

E-Safety Policy

Purpose of this E-Safety Policy

All Super Star Sport staff have a duty to ensure that children are protected from potential harm both within and beyond where sessions take place. Every effort will be made to safeguard against all risks; however, it is likely that Super Star Sport will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to this policy to ensure that children and staff continue to be protected.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of Information and Communications Technology (ICT) whilst minimising the associated risks.

Aims

- ✦ Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children have access to the internet, social media or mobile devices.
- ✦ Provide staff with the tools and knowhow through training to provide a safe and secure online environment for all children in their care.
- ✦ To raise awareness to staff and the parent(s)/guardian(s) of the potential risks associated with online technologies.
- ✦ To provide safeguards and rules for acceptable use to guide all users in their online experiences.
- ✦ To ensure staff and the parent(s)/guardian(s) are clear about procedures for misuse of any technologies both within and beyond the Early Years environment in sessions.

Scope of policy

This policy applies to all staff, children, the parent(s)/guardian(s), visitors and contractors accessing the internet or using technological devices in sessions. This includes the use of personal devices by all of the abovementioned groups, such as mobile phones or iPads/tablets which are brought onto a Super Star Sport site. This policy is also applicable where staff or individuals have been provided with company issued devices for use off-site, such as a work laptop or mobile phone.

Definition

The definition and purpose of e-safety forms part of the “staying safe” element of the Governments Every Child Matters agenda, and all out of school providers have a responsibility under the Children Act 2004 to safeguard and promote the welfare of children, as well as owing a duty of care to children and their parent(s)/guardian(s) to provide a safe learning environment.

Safety awareness is vital so that children and staff are able to keep themselves and others safe and use the internet responsibly. As many children will have access to the internet at home and at schools, Super Star Sport need to ensure that the parent(s)/guardian(s) are fully aware of e-safety issues so that they can extend e-safety strategies to the home environment.

Staff responsibilities procedure

All staff (including visitors) have a shared responsibility to ensure that children are unable to use the internet and related technologies as per the Mobile phone policy. If any staff member suspects that a child is subject to abuse via an online platform, then this is categorised as a Child Protection concern and the Safeguarding policy must be followed.

Parental permission

Children will only be allowed to access the internet at the Club if their parent or carer has given written permission.

Guidelines for children

A printed copy of the **SMART** guidelines are kept next to the computer. The guidelines are explained to any children wishing to access the internet:

- **Safe:** Keep safe by not giving out personal information – such as name, email, phone number, address, or school name – to people who you don't trust online.
- **Meeting:** Never agree to meet anyone you have only met online unless your parent or carer is with you.
- **Accepting:** Do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages.
- **Reliable:** Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
- **Tell:** Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

Protecting children

We have put in place the following safeguards to keep children safe whilst accessing the internet on the Club's computers:

- ✦ A risk assessment has been undertaken.
- ✦ Parental controls have been activated on all computers accessible to children:
 - Google SafeSearch Filtering is turned on
 - YouTube Restricted Mode is set to on
- ✦ The computers are located so that the screens can easily be seen from the rest of the room.
- ✦ Staff keep a close eye on children and the sites that they are accessing when they use the internet.
- ✦ The computers have an up to date virus checker and firewall installed.
- ✦ The computers' browser histories are regularly checked to monitor which sites are being accessed. All staff and children are informed of this fact.

If, despite the safeguards that Super Star Sport has put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst using the sites computers, the manager will be informed and the incident will be noted on an **Incident Form** in the child's file. The child's parent will be asked to sign the **Incident Form**. The manager will investigate how to prevent a reoccurrence of the incident.

If staff at the Club become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a **Logging a concern form** and refer the matter to the Club's designated Child Protection Officer in accordance with our **Safeguarding Policy**.

E-mail use

Super Star Sport provides the Office Managers with access to a professional email account to use for all work-related business. Any correspondence outside of this remit must be approved by the Office. This allows for e-mail content to be monitored and protects staff from the risk of allegations, malicious e-mails or inappropriate contact with children and their families.

Staff must not engage in any personal communications with children who they have a professional responsibility for. This prohibits contact with former children outside of sessions.

All e-mails should be professional in tone and checked carefully before sending, just as an official letter would be. Communications to parents are the responsibility of the Site Manager.

Use of Social Networking sites (advertising or parental contact)

Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and use of such sites. Best practice guidance states that:

Identifiable images of children should not be used on social networking sites.

Privacy settings are set to maximum and checked regularly.

For safeguarding purposes, photographs or videos of looked after children must not be shared on social networking sites.

Any photography done for the purpose of Super Star Sport social media is only to be done by an approved official photographer and only children with the appropriate permissions shall feature in any photographic or video content. Please refer to the social media policy for further guidance.

Mobile or smart phones for Staff

As per the Mobile phone policy, personal mobile phones are permitted on site, but are to be used during break times only, within designated areas away from children.

Personal mobile phones must never be used to contact children or their families, nor should they be used to take videos or photographs of children.

In case of an emergency, the Office may permit use of a personal phone to keep the site phone line clear. If required, this will be approved by a member of the Safeguarding Team.

Photographs and video for Staff

Upon making a booking, parents/guardians are required to confirm if consent is given for photographs or videos of young people to be taken or used within the sessions, including displays, learning journeys, Super Star Sport WL website and other marketing materials.

Staff will ensure that children are at ease and comfortable with images and videos being taken. Children will have the option to opt out if they are not comfortable.

Staff are forbidden to use personal devices, such as cameras, video equipment or camera phones, to take photographs or videos of children.

Office staff are supplied with company devices such as mobile phones and at times may be risk assessed to use these devices where required and in line with the mobile phone policy.

Laptops and tablets for Staff and visitor use:

Personal use of laptops or computing facilities, whilst on site, is left to the discretion of Super Star Sport and may be permissible if kept to a minimum. They must be used away from children.

The Site Manager is issued a laptop by Super Star Sport to allow access to work emails, booking systems and the recording of Safeguarding concerns.

Where staff have been issued with a device or have had approval to use their own device (e.g., laptop) for work purposes, personal use is not authorised by Super Star Sport. The laptop/devices should be used by the authorised person only, which in most cases is the Site Manager.

Staff are advised not to bring laptops or tablets to site and must advise the Site Manager if they do.

Laptops and tablets for Children's Use:

As per the Mobile Phone policy, children are not permitted to have any electronic devices on site. Any such device will be confiscated and stored securely until the child is signed out by an authorised adult.

Data storage and security

Sensitive data, photographs and videos of children which leave the premises will only be stored on devices authorised by Super Star Sport.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 