

E-Safety Policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within Michaela Foundation. It is important that all staff, volunteers, leaders, board/trustee members, or anyone working on behalf of Michaela Foundation are aware of this policy and agree to the following terms.

Terms:

- To protect all children and young people attending Michaela Foundation events/Camps and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of Michaela Foundation.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure Michaela Foundation is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.

2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines.

3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated

- reporting online concerns about possible abuse
- reporting other breaches of terms

4. Decide how Michaela Foundation's webpage/profile will be managed. Consider the following:

- vetting and managing the webpage/profile
- training for the person/s managing the organisation's online profile
- involvement from your club's/organisation's designated safeguarding lead person
- ensure any interactive content is moderated e.g. club social network page/discussion forums.

5. Registration or 'signing up' to Michaela Foundation:

- choose an appropriate email address to register/set up a profile/account
- ensure appropriate security settings are set up



6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

7. Ensure that staff and volunteers are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online.

8. Address safety when adding content to Michaela Foundation's webpage/profile:

- promote Michaela Foundation's webpage/profile
- promote safe and responsible use
- avoid taking personal details of children and young people
- when uploading content – 'think before you post'
- report fake or impostor webpage/profiles.

9. Address safeguarding when promoting Michaela Foundation, events and Camp.

10. Promote Michaela Foundation's webpage/profile

- Where possible use the Michaela Foundations own webpage/profile/email instead of using personal accounts.

Michaela Foundation will review e-safety policy, procedures and good practice annually.