



E-Safety Policy for Children and Young People

To be read in conjunction with Netmakers's Safeguarding
Policy and Privacy Policy

Netmakers is a brand of The Harrogate Hub. As it is the
name by which most people now know us, will be used
throughout this document.

The Role of Netmakers

Netmakers helps churches to work together more effectively on mission. As part of this we may help organize the logistics and practicalities of on-line events on behalf of several churches who are coming together to do mission. An example of this would be an online call or webinar where several churches are joining together to reach a common audience.

It is important that any church that participates in these events does so whilst adhering to their own safeguarding policy. In addition, they must adhere to Netmakers' safeguarding and e-safety policies. If there is any conflict between their church's policies and Netmakers' policies, this must be drawn to the attention of Netmakers before participation in any such event. It is the responsibility of each church (not Netmakers) to ensure that their volunteers adhere to these policies.

E-safety definition

E-safety, or electronic safety is the collective term for safeguarding involving the use of mobile phones, computers (laptops, tablets) and other electronic devices including games consoles, to communicate and access the Internet, emails, texts messages, social networking sites and other social media.

The technology is constantly advancing bringing with it additional safeguarding considerations. This e- safety policy reflects all communications between workers and children/young people (those under 18 years of age) recognising that online and offline worlds are merging as well as the distinctiveness and difficulties within faith based organisations of defining clear boundaries for everyone.

This e-safety policy includes guidance on both fixed and mobile internet technologies. e.g. PCs, laptops, tablets, web cams, digital video equipment, mobile phones, digital cameras and portable media players and any other forms of mobile communication device being used.

Encouraging Safe Use of Technology

Parents / guardians will be made aware that Netmakers' e-safety policy is available on our website and will be asked to read it and agree to it before allowing their child to participate in any activity coordinated by Netmakers.

It is the joint responsibility of Netmakers and the parent or guardian of the child (not Netmakers) to educate young people about their responsibility when using the Internet.

Video conferencing

We will make safe and appropriate Use of video conferencing media. Netmakers may host a video conferencing call to which young people from a number of churches, or no church, are invited.

Netmakers may coordinate registration to these events via its social media and website, adhering to its privacy policy which can be found on its website. All leaders will be recruited according to Netmakers's safeguarding policy, which also can be found on its website.

When using video conferencing apps, we will ensure the following guidelines are used:

1. Use of web cameras and any video conferencing apps such as Zoom must only be used after parental permission has been granted. These apps would only be used for groups of 3 or more, and never on a one-on-one basis with a child.
2. We will use a new meeting room each time, and won't use any personal meeting ID. The meeting link will not be posted on social media.
3. A waiting room will be set up by the host and in this way, attendees are unable to join before the host. We will ask participants to use the registered child's name as their screen name so that they can be identified in the waiting room.
4. No part of the meeting will be recorded, or screenshots taken.
5. Young People will be advised not to undertake video calls in their bedrooms. If this is the only room available to them, they should change their background so that their bedroom remains private.
6. The attendees will be muted on joining and with camera off. Young people do not have to turn on the camera and can choose to just listen and chat and not be seen if they would prefer.
7. The meeting room will be locked after the meeting has started.
8. All participants should be fully dressed in appropriate clothing, for example no night wear.
9. A parent or carer should say hello or give us a quick wave at the start at the meeting, so we know an adult is available.
10. There must always be two adult leaders on each call, and also in each breakout room if they are used. One of those adults will have the sole responsibility of "managing the room" and ensuring this policy is adhered to, the other adult will lead or facilitate the conversation with young people.
11. If the meeting is aborted due to technical difficulties, a new link will be sent.
12. To assist with sound quality, we will ask participants to mute themselves when they are not speaking.
13. Anyone who is not present should not be talked about and we must be very careful with the words that we speak so as not to cause hurt to others. We expect everyone be sensible, polite and respectful.

We will make appropriate use of any Photographic and/or Video Images taken during Netmakers activities

Clear guidelines must be operated when taking photographic and video images of children and young people involved in Netmakers activities as follows:

- Permission will be sought before any images are taken and/or displayed. Images should only be used in the way and for the specific purpose agreed by the person photographed or if under 18, their parent/guardian.

- Written consent must specify what purposes the image will be used for, and how it will be stored if not destroyed.
- Photographs that include children or young people will be selected carefully and will not enable individual children to be identified by personal details. These details include e-mail or postal address, or telephone numbers.
- Children's full names will not be used by Netmakers anywhere online in association with photographs which would make the child identifiable.
- Further written consent is required if images are to be used in other ways than originally specified.
- Ensure that any use of images reflects the diversity of age, ethnicity and gender of the activity.

Rationale:

Parents will be given the opportunity to decide if they want pictures of their son/daughter to appear online via a consent form.

A list of parents who do not require their son/daughter to appear online should be kept and regularly updated. This ensures that privacy is respected and no embarrassment is caused.

The policy should apply to all images and audio content be it still photographs, films or audio clips. Images count as personal data under the Data Protection Act 2018.

We will make appropriate use of mobile phones where they are needed.

Use of mobile phones will be guided by the following considerations:

- Any online communication between Netmakers workers and children will only take place after parental permission has been given. Once permission is given, staff and volunteers can hold mobile phone numbers of the children in their care.
- Where appropriate, group messaging rather than individual messaging will be used.
- Take care with the language and content used, avoiding ambiguous abbreviations such as 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Any messages or conversations that raise concerns should be saved and passed on/shown to the safeguarding officer.
- Workers should not keep images of children on their mobile phone. Any images of children taken on a mobile phone should be downloaded to a Netmakers computer, stored securely and deleted from the worker's phone.

- Netmakers recognises that personal mobile phone numbers do need to be given to children / young people but only with the agreement of the parents and leaders. This will be done via a consent form.
- Workers should not make contact with young people after 9.30pm at night or before 7.30am in the morning, unless in exceptional circumstances or off-site together.
- Workers should enable a password/lock on their phone for data protection and do not allow unauthorised access.

Rationale:

It is advisable that the young people's worker be supplied with a work-dedicated phone. This way, all calls and messages can be accounted for. It also protects the worker's right to a personal life outside work.

Workers and volunteers should ensure that they only take photos of children and young people in accordance with the guidelines above.

Workers and volunteers should recognise that messaging is rarely an appropriate response to a young person in a crisis situation or at risk of harm.

We will make safe and appropriate use of social networking sites (e.g. what's app) when communicating with young people.

When using social networking sites, we will ensure that the following guidance is used by all workers:

- Communication will not take place between the hours of 9.30 pm and 7.30 am, unless in exceptional circumstances or off-site together.
- Parents /guardians will be informed of the minimum age requirements for different social media sites (eg 13 for Facebook and 16 for WhatsApp.) and will be asked to give consent before any communication takes place.
- Any social media group setup by Netmakers will always be closely monitored by the young people's worker.
- Children/young people should be aware that conversations can be recorded and kept (via text files or similar).
- When using social media, workers and volunteers should contact children and young people through the social media account that is set up for Netmakers. This should be done in preference to adding young people to their personal accounts.
- Workers should seek to ensure that their personal profiles on any social networking site are set to the highest form of security to avoid young people accessing personal information or seeing any pictures of a personal nature.

- Messages sent to young people regarding youth activities should be posted openly and 'inbox' messaging should be avoided. If this is necessary in exceptional circumstances, a copy should be kept.

Rationale:

The same protocols for workers communicating with children and young people via mobile phone should apply to social media use. In other words, care needs to be taken with regard to language and content as well as when and for how long a communication lasts.

Use of social networking sites by workers makes it harder to boundary their private life, and also opens up the possibility of relationships between 'friends' who are children and 'friends' who are from the workers' adult personal world.

There are risks both for children and also for workers, who may find images and text appearing on their profiles which can be damaging to their reputations and positions as role models.

Responding appropriately and sensitively to all e-safety concerns

If an e-safety incident occurs, this will be reported to Netmakers's designated safeguarding officer in the same manner as the reporting of any other safeguarding concern. They can then determine if the matter should be reported to the statutory authorities or other appropriate agencies. Unless the matter involves a church leader, we will also inform the relevant church if the people involved are members of that church.

Designated Safeguarding Lead: Alan Garrow

DSL Contact Email: alan.garrow@gmail.com

Netmakers Safeguarding Policy can be found on our website at

<https://netmakers.org.uk/wp-content/uploads/2020/07/HUB-safeguarding-policy-2020-FINAL.pdf>