

ICE Ilfracombe operates in partnership with Ilfracombe Academy and local churches. When our workers/volunteers are working within Ilfracombe Academy or local churches or organisations, that organisation's own online safety policy will apply. ICE Ilfracombe's Online Safety Policy applies only to activities organised and carried out by ICE Ilfracombe workers/volunteers specifically for ICE Ilfracombe, such as the Delta Club, and not under the auspices of Ilfracombe Academy or local churches or other organisations.

The term 'worker' applies to both employees and volunteers

Definition

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet, including social media. It is often referred to as Information and Communications Technology. This online safety policy applies to all communications between ICE Ilfracombe workers/volunteers/young people over 18 attending and children (those under 18 years of age).

Policy guidelines for ICE Ilfracombe workers/volunteers

- Maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be careful in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of ICE Ilfracombe organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of ICE Ilfracombe and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment approved by ICE Ilfracombe to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your ICE Ilfracombe domain name/logo appears with every Internet post made by an ICE Ilfracombe computer user. Any user may thus be viewed as a representative of ICE Ilfracombe while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email history should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-6pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of Skype and any other web camera or visual communication via the internet is generally not permitted, although there may be particular conditions due to eg, the Covid pandemic, when the Delta Manager will authorise such use. Workers should refrain from using such

methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use, and should have parental consent.)

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups. Workers cannot be 'friends' with/'follow'/be 'followed by' young people. Workers must declare to the Delta Manager (who will keep a record) the names of any young people who attend Delta whom they already know outside Delta and therefore may continue to see/'friend' outside Delta.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP (*Child Exploitation and Online Protection*), to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

ACCEPTABLE USE POLICY

(This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our ICE Ilfracombe devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with ICE Ilfracombe's policy on social media.

Children and workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which ICE Ilfracombe considers

offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of ICE Ilfracombe may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent/Guardian Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for ICE Ilfracombe and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/Young Person's Agreement

I understand the importance of safety online and the ICE Ilfracombe guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Signed John Roles

Chair ICE Ilfracombe Trustees

Date 26 April 2018

Reviewed 04 March 2021