

Totnes Rural Area Youth Engagement Project

www.traye.org

**Staff, Children and Young People’s E-safety Policy**

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| **Introduction** |

Totnes Rural Area Youth Engagement (TRAYE) recognises the Internet and other digital technologies provide a vast opportunity for children and young people to learn and socialise. More than any other mode of technology, the Internet and digital technologies allow all those involved in working with children and young people to promote creativity, stimulate awareness and enhance learning and communication skills.

However, the need to keep them safe from the inappropriate material and abuse of the Internet, digital and mobile technologies is paramount. This policy is therefore aimed at developing an approach to E-safety, to protect children and young people who access the Internet and digital technologies outside the school environment whilst in TRAYE’S care whether using our own facilities or personal mobile phones etc.

TRAYE recognises, as part of this policy, that there should be equitable opportunities for all children and young people using ICT technology and that for children and young people with a disability it can offer increased opportunities for communication in particular.

TRAYE is committed to ensuring that all children and 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 children and 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.

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| **Scope** |

The Policy applies to all interventions which TRAYE provides. The policy is also recommended as good practice to all TRAYE partner organisations as the minimum level of provision of E-safety for children and young people.

TRAYE will seek to ensure that across the service the following elements will be in place as part of its safeguarding responsibilities to children and young people:

* a list of authorised person(s) dealing with child protection issues and E-safety at each setting;
* adequate training for staff and volunteers;
* adequate supervision of children and young people when using the Internet and digital technologies;
* talking and showing children and young people about how to use the Internet and digital technologies safely;
* a reporting procedure for abuse and misuse by children, young people and adults.

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| **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.

TRAYE expects that all settings ensure that children, young people, staff and volunteers use the Internet, mobile and digital technologies responsibly and strictly according to the conditions below and these expectations are also applicable to any service that provides external services on behalf of TRAYE:

 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 office for child protection within the setting and the Police:

* 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:

* Use the TRAYE facilities (connectivity and services) or an equivalent for running a private business;
* Enter into any personal transaction that involves TRAYE or partner services in any way;
* Visit sites that might be defamatory or incur liability on the part of TRAYE or a partner service or adversely impact on the image of TRAYE.
* Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of TRAYE.
* 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.
* Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.
* The transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where the material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe.
* Deliberate unauthorised access to facilities or services accessible via TRAYE computers.
* 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 the provider of 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.

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| **Reporting abuse** |

There will be occasions when either a child or 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 child, young person or adult should report the incident immediately. TRAYE 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 TRAYE safeguarding procedures should be followed. The expected response will be to take the reporting of such incidents seriously and where judged necessary, the DSL for Child Protection within the setting refer details of the incident to the lead agencies involved in safeguarding children, namely Children’s Social Care and the Police.

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

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| **Education and Training** |

TRAYE is committed to harnessing the power of the Internet and other digital technologies to enhance the activities the children and young people choose to be engaged in. We are dedicated to ensuring that it helps the children and young people who access its services to have the skills of critical awareness, digital literacy and good online citizenship to enable them to use the Internet and other digital technologies safely.

As part of achieving the above, the service will seek to ensure that E-safety awareness is integrated in to appropriate activities for children, young people; and also, training will be made available to those adults that supervise them, manage and/or support the facilities that are being used.

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| **Partnership working with Inspire Interventions** |

TRAYE **r**ecognises that as part of its safeguarding responsibilities there is a need to work in partnership. TRAYE will share this policy with our partners to ensure consistency in all aspects of our work, with regards to E Safety.

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| **Sanctions** |

Where there is inappropriate or illegal use of the Internet and digital technologies, the following sanctions will be applied:

**Child / Young Person**

* The child/young person will be talked to about the incident and their parents or carers will be made aware.
* Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.

**Adult (Staff and Volunteers)**

* The adult may be subject to TRAYE disciplinary procedures, if it is deemed he/she has breached the policy.
* Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.

If inappropriate material is accessed, users are required to immediately report this to TRAYE Chair, Jacqi Hodgson so this can be taken into account in monitoring.

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| **Document versions and review control** |

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