



**BRIGHT CENTRES**

WORKING TOWARDS A BRIGHTER FUTURE

# E-safety safety policy statement

Bright Centres

Policy Date: September 2023

Review Date: September 2024

This policy should be read alongside Bright Centre's policies and procedures on child protection and safeguarding.

## The purpose of this policy statement

Bright Centres works with children and families as part of its activities. These include programme streams across professional development & training, education & tuition, and wellbeing & advocacy support.

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, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Bright Centre's activities.

## **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- **online abuse**
- **bullying**
- **child protection.**

The provisions of the Children Act 2004<sup>1</sup>, Working Together to Safeguard Children 2 sets out how organisations and individuals should work together to safeguard and promote the welfare of children. All the 'staying safe' aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms.

For example, we know that the internet has been used for grooming children and young people with the aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour. It is the duty of the Centre to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the Centre physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the Centre and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

### **We believe that:**

- children and young people should never experience abuse of any kind
- children 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 can also

present 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 [name of organisation]'s network and devices
- 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
- 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.

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

- appointing an online safety coordinator [this may or may not be the same person as your nominated child protection lead]
- 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 or 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 or 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 or 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.

Related policies and procedures

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

- child protection
- procedures for responding to concerns about a child or young person's wellbeing
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- photography and image sharing guidance.

# Contact details

## **Online safety co-ordinator**

Name: Hamdi Aden

email: [hamdiaden@brightcentres.co.uk](mailto:hamdiaden@brightcentres.co.uk)

## **Senior lead for safeguarding and child protection**

Name: Issa Issa

Phone/email: [iissa@brightcentres.co.uk](mailto:iissa@brightcentres.co.uk)

[Name of group/organisation] understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

This agreement is part of our overarching **code of behaviour for children and young people and staff and volunteers**. It also fits with our overarching **online safety policy**. If you would like to know more about this, please speak to [add name/job title].

- More information about online safety is available from [learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups](https://learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups)

**Young person:** please read the following agreement and discuss it with your parents/carers and group leader.



**Parents/carers:** please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the group leader. If you have any questions or concerns please speak to a member of staff.

Young person's agreement

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a member of staff

I understand that my internet use at Bright Centres will be monitored and logged and can be made available to the group leader. I understand that these rules are designed to keep me safe and that if I choose not to follow them, Bright Centres may contact my parents/carers.

Signatures:

We have discussed this online safety agreement and [child's name] agrees to follow the rules set out above.

Parent/carer signature..... Date

..... Young person's

signature..... Date .....