**E -SAFETY**

**POLICY**



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| BY (Name / Job Title) | Alice Wallman– Quality Development Co-ordinator |

**E-SAFETY POLICY**

**Purpose**

* We welcome the development of new technologies for communicating and will use them wherever they are appropriate to enhance our work with young people.
* We recognise our responsibility to take all reasonable measures to ensure that the risks of harm to young people’s welfare are minimised; and, where there are concerns about young people’s welfare, to take appropriate actions to address those concerns. The organisation acknowledges that this includes keeping young people as safe as possible when using social media
* Dv8 Sussex does not wish to restrict free speech or to stop individuals expressing opinions but when online activity compromise the organisation, present a safeguarding issue or a clear risk of breaching legislation then we are entitled to act
* We recognise the need to protect staff from inappropriate conduct from young people in their personal lives and from situations that may make them vulnerable to unjustified allegations of wrongful conduct. Inappropriate conduct and unjustified allegations made via social media will be taken as seriously as inappropriate conduct and unjustified allegation made in other contexts
* We acknowledge that working for Dv8 Sussex requires appropriate conduct in public spaces outside our work and in our personal lives and that this includes electronic communication.

**Creating an inclusive supportive environment**

All students within DV8 are offered a safe space to discuss political or personal views and explore their interests with appropriate guidance, monitoring and challenging. The students therefore develop as British citizens through interaction within the team. The relationship built through our staff team enables students to feel part of DV8 community and encouragement is given to have access to wider community to discourage isolation and potential danger of radicalisation. Staff team are trained and supported to allow students to express their views and concerns, student behaviour is monitored closely for any changes and all concerns are handled appropriately by the safeguarding panel.

**Narrative**

This policy covers issues relating to staff and learners and their safe use of the internet, mobile phones and other electronic communications technologies, both during and outside core learning hours. It includes education and training for all Dv8 Sussex staff and learners on risks and responsibilities and is part of the ‘duty of care’ which applies to everyone working with young people and vulnerable adults.

**E Safety**

* Learners and staff cannot be prevented from exposure to risks both on and offline. All members of the Dv8 Sussex community will be empowered and educated so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns. · Dv8 is fully committed to safeguarding and promoting the welfare of all its pupils.
* All staff members recognise that safeguarding against online exploitation is of paramount importance in building a safe online community at Dv8.
* All members of staff are aware of the importance of best practice in the classroom in order to educate and protect learners in their care. This is by the promotion of group agreements within the class to address and highlight online safety measures and the advertising of e -safety procedures- eg our SMART RULES procedure.
* SMART RULES!

Safe: Keep safe by being careful not to give out personal information when you’re chatting or posting online. Personal information includes your email address, phone number and password.

 Meeting: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents’ or carers’ permission and even then only when they can be present.

Accepting: Accepting emails, Instant Messenger (IM) messages, or opening files, pictures or texts from people you don’t know or trust can lead to problems – they may contain viruses or nasty messages!

 Reliable: Information you find on the internet may not be true, or someone online may be lying about who they are.

Tell: Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

**Prevent**

* We also recognise that radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society
* We protect students from the risk of radicalisation, for example by using filters on the internet (provided by our subscription to Lanschool )to make sure they can’t access extremist and terrorist material Tor potential radicalisation from far right extremist organisations who do not promote equality and British values as led by the Government. Monitor and challenge any interest in or potential radicalisation from any extremist animal rights groups or similar organisations who incite violence, illegal action and potential harm to activists.
* Our Safeguarding, Prevent Duty and E-Safety policies set out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.
* We strongly recognize the risk posed to our students of on-line radicalization, as terrorist organizations like ISIL seek to radicalize young people through the use of social media and the internet.
* The head of student support and the appropriate centre manager are notified of any inappropriate behaviour and appropriate steps are taken as required.
* This may involve speaking to the student, contacting parents, setting up a one to one programme of support or making a direct referral to the local Prevent Police/local authority officer based on the seriousness of the incident.
* Our annual Inset day staff training ensures all staff are fully aware of the risks posed by the online activity of extremist and terrorist groups, alongside this all new staff complete the ETF online Prevent training when they start.
* E-safety is a key aspect of the DV8 curriculum and equips pupils to stay safe online, both in school and outside. We have a month long focus on Anti bullying and Online safety in November focusing on cyberbullying and e-safety- including the risks posed by radicalisation here.
* Our annual PSD review identifies the extent of curriculum coverage for this and all other safeguarding themes.

Members of staff all have a duty of care to actively promote good practice in online safety in the sessions and actively promote such events as ‘safer internet day’ alongside the wider organisational team. It is also tutors responsibility to make sure they deliver key themes on online safety as promoted through the PSD curriculum including resources linking to the prevent agenda.( Please note these are all provided in the PSD folder).

**Professional Boundaries**

Members of staff need to manage their own professional reputation online and demonstrate appropriate online behaviours.

* It is an extremely important part of the Dv8 Sussex offer that learners have the opportunity to interact with creative industry professionals, guest speakers and other adults.
* Use of electronic communication is an essential and vital part of this networking opportunity and as such staff are not prohibited from contacting learners using social media and other methods if this contact is made in order to facilitate learner progression, attendance, retention and achievement. Contact however should only be made using a Dv8 mobile, Dv8 email address and Dv8 social media accounts.
* Where pictures of learners are needed for professional use be it social media posts, centre management ID cards and marketing contexts written or verbal permission in advance should be sought. Images should also be deleted by staff once they have been used for the above professional purpose. Student support will also need to contact young people via text or other methods occasionally should any safeguarding issues occur.
* It is crucial that all staff are aware of these rules and procedures and that everyone is aware of the offline consequences that online actions can have.
* Breaches of this E -Safety policy may lead to civil, disciplinary or criminal action being taken against staff or learners.
* If required to do so, Dv8 Sussex will assist the authorities by submitting all your correspondence if allegations are made against you whilst using Dv8 Sussex technology or acting in the capacity of tutor-learner relationship.

