Culture&

Digital Safeguarding Policy

Communications

Staff and volunteers should only use an organisational email account, profile or website when responding to messages and at least one other member of staff should be copied into any emails sent to children or adults at risk of harm.

Staff should choose a formal means of communication, such as face-to-face, in an email or writing, rather than via social media platforms.

Staff and volunteers should avoid where possible communicating with children or adults at risk of harm via email or social media outside of normal office hours. Emails and other forms of communication should be signed off in a professional manner avoiding the use of emoji or symbols such as 'kisses; (X's). Any disclosures of abuse reported through social media should be dealt with following Culture& safeguarding guidelines and reported to the designated safeguarding lead.

Staff should seek advice from the designated safeguarding lead if they have any concerns about the use of the internet or social media.

Staff should not 'friend' or 'follow' children or adults at risk of harm from personal accounts.

Staff and volunteers should take every step to avoid any misinterpretation of messaging. If such communication is misinterpreted and the child or adult at risk of harm tries to engage staff in a conversation the staff member will take the following steps: end the conversation or stop replying, suggest discussing the subject further at the next workshop or project engagement. If concerned about the child or adults at risk of harm's communication this must be discussed with Culture&'s designated safeguarding lead.

So all can enjoy, learn and be creative and actively take part in events, workshops, training and activities supported or delivered by Culture& **we will discourage the use of personal mobile phones/smartphones during activities**. If an activity requires mobile phone use during activities, terms and conditions of use will be agreed and put in place by Culture&.

Smartphone users should respect the private lives of others and not take or distribute pictures/images/videos of other people if it could invade their privacy. Staff and volunteers must not engage in 'sexting' or send pictures/images/film to anyone that are obscene, indecent or menacing.

Social Media

Managing our online accounts - our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected and at least X members of staff will have access to each account.

- All accounts will have a designated person managing our online presence and will seek advice from the designated safeguarding lead to advise on safeguarding requirements: CEO

- Any inappropriate post by children, adults or staff will be removed and DSO Lead and trustees will be informed of any incidents as well as anyone who may have been affected (including their parents/guardians).

- Online events or interaction will be set to private unless this event or project is for the public. Child or adult at risk of abuse-focused projects will always be set to private unless stated otherwise in the project description (approval will be required by the DSO Lead).

- An event setting or group set to 'private' will be by invite only or pending approval by admin. Members should not share personal details such as adult at risk of harm's home address or telephone number.

Online

Our aim is to also protect children and adults at risk of harm when working with Culture& and who make use of technology (such a mobile phones, games consoles and the internet) while in our care or participating in a Culture& event or project.

We will understand the safety aspects – including what is acceptable and unacceptable behaviour for staff when using websites, social media, apps and other forms of digital communication. The same safety aspects will apply whether it is a computer, mobile phone, or game console when using social media platforms (including Facebook, X, Instagram, YouTube, TikTok, SoundCloud, etc.).

We will ensure that we adhere to relevant legislation and good practice guidelines regularly reviewing existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including: making sure concerns of abuse or disclosures that take place online are written into our reporting procedures incorporating online bullying (cyberbullying) into our anti – bullying policy.

Risk and safeguarding will be managed in the same way as face-to-face sessions.

Staff should avoid being left alone in an online environment with a child or adult at risk of harm. This includes breakout rooms.

Staff should close all other apps, tabs and windows on your device before an online session, especially programs that use a lot of memory or data, or docs with sensitive information, as accidental screensharing can happen.

All participants will be informed of safety guidance and procedures when engaging in an online activity: either at the start of the session verbally (e.g. zoom) or through on-screen instruction (e.g. game).

Content from online activity must not be shared or recorded in any way without permission from participants or workshop leaders and in agreement with DSO. Parents/guardians will have completed the appropriate media release forms before any recorded content e.g. via zoom etc is shared via other online platforms

Activity risk assessments will be completed for each online project outlining any potential hazards for example: recording or filming from home or in the community, being aware of your surroundings avoiding any potential hazards such as wires, tables or trip hazards.

Staff will advise participants on what to do if the connection is not performing well, how to use the chat function, the length of the session and break times and the process for addressing unacceptable behaviour.

Online Safety Guidance and Code of Conduct for Children and Young People

CYP will be advised in advance and at the start of each session/activity be encouraged to

- Avoid showing their full name or share personal contact details
- Welcome learning from others and be accepting of others ideas
- Consider all participants as equal
- Wear appropriate clothing for online viewing or participation
- Avoid filming or streaming from a bedroom - where possible they should use a shared space
- Be aware of who is in the room with them or in the background when speaking or watching content

In addition they will be asked not to:

- Record or share content without permission
- Upload files unless requested to do so and only as part of the workshop and then only through 'approved' channels

Useful links:

Statutory guidance for schools and colleges on safeguarding children and safer recruitment: Keeping Children Safe in Education
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Safe Use of Skype in Schools Essential reading!
http://www.peterboroughlscb.org.uk/wp-content/uploads/2014/11/Skype-advice-_-Sept-2013.pdf

Childnet International
http://www.childnet.com/teachers-and-professionals/for-working-with-young-people/hot-topics/video-chat-and-webcams

https://support.skype.com/en/faq/FA10548/what-security-measures-do-you-have-in-place-to-help-protect-children-on-skype

http://www.kelsi.org.uk/child-protection-and-safeguarding/e-safety

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