

## Online Safety Policy

Safeguarding is a serious matter; at PowerWood we use technology to communicate with families, and in some of our workshop activities. Online safeguarding is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an incident, whichever is sooner.

### **The primary purpose of this policy is twofold:**

- To empower the families with the knowledge to stay safe online.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the participants of our activities.

This policy is shared on our website, and at PowerWood activities and events when relevant.

### **Parents and Carers**

At activities attended by parents and children together, such as camps and workshops, responsibility for online safety rests with the parent. When children attend activities without their parents, online safety is the responsibility of PowerWood staff and volunteers, who will communicate with parents how best to minimise risk. At times, staff or volunteers may ask families to take greater care, for example with use of mobile phones when a group of children of different ages are together.

PowerWood takes an active role in helping families to stay informed of the risks and benefits of using communications technology, and how to guide young people to stay safe online.

### **Technology**

Any computers used by young people in PowerWood activities will have filter software installed that prevents access to illegal and inappropriate websites. Appropriateness is determined by the age and developmental stage of the user.

## **Data protection**

Secure, password protected systems are used to store families information, and copies of data are kept at the PowerWood office, and not removed from there. Staff or volunteers can only have access to data on a need to know basis, and after understanding and signing our confidentiality agreement.

## **Safe Use**

### **Internet use**

At PowerWood activities where parents and children attend together, families are permitted to bring and to use their own laptops, mobile phones and other devices, with or without internet connectivity. We are happy for these to be used in personal, 'downtime' for example in tents. When participating in group activities and in communal areas, it is recommended that phones, laptops etc. are not used. If any concerns are raised regarding access to inappropriate content, users may be asked to stop immediately, and safeguarding concerns may be raised.

### **Photos, audio and video recordings**

All participants are made aware of how we use media that they feature in, and have the opportunity to opt out. Parents and children are asked to sign a permission form.

### **Social Networking**

There are many social networking services available; PowerWood is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents and the wider school community. Currently PowerWood uses:

- Blogging
- Twitter
- Facebook
- LinkedIn

These are used by PowerWood to facilitate sharing of information between families, and to publicise our work, and we encourage parents, rather than children, to use social networking. Social networks are moderated to stay polite, welcoming and on-topic.

### **Incidents**

Any online safety concerns should be raised with PowerWood's Safeguarding contacts, Simone de Hoogh and Abigail Coles. Procedures outlined in the PowerWood Safeguarding policy would be followed.

## Acceptable Use Policy - Staff and volunteers

### **Internet access**

You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.

### **Social networking**

If using social networking for personal use, do not undermine the organisation, its staff, parents or children, or disclose sensitive information.

### **Use of Email**

staff are not permitted to use PowerWood email addresses for personal business. All email should be kept professional.

### **Passwords**

Passwords should be kept private. It is safer to store passwords on paper, rather than on a computer. Avoid sharing passwords by email.

## **Data Protection**

If it is necessary for you to take work home, or off site, data should be encrypted and stored with care.

## **Acceptable Use Policy – children and young people**

- Do not look for or show other people things that may be upsetting.
- Do not share passwords with anybody
- Never use other people's usernames or passwords.
- Never share personal information online with anyone.
- Always show respect for the work that other people have done.
- Always be respectful to everybody online; treat everybody the way that you want to be treated.
- Understand that some people on the Internet are not who they say they are, and some people can be nasty. Tell your parents, or another adult you trust, if anyone asks you for personal information.
- Tell your parents, or another adult you trust, if anybody says or does anything hurtful or upsetting.
- Tell your parents, or another adult you trust, if you have any concerns.