**Use of Lanschool**

* Dv8 uses Lanschool to monitor the activity of students for classroom management and safeguarding purposes only. An example of this would be the ability to switch off a facebook page of a student during a lesson time or to monitor /intervene in any activity online that is of an inappropriate nature. These type of safeguarding cases will be brought to the attention of the student support team who will work alongside the centre teams to give appropriate support here.
* Lanschool will not be used to monitor the daily content of the students communications or daily lives other than if Dv8 has safeguarding concerns as outlined above.
* All classrooms have posters up in them that outline the fact that Dv8 monitors and safeguards their internet use via Lanschool in order to make all students aware here.

Learners and staff must not make, post forward or publish by any means comments that fall into the following categories:

**ONLINE PRACTICES**

* Harassment regarding protected characteristics as defined under the Equality Act 2010
* Discriminatory or defamatory comments or material
* Bullying
* Inciting racial or religious hatred
* Making threats or discriminating, even as a joke
* Making malicious comments
* Anything that could be seen to promote Anti British Values
* Anything that promotes an extremist Ideology be it far right or radical in nature
* Leaking of confidential information
* Leaking or unauthorised posting of personal information
* Posting photos or other personal information on social media websites without permission (which can be given verbally)
* Online stalking
* Comments left on social media can be discriminatory even if they take place out of working hours. A useful guiding principle for staff and learners is that if you wouldn’t say it to someone’s face, don’t post it online.

**Appropriate online conduct**

* If in doubt refrain or consult
* Ask permission to tag or upload (verbal is fine)
* It is the responsibility of every learner and member of staff to familiarise themselves with the organisation’s policies as they apply equally to online activity
* Count to ten before posting in anger
* Avoid careless talk and do not compromise staff or learner privacy
* Use social media responsibly and stay safe at all times
* Security settings are crucial – if you don’t know how to do this you must ask
* Postings outside core hours still count
* Bullying- this includes students to other students as well as students to staff and staff to students as well as outside parties ( see bullying and harassment policy)
* Not using social media in lesson times
* Making defamatory comments about Dv8 as an organisation

Staff should separate personal and professional lives and decide on the best form of social media for interactions with learners. Suggestions include:

* More than one SM profile (separate one for learners)
* Use Linkedin as alternative to Facebook as it is more appropriate for professional networking**.**

**Compliance with safeguarding children agenda**

* We will ensure that our staff follow the requirements of all relevant legislation as well as the Dv8 Sussex safeguarding policy
* We will train our staff to follow this policy and we will regularly monitor its implementation. In addition, we will carry out a full review of this policy annually.
* We will involve staff and young people in the development of this policy through consultation including student voice meetings and other professional working groups.
* Dv8 will also strive to work to demonstrate best practice by actively promoting resources around the centre as a whole that promote e safety ( this is through the centre management, teaching and student support teams where key promotional material is shared)
* http://www.childnet.com/ufiles/Young-people-and-social-networking-

Whole organisational approach to social networking

* Learners feel that there should be consistency amongst centres in both Bexhill and Brighton in terms of the uploading of social media posts.
* Centre teams need to ensure that all information regarding learners in this context is passed to the marketing teams and that both sites are evenly represented.

**Mobile phones and texting**

* Staff should take great care not to use language that might give the wrong impression or create misunderstanding when communicating with a young person, especially when using the informal language and shorthand often used in texts. Staff should maintain a professional code of conduct and therefore use language that reflects that.
* Staff should only use a DV8 mobile device for messaging or texting a student appropriately. The name of the staff member should be added to all messages and an option to opt out of receiving texts made available.
* Staff should seek advice from a member of the SMT or their direct line manager whenever there is doubt or concern over the content or context of electronic communication.
* If there is any concern about the content of communication a record of texts sent and received should be kept backed up electronically for reference and made available to a member of the SMT if required.

**Email**

* Staff should only use an agreed email account for email contact with young people with whom Dv8 Sussex is working, which will always be ‘Dv8sussex.com’ account. Staff must not use their personal email accounts for contact with young people.
* If there is any concern about the content of communication a record of emails sent and received should be backed up electronically for reference and made available to a member of the SMT if required.

**Social networking and instant messaging**

* Unlike email or texting, social networking and instant messaging involves the possibility of contact with the friends of the young person or of the staff member. This raises particular concerns for safeguarding young people.
* NO Staff member should ever use their personal social networking or instant messaging accounts for contact with young people
* Staff should ensure that the content of their social networking accounts, including pictures, are appropriate. Comments and other content must not be derogatory towards those with whom Dv8 Sussex is working.

**Examples – what does good practice look like?**

* If a staff member wishes to follow up on a progression destination from a past learner they must do so with direct consent from their line manager and only via the method of calling or texting from Dv8 facilities. Or if the ex learner is happy to do so they can come to the appropriate centre.

**Examples – what does questionable practice look like?**

* Friending a learner on Facebook from your personal account
* Meeting a learner in private or at your house
* Using any personal accounts to contact a learner.

**Always check with your manager if you are unsure!**