



Charity No: 1169903

## THE PROUT BRIDGE PROJECT e-SAFETY POLICY

Updated: 9<sup>th</sup> January 2024

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The Prout Bridge Project Staff, Children and Young People's e safety Policy Staff, Children and Young People's e safety Policy 2 Introduction The Prout Bridge Project recognises the Internet and other digital technologies provide a vast opportunity for children and young people to learn, socialise and play. 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 The Prout Bridge Project's care whether using our own facilities or personal mobile phones etc.

The Prout Bridge Project recognises, as part of this policy, that there should be equitable opportunities for all children and young people using ICT technology and that for disabled children and young people it can offer increased opportunities for communication in particular. The Prout Bridge Project is committed to ensuring that all children and young people using it's 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. The Policy applies to all after school clubs, playschemes and youth schemes which The Prout Bridge Project provides.

The policy is also recommended as good practice to all The Prout Bridge Project's partner organisations as the minimum level of provision of E-safety for children and young people.

The Prout Bridge Project 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.
- Policies and Practices for 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.

The Prout Bridge Project 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 The Prout Bridge Project: 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 extratime facilities (connectivity and services) or an equivalent for running a private business;
- Enter into any personal transaction that involves The Prout Bridge Project or partner services in any way;
- Visit sites that might be defamatory or incur liability on the part of The Prout Bridge Project or a partner service or adversely impact on the image of The Prout Bridge Project
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of The Prout Bridge Project, or to The Prout Bridge Project itself;
- 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
- Sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet;
- 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 The Prout Bridge Project's computers
- Deliberate activities with any of the following characteristics: -
  - o wasting staff effort or networked resources, including time on end systems accessible via the Prout Bridge Project network and the effort of staff involved in support of those systems;
  - o corrupting or destroying other users' data;
  - o violating the privacy of other users;
  - o disrupting the work of other users;
  - o using the Prout Bridge Project's network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment);
  - o continuing to use an item of networking software or hardware after The Prout Bridge Project has requested that use cease because it is causing disruption to the correct functioning of The Prout Bridge Project's systems;
  - o other misuse of the Prout Bridge Project network, such as introduction of viruses.

- Use mobile technologies 4G 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.

All The Prout Bridge Project's settings, as part of their safeguarding duties and responsibilities will, in accordance with the charities policies, assist and provide information and advice in support of child protection enquiries and criminal investigations.

Education and Training; The Prout Bridge Project 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. The charity is also dedicated to ensuring that it helps the children and young people who access it's 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.

The Prout Bridge Project recognises that as part of its safeguarding responsibilities there is a need to work in partnership. The Prout Bridge Project will share this policy with our partners to ensure consistency across venues with regards to E Safety.

The Prout Bridge Project will ensure that all settings adhere to the policy. The first responsibility for monitoring the use of the Internet and digital technologies lies with the setting supervisors. These should include both physical observation (supervision of use by an adult, where appropriate) and local technical monitoring. The Prout Bridge Project does monitor and audit the use of the Internet and electronic mail to see whether users are complying with the policy. Any potential misuse identified by Prout Bridge Project will be reported to the connected establishment and/or relevant organisation.

Prout Bridge Project has been careful to develop in conjunction with its partners, policies and procedures to support the innocent in the event of a policy breach. 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 disciplined according to Prout Bridge Project's behaviour management policy, which will ultimately include the use of Internet and email being withdrawn.

