



Digital Writes - Development & Publishing C.I.C.

Online Safety Policy

The purpose and scope of this policy statement

The purpose of this policy statement is:

- 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.

This policy applies to anyone working on behalf of Digital Writes, including senior managers and the board of directors, paid staff, volunteers, freelancers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The NSPCC provides summaries of the key legislation and guidance on:

- online abuse: learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying: learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection: learning.nspcc.org.uk/child-protection-system

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 mitigate any risk;

We recognise that:

- the online world provides everyone with many opportunities but can also present risks and challenges;
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online, whether or not they are using Digital Writes' network and devices;

- 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;
- all children, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

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

- providing clear and specific directions to staff and volunteers on how to behave online through:
 - our Code of Conduct for Adults Working with Children and Young People;
 - our Code of Conduct for Children and Young People;
 - our Remote Working and Online Video Workshop Guidelines;
 - NSPCC's guidance "Protecting children from online abuse":
<https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
 - NSPCC's guidance "Social media and online safety":
<https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety>
- supporting and encouraging the children and 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;
- reviewing and updating the security of our information systems regularly;
- ensuring that usernames, logins, email accounts and passwords are used effectively;
- ensuring personal information about the adults, children and young people who are involved in our organisation is held securely and shared only as appropriate;
- ensuring that photographs, videos or audio recordings 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:

- referring to NSPCC's guidance "Protecting children from online abuse":
<https://learning.nspcc.org.uk/child-abuse-and-neglect/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.

Declaration

This Code of Conduct was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 24 June 2020.

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