Positive Progress Tuition

Positive Progress Tuition Centre

(“Study Centre”)

**E-Safety Policy**

Margaret Rude

(“the Instructor”)

Review Date: 01.01.24

Carried out by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amendments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Safety Policy**

**POLICY STATEMENT**

The Instructor recognises that the welfare of all children is paramount and that *all* children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care for all children and young people attending Positive Progress Tuition Centre and we will do everything we can to provide a safe and caring environment whilst they attend our Study Centre.

**POLICY AIM**

To promote the highest standard of safeguarding practice in all our activities with children, young people, their families and/or carers. We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation is accessing any form of digital or electronic communication, including the internet, mobile phones, games, photography and videos. This policy should be read in conjunction with our Safeguarding Children & Young People and Photography Policies.

**LEAD AND DEPUTY PERSON FOR E-SAFETY**

The responsibility of managing E-Safety can be both demanding and challenging, and therefore is the responsibility of the Instructor. Please refer to the Children and Young People Safeguarding Policy for further details on this.

**Our Lead is:** Margaret Rude - Contact 07782 553144

**Our Deputy Lead is:** Lisa Heron - 07803298875

Our additional Deputy Lead is: Georgia Nisted - 07305598546

Our additional Deputy Lead is: Elena Colangelo - 08867983704

Their role is to oversee and ensure that our E-Safety Policy is fully implemented. This includes ensuring they and all staff receive E-Safety information and child protection training as appropriate. This policy will be made available to all staff, children, young people and parents and guardians through enrolment, training, upon request and induction.

**WHY DO WE NEED AN E-SAFETY POLICY?**

Recent advances on the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy.  Government guidance is clear that all organisations working with children, young people, families, parents and guardian(s) have responsibilities. It is important to remember that children and young people can also abuse others and that such incidents fall into the remit of this policy.

**“All agencies providing services to children have a duty to understand E-Safety issues, recognising their role in helping children stay safe online while also supporting adults who care for children”** *Safeguarding Children in a Digital World*

**OUR E-SAFETY CODE OF CONDUCT**

We expect all staff to agree and sign up to our code of conduct:

I will:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody
3. seek written permission in accordance with the Social Media Policy etc. if I want to use personal information or take photographs of other people
4. report any concerns as detailed on the Children and Young People Safeguarding Policy
5. be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person

**THE RISKS OF ESAFETY**

There are many potential risks involving children and young people, including:

* accessing age inappropriate or illegal websites
* receiving unwanted or upsetting text or e-mail messages or images
* being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, or crime
* viewing or receiving socially unacceptable material such as inciting hatred or violence
* sending bullying messages or posting malicious details about others
* ignoring copyright law by downloading music, video or even homework cheat material

**WHAT ELSE MIGHT BE OF CONCERN?**

**A child or young person who:**

* is becoming secretive about where they are going to or who they are meeting
* will not let you see what they are accessing online,
* using a webcam in a closed area, away from other people
* accessing the web or using a mobile or PDA (Personal Data Assistant) for long periods and at all hours
* clears the computer history each time they use it
* receives unexpected money or gifts from people you don’t know

**An adult who:**

* befriends a child/children on the internet or by text messaging
* has links to children on their Facebook or other social network site; especially if they work in a position of trust, such as a sports coach or youth worker
* is secretive about what they are doing and who they are meeting

**WHAT DO I DO IF I AM CONCERNED?**

If you have any concerns speak to the Lead, or Deputy person for E-Safety immediately. Please refer to the Children and Young People Safeguarding Policy for further details on the referral process.

**CONTACTS FOR REFERRING**

If the concern is about:

* a child being in imminent danger, ALWAYS DIAL 999 FOR THE POLICE.
* the welfare of a child, ring the local children’s social care services.  The number can be found under the “Worried about a child?” button at [www.SAFEcic.co.uk](http://www.safecic.co.uk) , by following your local SCB (Safeguarding Children Board) web link
* a known person’s sexual behaviour or intentions, ring the local police
* a person who has a “duty of care” towards children and young people in the organisation, ring the local children’s social care services. The LADO (Local Authority Designated Officer) will oversee and advise upon any following procedures
* an unknown person’s sexual behaviour or intentions, report at [www.ceop.gov.uk](http://www.ceop.gov.uk) (Child Exploitation and Online Protection Centre)
* harmful content including child sexual abuse images or incitement to racial hatred content, contact  [www.iwf.org.uk](http://www.iwf.org.uk)
* viruses or technical advice, get advice from your provider
* mobile problems, contact the phone service provider

**REMEMBER:**

1. **DO NOT DELAY**
2. **DO NOT INVESTIGATE**
3. **SEEK ADVICE FROM THE LEAD OR DEPUTY PERSON FOR E-SAFETY**
4. **MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD**

**OTHER USEFUL CONTACTS**

NSPCC Tel: 0800 800 5000

**Young people** can get help and advice at [www.childline.org.uk](http://www.childline.org.uk)  Tel: 08001111

or [www.there4me.com](http://www.there4me.com)

or access advice about concerns including bullying and hacking , or to report concerns  by visiting

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**MINIMISING THE RISKS**

The Instructor will:

* talk to children and young people about what they are accessing online
* explain the risks of giving out personal details online
* talk about how people can be anyone they want to be online by: using misleading emails, photographs of other people, telling lies about their age, school, hobbies
* encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate
* advise children and young people to only text, chat or webcam to people they know for real
* talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments
* discuss how people hide their identities online and the importance of never meting new online “friends” for real
* make sure children and young people understand they can always talk to us or their parents and/or guardians about anything that makes them feel uncomfortable
* talk about how, when information or images get onto the internet, they can never be erased

**REFERENCES**

To learn more and access specialist E-Safety references go to [http://www.SAFEcic.co.uk/esafety-site](http://www.safecic.co.uk/esafety-site)

For E-Safety training visit [http://www.SAFEcic.co.uk/e-shop/all-categories/product/73-online-esafety-courses/category\_pathway-13](http://www.safecic.co.uk/e-shop/all-categories/product/73-online-esafety-courses/category_pathway-13)

**POLICY DATE**

This policy was agreed and disseminated, and will be reviewed annually or when there are substantial organisational changes.

**THIS POLICY SHALL BE REVIEWED ANNUALLY TO ENSURE IT MEETS MOST UP TO DATE LEGISLATION**

**REVIEW DATE: 01.01.24**

**Signed:  M Rude**

**E-Safety Lead: M Rude**

**E-Safety Deputy Lead: L Heron**

**Additional E-Safety Deputy Lead: G Nisted**

**Additional E-Safety Deputy Lead: E Colangelo**

**Date: 01.01.23**

A separate record for signatures should be maintained to evidence everyone who has seen and understood this policy, including the E-Safety Code of Conduct.

