



ONLINE SAFETY

This policy should be read alongside IGA – policies and procedures on whistleblowing; Disciplinary actions; Complaints; Anti-bullying; Recording and information sharing; Training, supervision and support; and the overarching Child Protection/Safeguarding Policy and Procedures

The policy and the procedures that it underpins apply to all staff, including senior managers and the Executive Committee, paid staff, volunteers, agency staff, students and anyone working on behalf of IGA.

Purpose of policy

- To protect children and young people who receive IGA services and who make use of information technology (such as mobile phones/ devices, games consoles and the internet) as part of their involvement with us;
- To provide staff and volunteers with the overarching principles that guide our approach to e-safety:
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology and behave online

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies and online behaviour
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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 e-safety;
- The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person can be actually or potentially harmful to them

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

- Appointing an e-safety coordinator (note: this may or may not be the same person as your designated safeguarding officer for children);
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on how to behave online and appropriate use of ICT;
- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others;

- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones/devices and game consoles;
- Incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct both for staff and volunteers and for children and young people;
- Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use and online behaviour, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, downloading or creating indecent images of children, cyberbullying, or use of ICT to groom a child or to perpetrate abuse;
- Informing parents and carers of incidents of concern as appropriate;
- Reviewing and updating the security of our information systems regularly;
- Providing adequate physical security for ICT equipment;
- Ensuring that user names, logins and passwords are used effectively;
- Using only official email accounts provided via the organisation and monitoring these as necessary;
- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website;
- Ensuring that images of children, young people and families are used only after their permission has been obtained and only for the purpose for which the consent has been given
- Risk assessing in advance any social media tools used in the course of our work with children, young people and families; this assessment to be carried out by the member of staff wishing to use them;
- Providing effective management for staff and volunteers on ICT issues and online behaviour, through supervision, support and training;
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

The name of our online safety coordinator is Malcolm Bridges

He can be contacted on malcolm.bridges@igauk.com