



community albums

building better communities through music and media

Safeguarding policy for web-based technologies

This policy and the procedures that it underpins apply to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Community Albums.

This policy aims to protect children and young people who receive Community Albums' services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us. It is to provide staff and volunteers with the overarching principles that guide our approach to e-safety. This should ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that the welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies;

We recognise that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;

We recognise that 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 e-safety;

The use of information technology is an essential part of all our lives. It is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to promote e-safety by:

- Appointing an e-safety coordinator
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT
- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people
- Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse)
- Informing parents and carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly
- Providing adequate physical security for ICT equipment
- Ensuring that user names, logins and passwords are used effectively

- Using only official email accounts provided via the organisation, and monitoring these as necessary
- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website
- 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
- Any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

The name of our e-safety coordinator is: Dave Newman (Safeguarding Trustee)
He/she can be contacted on: 07535 513079

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

This policy was agreed by the Board of Trustees on:

Signed by: *Euse Becher*
Name/Role: *EUSE BECHER, CHAIR.*

This policy will be reviewed on:

Registered charity 1140485



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Information Technology Code of Conduct

There are a number of issues that should be borne in mind regarding the use of Information Technology when used in projects managed by Community Albums. This is to provide protection both to the charity but also to children and young adults who are taking part in the charity's projects.

Code of Conduct

Copyright

- Any software used on the projects should be free from copyright restrictions. Course participants should be aware that work (including photographs) created on projects is the property of Community Albums.
- Should there be any subsequent commercial use made of project material, advice over copyright issues will be given.

Appropriate use of internet

- Participants using the internet and social media technologies during Community Albums' projects must be socially responsible. This means treating others with respect.
- All messages should be written carefully and politely.
- Anonymous messages are not to be permitted

Safety Issues

- Course participants should take care not to reveal personal information through email, personal publishing or messaging.
- Community Albums' use of the internet will be appropriate to the project being worked on.
- Any accidental instances of online content showing pornography, images of abuse, promoting race hate and opportunity for gambling materials are not acceptable.
- Names and images of children and young people will be used only after permission has been given.

It is envisaged that Community Albums' leaders will formally go through these principles at the start of each project and continue to reinforce them during the duration of each project.

I, (name),

of (partner organisation/project name)

have read and understood the IT Code of Conduct.

Signed:

Date:

Signed by CA Project Lead:

Date: