

Safeguarding Children

1.12.1 E-Safety

Policy statement for St Joseph's Out of School Club

This E- Safety policy reflects the statutory requirements of the Early Years Foundation Stage (2017) as listed in 'section 3 – The Safeguarding and Welfare Requirements.' This policy and the procedure that it underpins applies to all staff and the Committee, volunteers, students and anyone working on behalf of St Joseph's Out of School Club.

At St Joseph's Out of School Club we recognise the immense value information and communication technology (ICT) plays in the learning and development of children, we acknowledge that it must be used safely, in that the potential risks involved should not be ignored.

The use of ICT is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate to each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially be harmful to them.

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile devices, phones and social networking sites. In order to minimize the risks to our children and young people St Joseph's Out of School Club will ensure that we have in place appropriate measures such as an acceptable use policy linked to our e-safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our designated person (a member of staff) who co-ordinates child protection issues, Marie Knight, Lead Play Worker, supported by staff and the Committee, ensures this policy is upheld by staff and parents alike. St Joseph's Out of School Club trusts that all adults will respect and uphold this policy so as to maintain e-safety and prevent any potential risks occurring.

St Joseph's Out of School Club aims to:

- Protect children who receive St Joseph's Out of School Club's services and who make use of information technology (such as the internet and digital cameras) as part of their involvement with us.
- Provide staff and volunteers with the overarching principles that guide our approach to e-safety.
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

We recognise that:

- The welfare of the children who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children to be responsible in their approach to e-safety.

General Data Protection Regulations (2018) (GDPR) and Data Protection Act 2018 (DPA)

Personal data will be recorded, processed, transferred and made available according to the GDPR and DPA, both of which state that personal data must be:

- processed fairly, lawfully and in a transparent manner in relation to individuals;
- obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes;
- accurate and, where necessary, kept up to date;
- adequate, relevant and not excessive in relation to the purposes for which it is processed;
- not kept longer than is necessary for those purposes¹
- protected by appropriate technical and organizational measures against unauthorized or unlawful processing and against accidental loss, destruction or damage; and
- not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information.

St Joseph's Out of School Club's Privacy Notice details what data we collect, how we use it, how we store it and how long we keep it for. A copy of our Privacy Notice can be downloaded from the Out of School Club's page on St Joseph's Catholic Primary School's website (www.st-josephs-nymphsfield.com).

Staff must make certain that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure data protected devices.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected.
- The device must be password protected (many memory sticks/cards and other mobile devices cannot be password protected).
- The device must offer approved virus and malware checking software.

Procedures

- St Joseph's Out of School Club has developed a range of procedures that provide clear and specific directions to staff, parents and volunteers on the appropriate use of ICT. Namely:
 - use of mobile phones, digital photography and recording devices² ;
 - social networking³ .
- The use of mobile phones, cameras or electronic communications with a child or family at our setting is only permissible for approved setting business.
- Where it is suspected that a child or young person is at risk from internet abuse or cyber bullying, we will report our concerns to the appropriate agency.
- We use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use.

¹ See policy 5.7 Retention Periods for Records

² Policy 1.11 Use of mobile phones, digital photography and recording devices

³ Policy 1.12.3 Social Networking

Internet use

- St Joseph's Out of School Club has a dedicated laptop which it uses within the setting.
- Internet access is available via St Joseph's Catholic Primary School's network.
- Staff using the computer are made aware that it is password protected and has recognised spyware software installed.
- St Joseph's Out of School Club has a Facebook page, 'St Joseph's Out of School Club (Nympsfield)', and the Social Networking policy and procedure covers its use and other social networks (as applicable). The Facebook page is administrated by the Play Leaders and selected committee members. To access the page, you must be submitted to join the group which is controlled by the Play Leaders who know all parents and carers who use the Out of School Club facility.

Emails

- St Joseph's Out of School Club has designated email addresses for the Chair, Play Leader and Treasurer. All are password protected.
- The Out of School Club also has a designated page on St Joseph's Catholic Primary School's website. The Play Leader has permission to change the content of the page. Access to this page is password protected.
- Passwords used by the Chair, Lead Practitioner and Treasurer are not divulged to outside persons. To do so is considered to be a breach of confidentiality and will be treated as such. These passwords are changed when there is a change in committee.

Remote Learning

St Joseph's Out of School Club does not use remote learning. However, it advocates to it parents/carers the need to ensure that any electronic equipment, ie. tablet/phone/laptop, that their child has access, should have suitable parental controls defined. We recommend to our parents/carers that they use age appropriate sites and apps and encourage that they visit www.internetmatters.org which provides age related advice in this respect.

Personal emails

- The Out of School Club recognises that the Play Leader and Committee will communicate via email outside working hours. The Out of School Club advises that personal computers are locked with a security password, and have spyware downloaded as a matter of course.
 - The names of children should be kept to a minimum.
 - Correspondence will be written in a polite, respectful and non-abusive manner, with appropriate use of emoticons.
 - Any abuse or breeches of confidentiality by any adults/students associated with St Joseph's Out of School Club is strictly forbidden, and will not be tolerated.
 - All suspected cases must be reported, the Out of School Club will record all incidents and act on them immediately.

Storage of documentation

St Joseph's Out of School Club recognises that personal computers are used to create working documents for the Out of School Club, for examples, registers, invoicing, planning etc.

- All home computers must be password protected.
- Work documents placed in locked folders.
- Only acceptable use is permitted.
- Personal details are kept to a minimum.
- All confidentiality is assured, with breaches considered serious misconduct, and dealt with accordingly.

Social networks

Please refer to St Joseph's Out of School Club's Social networking policy and procedure (Policy 1.12.3). But note that any abuse or breaches of confidentiality by any adults/students associated with the Out of School Club is strictly forbidden, and will not be tolerated. All suspected cases must be reported, the Out of School Club will record all incidents and act on them immediately

Use of cameras

Please refer to St Joseph's Out of School Club's Use of mobile phones, digital photography and recording devices policy and procedure (Policy 1.11).

Mobile phones including staff, parents and visitor mobiles

Please refer to St Joseph's Out of School Club's Use of mobile phones, digital photography and recording devices policy and procedure (Policy 1.11).

Recording devices (eg. tablets etc)

Please refer to St Joseph's Out of School Club's Use of mobile phones, digital photography and recording devices policy and procedure (Policy 1.11).

Reported breaches/complaints/allegations – action taken

- Confidentiality by staff is ensured within their terms and conditions of employment, any reported breach of confidence is considered very serious and could be construed as gross misconduct and which would result in instant dismissal.
- Any complaints or allegations, whether by an adult or a child, will be dealt with according to our Safeguarding children and child protection (including managing allegations of abuse against a member of staff) policy and procedure.

Associated Policies and Procedures

- 1.2 Safeguarding children and child protection
- 1.11 Use of mobile phones, digital photography and recording devices
- 1.2.3 Social Networking
- 5.4 Data Protection
- 5.5 Data Subject Access Requests
- 5.6 Data Breach Procedure
- 5.7 Retention Periods for Records

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1.0	NP and HS	Updating policies	23.01.2023