

E-Safety Policy

Purpose of this policy

This e-safety policy - and the procedures that it underpins - apply to all FUNdays Club staff members, as well as anyone else that works for and on behalf of FUNdays Club. The purpose of FUNdays Club's e-safety policy is to:	
1.	Protect children who receive FUNdays Club's services and make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with the organisation.
2.	To provide FUNdays Club staff members with the overarching principles that guide the organisations approach to e-safety.
3.	To ensure that, as an organisation, FUNdays Club operate in line with its values and within the law in terms of how information technology is used.

Principles of this e-safety policy

Principles	FUNdays Club recognises that:
	<ul style="list-style-type: none"> ▪ The welfare of the children who come into contact with FUNdays Club's services is paramount and should govern the 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, as well as their parents, families, carers & other agencies is essential in promoting children welfare & in helping them to be responsible in their approach to e-safety.
	FUNdays Club understands that the use of information technology is:
	<ul style="list-style-type: none"> ▪ An essential part of everyone's lives ▪ How FUNdays Club gathers and stores information ▪ How we all communicate with each other ▪ An intrinsic part of the experience of the children who use FUNdays Club's services ▪ Greatly beneficial to all.

How e-safety will be promoted at FUNdays Club

Notwithstanding the above positives benefits of using information technology, FUNdays Club also understands that it can present challenges in terms of how it is used responsibly and - if misused either by a young person or a child - can be actually (or potentially) harmful to them. Therefore, FUNdays Club will seek to promote e-safety by:	
a.	Appointing an e-safety coordinator.
b.	Developing a range of procedures that provide clear and specific directions to FUNdays Club staff members on the appropriate use of ICT.
c.	Supporting and encouraging the children using FUNdays Club's services to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others.
d.	Supporting and encouraging parents, families and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles.
e.	Incorporating statements about safe and appropriate ICT use into the codes of conduct, both for FUNdays Club staff members, as well as all service users.
f.	Developing an e-safety agreement for use with children and their families and carers.
g.	Use FUNdays Club's procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
h.	Informing parents and carers of incidents of concern as appropriate.
i.	Reviewing and updating the security of FUNdays Club's information systems regularly.

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j.	Providing adequate physical security for ICT equipment.
k.	Ensuring that usernames, logins and passwords are used effectively.
l.	Using only official email accounts provided via the organisation, and monitoring these, as necessary.
m.	Ensuring that the personal information of FUNdays Club staff members and service users (including service users' names) are not published on FUNdays Club's website.
n.	Ensuring that images of children and families are used only after written permission has been obtained - and then only for the specific purpose for which consent has been given.
o.	Any social media tools used in the course of FUNdays Club's work with children and their families will be risk assessed in advance by the member of FUNdays Club staff wishing to use them.
p.	Providing effective management for FUNdays Club staff on ICT issues, through supervision, support and training.
q.	Examining & risk assessing any emerging new technologies before they are used within the organisation.

FUNdays Club's E-Safety Coordinator's contact details

E-Safety Coordinator	
Name	Mark West
Job Title	Managing Director
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FUNdays Club's E-Safety Agreement for Use with Young People is available from FUNdays Club's DSO.

Reviewed & Updated: September 2021

FUNdays Club will review this **E-Safety Policy** and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children; following a safeguarding incident within FUNdays Club (or one which directly concerns or affects FUNdays Club); and/or following a significant organisational change.