



Great Leaps Adventure

E Safety Policy

Contents

Introduction	Page 3
Roles and Responsibilities	Page 3
Monitoring Safe and Secure Systems	Page 4
Safe use of the Internet	Page 4
The use of Email	Page 4
Great Leaps Adventure Website	Page 4
Social Networking, Social Media and Personal Publishing (blogging)	Page 4
Staff private use of Social Media	Page 5
The Use of Cameras, Video and Audio Recording Equipment	Page 5
Personal mobile phones and mobile devices	Page 5
Management of online safety incidents	Page 6
Working in Partnership with Schools/Provider	Page 6
Protecting Great Leaps Adventure Staff	Page 6
Appendix A – Staff Acceptable Use Agreement	

Introduction

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

Terms:

- To protect all young people and participants attending Great Leaps Adventure who make use of technology (such as mobiles phones, handheld devices and the internet) whilst they're within the care of the Great Leaps Adventure team.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure Great Leaps Adventure is operating in line with their values and within the law regarding how the organisation uses information technology.

At Great Leaps Adventure CiC, we have no access to computers on our site but encourage the safe use of technologies so that our staff and young people:

- Use ICT safely outside of our environment
- Know how to use a range of ICT safely
- Are prepared for the changes in the world of technology
- Know what to do if they feel unsafe when using ICT technologies.

This policy outlines the steps Great Leaps Adventure takes to protect our staff and young people when using ICT, encouraging them to develop a safer approach.

Roles and Responsibilities

The Managing Director (Graeme Pryke) will:

Ensure the policy is implemented, communicated and compliance with the policy is monitored.

Ensure staff training in e-safety is provided and updated annually as part of safeguarding training.

Ensure immediate action is always taken if any risks or dangers are identified ie reporting of inappropriate websites or posts to the lead school/provider..

Ensure that all reported incidents of cyber bullying are reported to the lead school/provider.

Teachers and Staff Will:

Ensure that all young people who attend one of our education programmes have their mobile/handheld devices stored safely and securely, before commencing with their experience.

Promote e-safety

When capturing images, videos or sound clips of young people/participants, only use Great Leaps Adventure cameras or recording devices.

Monitoring Safe and Secure Systems

Internet access is restricted through the removal of mobile/handheld devices while on site. Radios/Mobile Devices are only carried by the lead instructor/tutor for emergency use and are not to be used for any other purpose.

Staff take responsibility for safeguarding confidential data saved to laptops. If personal data has to be saved to other media, eg data sticks, it is to be encrypted or strong password protected.

Staff with access to the ICT systems containing confidential and personal data are to ensure that such data is properly protected at all times.

It is important to note that there is currently no remote access for staff.

Safe use of the Internet

There is no access to the internet through Great Leaps Adventure network

All staff, volunteers who have use of the Great Leaps Adventure IT equipment, must read and sign the Staff Acceptable Use Agreement.

The use of Email

Not all Staff are provided with an email address. Those who are, should use this address when sending work-related emails. All emails should be professional in nature and staff should be aware that all emails can be retrieved at a later date should this be necessary. Staff emails should never be used to forward 'chain' or 'junk' email. Staff should not communicate with pupils via email.

Great Leaps Adventure Website

Images that include young people will be selected carefully and only used if parents/guardians have given permission for such images to be posted on line.

Social Networking, Social Media and Personal Publishing (blogging)

Great Leaps Adventure recognises that it has a duty to help keep young people safe when they are accessing such sites at home, and to this end, we will cover such issues within the curriculum. Young people will not access social networking sites, eg Facebook, Twitter or Instagram on site, due to the removal of personal devices and our outdoor adventure setting. They will be taught about how to stay safe when using such sites at home. Great Leaps Adventure website's administration is password protected.

Staff private use of Social Media:

- No reference should be made on social media to young people, parents / carers / school or issues / situations related to Great Leaps Adventure
- They do not engage in online discussion on personal matters relating to members of the Great Leaps Adventure community
- Personal opinions should not be attributed to Great Leaps Adventure
- Security settings on personal social media profiles should be regularly checked to minimise risk of loss of personal information.
- All Staff are instructed not to run social network spaces for our young people to use on a personal basis or to open up their own spaces to their young people
- Staff are not permitted to maintain a Social Media relationship with any young person on programme, current or alumni until such time that the person turns 18.

The Use of Cameras, Video and Audio Recording Equipment

Staff may only use Great Leaps Adventure photographic or video devices to support activities. Photos should only be uploaded to Great Leaps Adventure system. They should never upload images to the internet unless specific arrangements have been agreed with the the Managing Director, nor circulate them in electronic form outside Great Leaps Adventure Education. It is never acceptable to use photographic or video devices in changing rooms or toilets.

Personal mobile phones and mobile devices

Use of mobiles is discouraged throughout Great Leaps Adventure, particularly in certain areas. The areas which should be considered most vulnerable include: toilets and changing areas.

Great Leaps Adventure reserves the right to search the content of any mobile or handheld devices on its premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring at the direction of the Managing Director.

Staff are not permitted to use their own mobile phones or devices for contacting young people or their families within or outside of the setting in a professional capacity.

Management of online safety incidents

There is strict monitoring and application of the e-safety policy and a differentiated and appropriate range of sanctions; all members of Great Leaps Adventure are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through our escalation processes.

Monitoring and reporting of online safety incidents takes place and these contribute to developments in policy and practice in online safety within Great Leaps Adventure.

Partner Schools/Organisations are specifically informed of online safety incidents involving young people for whom they are responsible;

The Police will be contacted if one of our staff team receives online communication that we consider is particularly disturbing or breaks the law;

We will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform MASH.

Working in Partnership with Schools/Providers

Schools/Providers attention will be drawn to the e-safety policy through our website. A partnership approach is encouraged.

Protecting Great Leaps Adventure Staff

In order to protect our staff, we require that schools/partnership/providers and parents do not comment on Great Leaps Adventure issues or staff using social networking sites. Any concerns or complaints should be discussed directly with Great Leaps Adventure. Great Leaps Adventure will take action if there is evidence that inappropriate comments about staff have been placed on the internet in a public arena by immediately contacting the schools/partnership/provider.

Appendix A – Staff Acceptable Use Agreement

I understand that I must use Great Leaps Adventure ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my Professional and Personal Safety:

I understand that Great Leaps Adventure may monitor my use of ICT systems, email and other digital communications.

I will not disclose or use any other person's username and password.

I will report immediately any illegal, inappropriate or harmful material or incident.

I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

I will ensure that when I take a photo/video/sound recording, I will do so with their permission and in accordance with Great Leaps Adventure Educations Policy on the use of digital/video images. I will not use my personal equipment to record these images.

I will not use social networking sites while working with Great Leaps Adventure on their site.

I will only communicate with young people/partner organisations and schools using official systems. Any such communication will be professional in tone and manner.

I will not engage in any online activity that may compromise my professional responsibilities or the reputation of Great Leaps Adventure.

When I use my personal hand held or other device/s (Laptops/mobile phones/USB devices etc), I will follow the rules set out in this agreement in the same way as if I was using Great Leaps Adventure equipment. I will also follow any additional rules set by Great Leaps Adventure about such use.

I understand that the data protection policy requires that any staff or young persons data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by Great Leaps Adventure policy to disclose such information to an appropriate authority.

When using social networking sites and email outside of Great Leaps Adventure

I understand that I have a professional responsibility when using social networking sites for personal use. As such I will refrain from making Great Leaps Adventure - related comments on social networking sites and under no circumstances will I refer to young people, parents or staff on social networking sites.

I will never use social networking sites to communicate about Great Leaps Adventure related issues and should anyone attempt to make contact regarding a Great Leaps Adventure matter I will refer them to the appropriate channels via Great Leaps Adventure rather than answering directly.

I will never run social network spaces for young people/participants use on a personal basis or to open up their own spaces to their young people/participants.

I will never maintain a Social Media relationship with any pupil, current or alumni until such time that the pupil turns 18.

I understand that I am responsible for my actions in and out of Great Leaps Adventure

I understand that this Acceptable Use Policy applies not only to my work and use of Great Leaps Adventure ICT equipment, but also applies to my use of ICT systems and equipment out of Great Leaps Adventure and my use of personal equipment in situations related to my employment by Great Leaps Adventure.

I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action

I have read and understand the above, and agree to use Great Leaps Adventure systems (both in and out of work) and my own devices (in work and when carrying out communications related to Great Leaps Adventure) within these guidelines

Name:

Signed:

Date: