



# eSAFETY POLICY

## Wise up to the Web

### *Safeguarding Children in a Digital World*

The Country Trust is a registered charity no. 1122103 and is a company limited by guarantee registered in England no. 6436266  
Registered address and head office: Moulsham Mill, Parkway, Chelmsford, CM2 7PX  
The President: The Duke of Westminster

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## Name of Organisation: The Country Trust

### POLICY STATEMENT

We recognise that the welfare of all children is paramount and that *all* children, regardless of ability or culture, have equal rights of protection. We have a duty of care when children are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

### POLICY AIM

We promote the highest standard of safeguarding practice in all our activities with children. 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, videos. We will provide clear and specific directions to staff, self-employed contractors and volunteers on how to behave online through our Code of Conduct for Safeguarding Children. This policy should be read in conjunction with our Safeguarding Children and Photography Policies. This policy is for The Country Trust; when working with school groups we will liaise with school staff as appropriate to their procedures.

### LEAD AND DEPUTY PERSON FOR eSAFETY

The responsibility of managing eSafety can be both demanding and challenging, and therefore must be appointed at managerial/trustee or committee level to personnel who are available when we are operational.

#### Our lead is:

Name: Jill Attenborough CEO, The Country Trust

Contact details: [jattenborough@countrytrust.org.uk](mailto:jattenborough@countrytrust.org.uk) Tel: 01245 608363

#### Our deputy lead is:

Name: Alison Smith, Office Manager, The Country Trust

Contact details: [asmith@countrytrust.org.uk](mailto:asmith@countrytrust.org.uk) Tel: 01245 608363

Their role is to oversee and ensure that our eSafety policy is fully implemented. This includes ensuring that they and all staff receive eSafety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. She will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made available to all adults, children, young people and parents/carers by website, staff training, leaflet, staff handbook, staff induction.



## WHY DO WE NEED AN eSAFETY POLICY?

Recent advances of the internet, mobile phones and other electronic technology have made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school and in addition to research for homework, the majority use social networking sites, along with playing games and downloading music and videos. Recent CEOP (Child Exploitation & Online Protection Centre) research with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new “friend” from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age. Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

**“All agencies providing services to children have a duty to understand eSafety issues, recognising their role in helping children stay safe online while also supporting adults who care for children”**

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## OUR eSAFETY CODE OF CONDUCT:

We expect everyone in our organisation 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. Professional conduct is essential. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Staff, volunteers or others working for The Country Trust must not connect directly with children attending a Country Trust activity on any social media platform.
4. If a child makes direct contact through any online platform to a member of The Country Trust, Jill Attenborough must be informed immediately, and no action should be taken by the staff member without advice.
5. Seek permission if I want to use personal information or take photographs of other people
6. Report any concerns to the lead or deputy person for eSafety immediately
7. Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person



## WHAT ARE THE RISKS?

There are many potential risks involving children including:

- Accessing age inappropriate or illegal websites
- Receiving unwanted or upsetting messages or images via text, e-mail or social media
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, crime or radicalisation
- 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 late at night
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know

**An adult who:**

- befriends a child/ren 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
- is secretive about what they are doing and who they are meeting

## WHAT DO I DO IF I AM CONCERNED?

During school activities and trips:

Talk to the school's leading member of staff accompanying the group  
OR

Talk to the school's headteacher or their deputy  
AND



Notify the lead person for eSafety or their deputy of your organisation

Otherwise, if you have any concerns speak to the lead, or deputy person for eSafety immediately. She will take the following action/s:

## 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 at [www.safecic.co.uk](http://www.safecic.co.uk) under the "Safeguarding Boards" button or via Safeguarding hubs/eSafety hub and click on the "Worried about a child?" button
- a known person's sexual behaviour or intentions, ring the local police/SCB
- 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, get advice from [www.getnetwise.co.uk](http://www.getnetwise.co.uk)
- 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 eSAFETY
4. MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD

## OTHER USEFUL CONTACTS

NSPCC: Tel: 0800 800 5000

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

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 useful information about concerns including bullying and hacking visit

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

or to report concerns by visiting (CEOP)

<https://www.thinkuknow.co.uk/parents/Get-help/Reporting-an-incident/>



Childnet International: Information about online grooming  
<https://www.childnet.com/parents-and-carers/hot-topics/online-grooming>

**Technical Advice**

Contact the local retailer or go on line to the phone or software provider

**REFERENCES:**

For more specialist eSafety references go to <https://www.safecic.co.uk/esafety-site>

**POLICY DATE**

This policy was agreed and disseminated on 2<sup>nd</sup> July 2019 and will be reviewed every three years or when there are substantial organisational changes.

**POLICY REVIEW DATE: 2<sup>ND</sup> JULY 2019**

**Signed by:**

<b>Lead for eSafety</b>	
	<b>J Attenborough CEO</b>

<b>Deputy for eSafety</b>	
	<b>A Smith, Office Manager</b>

<b>Trustee</b>	
	<b>Anne Bufton-McCoy, Chair</b>

**Dated: 2<sup>nd</sup> July 2019**

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



## eSafety Referral Flow Chart

