



ARCHIPELAGO FOLKSCHOOL

Archipelago Folkschool Online Safety Policy

Written by: Daisy Martinez

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Archipelago Folkschool works with children and families as part of its activities. These include hands-on craft workshops and courses, craft demonstrations at public events, 'experience days' and school visits, and 'live' craft workshops online via video conferencing.

The purpose of this policy is to:

- Ensure the safety and wellbeing of children and adults at risk of harm is paramount when adults, young people or children are using the internet, social media, or mobile devices.
- 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 work online.

This policy should be read alongside Archipelago Folkschool's **Policy and Procedures for Protection of Children and Adults at Risk of Harm**.

This policy applies to all directors, staff, volunteers, and anyone involved in Archipelago Folkschool's activities.

Legal framework

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

- **Online abuse:** learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- **Bullying:** learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- **Child protection:** learning.nspcc.org.uk/child-protection-system

We believe that:

- No child or adult at risk of harm should ever experience abuse of any kind.

- Children and adults at risk of harm 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 us with many opportunities; however it can also present risks and challenges.
- We have a duty to ensure that all children and adults at risk of harm involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep children and adults at risk of harm safe online, whether or not they are using Archipelago Folkschool's network and devices.
- All children and adults at risk of harm, 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.
- Working in partnership with children, adults at risk of harm, their parents, carers, and other agencies is essential in promoting people's welfare, and in helping them to be responsible in their approach to online safety.

We will seek to keep children and adults at risk of harm safe by:

- Appointing an Online Safety Coordinator.
- Providing clear and specific directions to all staff and volunteers on how to behave online through our Acceptable Use Policies and Agreements, and our Code of Behaviour.
- Supporting and encouraging the children and adults 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.
- Developing an Online Safety Agreement for Young People and their parents/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.
- Reviewing and updating the security of our information systems regularly.
- Ensuring that usernames, logins, email accounts and passwords are used effectively.
- Ensuring personal information about the children and adults who are involved in our organisation is held securely, and shared only as appropriate.
- Ensuring that images of children, adults at risk of harm 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/ video conferencing 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 protection procedures in place for responding to abuse (including online abuse).
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse.
- Making sure our response takes the needs and wellbeing 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.

Procedure; what to do if you have concerns about inappropriate online behaviour, or online abuse:

- Make an accurate record of what you have observed, experienced, or been told, taking care to record the time, the setting, and exactly what was said. Your record may later be needed as evidence. A recording form can be found in the Archipelago Folkschool Google Drive, in the folder entitled 'Adopted Policy'. If you do not have immediate access to this form, record the information on paper until you can get access.
- If someone discloses information about inappropriate online behaviour/ online abuse, listen to them carefully and give them time and attention. Explain to them that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the person that they have done the right thing in telling you, and that they have not done anything wrong. Tell the person what you are going to do next, and explain that you will need to get help to keep him or her safe.
- Immediately report the grounds of your concern to the Designated Protection Officer who will take steps to refer the information on to the relevant person or organisation who will investigate the concerns. Do not delay in reporting your concerns. The contact details for the Designated Protection Officer/ Online Safety Coordinator and the Archipelago Folkschool Directors are appended to this policy.

What if it is someone within the organisation that you are concerned about?

Any concerns about alleged online abuse or inappropriate online behaviour by an employee of Archipelago Folkschool must be reported immediately to the Designated Protection Officer. If you have observed any member of the organisation acting in a way that has caused you to be concerned, you should contact the Designated Protection Officer and outline your concerns and the basis for them. The Protection Officer will take your concerns seriously, and decide on an appropriate course of action. This may involve the use of the organisations disciplinary procedures and/ or a referral to Social Work Services or to the Police. If the concerns involve the Designated Protection Officer, this should be reported to the managing director (Ben Wilde), to a member of the organisation's board of directors, to Social Work Services, Police Scotland, or to the NSPCC Helpline (0808 800 5000).

Related policies and procedures:

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

- Policy and Procedures for Protection of Children and Adults at Risk of Harm
- Acceptable Use Policy and Agreements
- Code of Safe Behaviour for Staff/ Volunteers Working with Young People and Adults at Risk of Harm
- Online Safety Agreement for Young People

These documents can be found in the secure Google Drive folder entitled: 'Adopted Policy > Child Protection'.

Contact details:**Designated Protection Officer and Online Safety Coordinator:**

Name: Daisy Martinez

Phone/email: 07776388648/ daisy.annamaria.martinez@googlemail.com

If Daisy Martinez cannot be contacted, please contact our Managing Director, Ben Wilde on 01680 268269/ ben@archipelagofolkschool.org

NSPCC Helpline

0808 800 5000