



**Country
Trust**

Where children
learn and grow

eSAFETY POLICY

Review Date	September 2021
TCT Date	September 2020
Version	Sept20 V3.3



POLICY STATEMENT

We recognise that the welfare of all children, young people and adults at risk is paramount and that they all, regardless of ability or culture, have equal rights of protection. We have a duty of care when children, young people and adults at risk 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, Young People and Adults at Risk. This policy should be read in conjunction with our Safeguarding Children, Young People and Adults at Risk 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 Tel: 01245 608363

Our deputy lead is:

Name: Alison Smith, Office Manager, The Country Trust

Contact details: asmith@countrytrust.org.uk Tel: 01245 608363

Additional Senior Contact: Anne Bufton-McCoy, Chair.

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 safeguarding 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. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

eSAFETY CODE OF CONDUCT:

We expect everyone in our organisation to agree and sign up to our code of conduct to:

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 permission if I want to use personal information or take photographs of other people.
4. 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.
5. 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.
6. be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk
7. report any concerns to the Lead or Deputy immediately

WHAT ARE THE RISKS?

There are many potential risks including:

- Accessing age inappropriate or illegal websites
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime or radicalization
- 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 materials etc
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.



WHAT ELSE MIGHT BE OF CONCERN?

A child, young person or adult at risk 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 for long periods and at all hours
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know
- does not appear to have the money they should have

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging
- has links to children, young people and/or adults at risk on their social media pages, especially if they work in a position of care such as a sport coach or care worker.
- 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. They will take the following action/s:

CONTACTS FOR REFERRING

If the concern is about:

- a child, young person or adult at risk, 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 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 (Child Exploitation and Online Protection Centre)
- harmful content, including child sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk
- viruses, get advice from 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 Tel: 08001111

or www.there4me.com

or access advice useful information about concerns including bullying and hacking visit

www.thinkuknow.co.uk

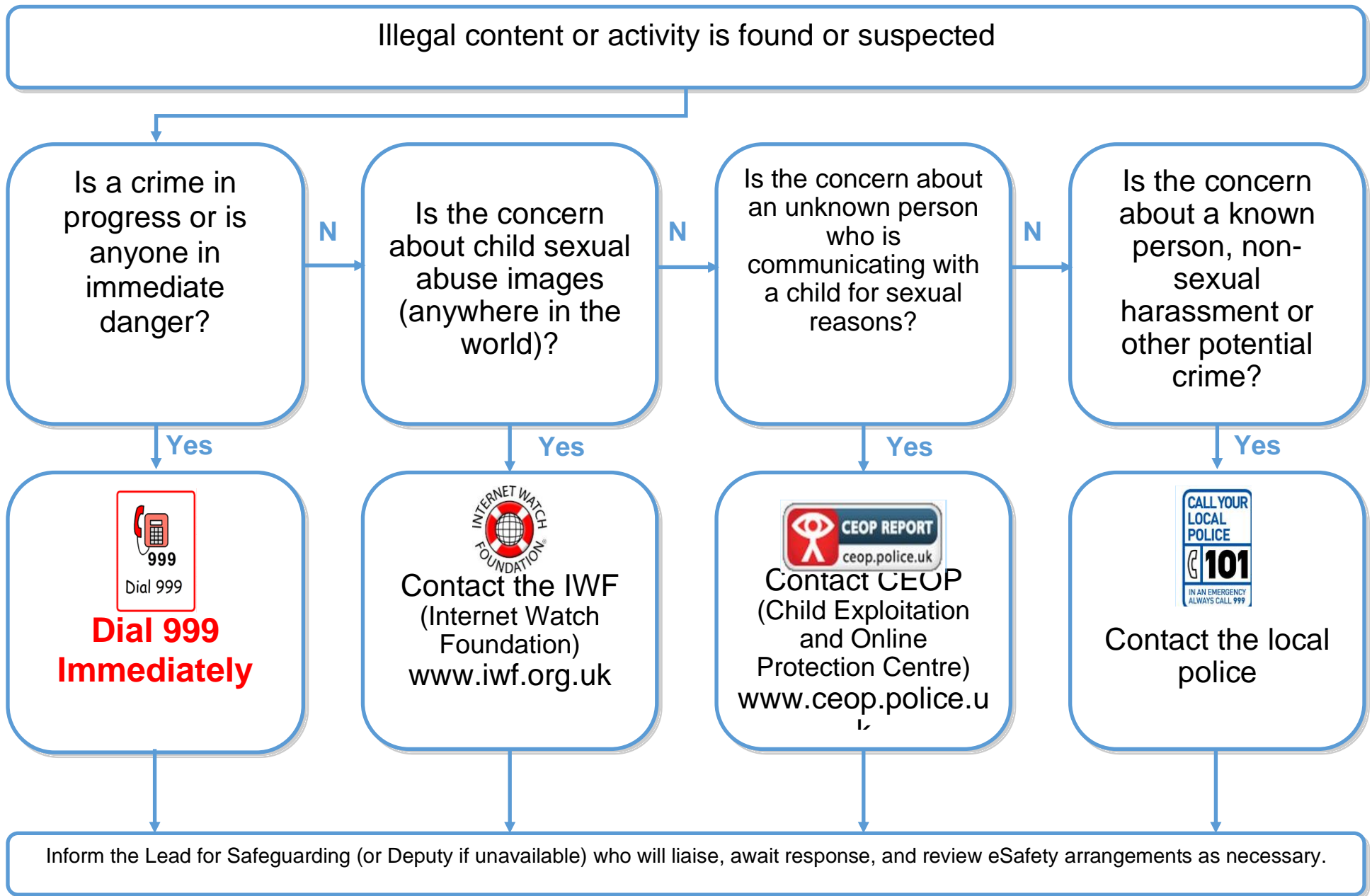
or to report concerns by visiting (CEOP)

<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>

Esafety FLOWCHART



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

POLICY DATE

This policy was agreed and disseminated on 23RD September 2020 and will be reviewed every three years or when there are substantial organisational changes.

POLICY REVIEW DATE: 23RD SEPTEMBER 2020

Signed by:

Lead for eSafety	
	J Attenborough CEO

Deputy for eSafety	
	A Smith, Office Manager

Trustee	
	Anne Bufton-McCoy, Chair

Dated: 23rd September 2020

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