



# EACP Online Safety Policy<sup>1</sup>

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Outline Approval by EACP Trustees: 23 May 2019

Reviewed 6 February 2020

Next Review Date: May 2020

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## Purpose and Scope

The East Africa Children's Project (EACP) supports schools and organisations in East Africa that come into contact with children and families as part of their activities in education and community support.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in EACP and its nominated East Africa Partner Organisation's activities.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children. Summaries of the key UK legislation and guidance are available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

**For guidance contact: NSPCC Helpline 0808 800 5000**

### We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

### We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges

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<sup>1</sup> This guidance draws on guidance provided by the Charity Commission (<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>), National Council for Voluntary Organisations (<https://www.ncvo.org.uk/practical-support/information/safeguarding>), National Society for the Prevention of Cruelty to Children (<https://learning.nspcc.org.uk/safeguarding-child-protection/>).

- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using the organisation's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### **We will seek to keep children and young people safe by:**

- appointing a Safeguarding Lead who will be responsible for overseeing online safety
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers – see Appendix A of this document
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

### **If online abuse occurs, we will respond to it by:**

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection
- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Photography and image sharing guidance

**Senior lead for safeguarding and child protection**

Name:

Phone/email:

We are committed to reviewing our policy and good practice annually.

## Appendix A: Online Safety Agreement For Use With Young People

**Young person:** please read the following agreement and discuss it with your parents/carers and group leader. **Parents/carers:** please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the group leader. If you have any questions or concerns please speak to the relevant Lead person in the organisation.

### Young Person's Agreement

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal.
- If I accidentally come across any such material I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a member of staff.

I understand that my internet use will be monitored and logged and can be made available to the group leader. I understand that these rules are designed to keep me safe and that if I choose not to follow them my parents/carers may be contacted by the School or Organisation.

#### Signatures:

We have discussed this online safety agreement and we agree to follow the rules set out above.

Young person's signature \_\_\_\_\_.

Print Name \_\_\_\_\_

Date .....

Parent/carer

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date .....