Online And Digital Safeguarding Policy 2022

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Authored by: Holly Prest and Dan Jones

This policy statement applies to all staff, volunteers, children and young people, and anyone involved in Jubacana activities.

When working with young people online, Jubacana will:

- 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.
- 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 in sessions or taking part in online workshops.
- Ensure any use of social media follows guidelines set out by the NSPCC. See guidelines of Social media and online safety here.
- Ensure all young people have signed parental consent agreements regarding photo and video release, and where children are not permitted to be shown online (for example adopted children) this is communicated and observed in a subtle but consistent way amongst the team.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- **online abuse**
- **bullying**
- **child protection**.

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.

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.
- 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.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

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

- Appointing an online safety coordinator (Holly Prest).
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults including Zoom sessions and social media.
- 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 i.e. during workshops and at gigs.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online.
- Developing an online safety agreement for use with young people and their parents or carers.
- 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 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.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

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

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse) - see safeguarding policy.
- 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 (see safeguarding policy).
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.

- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Online Workshops via Zoom (or similar software)

Jubacana, in consultation with other Youth Music based organisations in the NW, put together a series of safeguarding procedures in using the video conferencing software Zoom (and similar software applications) and teaching online.

This includes:

- Password protected Zoom sessions and secure links sent.
- Someone to always approve and confirm the identity of the young person wishing to enter a session through the Waiting Room function.
- Ensuring an adult/person of authority was present in all breakout rooms (if applicable).
- Every session was recorded and stored.
- Comments were always monitored.
- Parents/Carers made aware of the online sessions.
- Parents/carers instructed for their child to take part in the session in a public space in their home (if logging in from home) i.e. not in bedrooms/bathrooms (this also applies to staff and volunteers).
- Parents/Carers made aware their child should be appropriately dressed i.e. not in bedwear or underclothes (this also applies to staff & volunteers).
- Guest artists/organisations made aware of best practice.