Hungerford
youth and community
Charity no.11846921

Online Safety Policy

Version:	V1.0
Date approved:	24/04/2025
Approved by:	Board of Trustees
Date of last update:	
Period for review:	Every three years
Policy Scope:	Organisation wide
History of changes:	-

1. Aim of the Policy

HYCC works with children and families as part of its activities.

The purpose of this policy statement is to:

- 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 whilst in our care;
- 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.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in HYCC's activities.

2. 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 ensure they are kept safe at all times.

3. We recognise that:

- the online world provides everyone with many opportunities; however it 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;
- we have a responsibility to help keep children and young people safe online, whether or not they are using HYCC's 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;

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

- appointing a safeguarding officer and safeguarding trustee;
- providing clear and specific directions to staff and volunteers on how to behave online through our staff behaviour code;
- supporting and encouraging the 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;
- including online and digital safety in our young people's code of conduct;
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person;
- reviewing and updating the security of our information systems regularly;
- ensuring that user names, logins, email accounts and passwords (for example, codes for X-box) are used effectively;
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate;
- ensuring that images 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;
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation

5. If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse;
- making sure our response takes into account the needs of the person experiencing abuse, any bystanders and our organisation as a whole.

6. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child Protection
- Safeguarding Policy
- Whistleblowing Policy
- Grievance Policy
- Staff Code of Behaviour
- Volunteer Policy and Procedure
- Photography and Filming Policy