When such a situation occurs, the expectation is that the young person or adult should report the incident immediately.

Seeds4Success also recognises that there will be occasions where children and young people will be the victims of inappropriate behaviour that could lead to possible or actual significant harm, in such circumstances Seeds4Success safeguarding procedures should be followed. The expected response will be to take the reporting of such incidents seriously and the Charity Director and Lead Trustee for Safeguarding should be informed.

Seeds4Success, as part of their safeguarding duties and responsibilities will, in accordance with the charities policies, assist and provide information and advice in support of child protection enquiries and criminal investigations.

**Signed:** Andy Noble **Lead Trustee for Safeguarding**

**Date:** 25/3/21

**Review date:** March 2022

**E Safety – Acceptable Use Policy for Young People**

**Acceptable Use Policy Agreement**

I understand that while I am a member of Seeds4Success I must use technology in a responsible way.

**For my own personal safety:**

• I understand that my use of technology will be supervised and monitored.

• I will keep my personal passwords safe and will not use anyone else’s (even with their permission)

• I will log out of and shut down any pages or sites once I have finished using them

• I will keep my own personal information safe as well as that of others.

• I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

**For the safety of others:**

• I will not interfere with the way that others use their technology.

• I will be polite and responsible when I communicate with others,

• I will not take or share images of anyone without their permission.

**For the safety of the group:**

• I will not try to access anything illegal

• I will not download anything that I do not have the right to use.

• I will only use my personal device if I have permission and use it within the agreed rules

• I will not deliberately bypass any systems designed to keep the group safer.

• I will tell a responsible person if I find any damage or faults with technology, however this may have happened.

• I will not attempt to install programmes of any type on the devices belonging to Seeds4Success, without permission.

• I will only use social networking, gaming and chat sites which are age appropriate and that I have been given permission by my parent / carer and Seeds4Success staff to use

**I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:**

**Name:**

**Signature:**

**Date:**

**E Safety – Acceptable Use Policy for Staff and Volunteers**

**Background**

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

* Staff and volunteers will act responsibly to stay safer while online, being a good role model for younger users.
* effective systems are in place for the online safety of all users and the security of devices, systems, images, personal devices and data
* staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies.

The term “professional” is used to describe the role of any member of staff, volunteer or responsible adult.

**For my professional and personal safety I understand that:**

* I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring my group into disrepute.
* My use of technology could be monitored.
* When communicating professionally on behalf of Seeds4Success I will only use accounts or technology provided by or agreed with Seeds4Success
* These rules also apply when using Seeds4Success technology either at home or at a work venue
* Personal use of Seeds4Success technology is only acceptable with permission

**For the safety of others:**

* I will not access, copy, remove or otherwise alter any other user’s files, without authorisation.
* I will communicate with others in a professional manner.
* I will only share other’s personal data with lawful justification and their permission.
* I understand that any images I publish will be with the owner’s permission and be in line with the Seeds4Success Internet and Social Media Policies
* Wherever possible I will use Seeds4Success equipment to record any digital and video images, unless I have permission to do otherwise. If images are, with permission from the Charity Director or Board of Trustees, recorded on personal equipment, these will be transferred to Seeds4Success equipment if necessary and deleted from personal devices as soon as is reasonable possible.

**For the safety of the group, I understand that:**

* I will not try to access anything illegal, harmful or inappropriate.
* It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
* I will not share my online personal information (eg social networking profiles) with the young people with whom I work
* I will not deliberately bypass any systems designed to keep the group safer.
* I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Seeds4Success Data Protection Policy. Where personal data is transferred, externally, it must be encrypted.
* I understand that Data Protection Policy requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Seeds4Success policy to disclose such information to an appropriate authority.
* Personal passwords and those of other users should always be confidential.
* I will not download anything that I do not have the right to use.
* I will only use my personal device if I have permission and use it within the agreed rules
* I will inform the appropriate person if I find any damage or faults with technology.
* I will not attempt to install programmes of any type on the devices belonging to Seeds4Success, without permission

**Staff / Volunteer Name:**

**Signed:**

**Date:**

**Andrew NOBLE Trustee**

**8/7/20**