Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**E-Safety Policy**
Subject Area:	Safeguarding – Whole Luccombe Hub
Applies:	Immediately
Issued:	01/09/2022
Last Reviewed:	23/01/25
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1. Introduction

1.1 Aims

The purpose of this policy statement is to:

- 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
- provide staff 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.

The policy statement applies to all staff, children and young people and anyone involved in The Luccombe Hub's activities.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training and curriculum. A copy of this policy and all policies will be available on request and/or via the website.

1.3 Legislation and guidance

Keeping Children Safe in Education 2024
Think U know
learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection.

- 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**

2. Procedures and practice

2.1 Steps

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). Please see Safeguarding Policy.
- providing support and training for all staff on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- 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.

If anyone, see's, hears or has any "nagging doubt" or any other concern over the safe use of technology including mobile phones, laptops, computers – they are to raise the concern with the Luccombe Hub Lead, Head of Pastoral/behaviour or any other member of the senior leadership team who will review the concern raised in line with relevant policies and procedures.

All staff have a duty to follow up on their concern to ensure that it has been reviewed and any necessary action taken. Senior staff member endeavours to feedback in a timely manner the action taken, even if specifics cannot be relaid.

2.2 Roles and responsibilities

The Luccombe Hub's community 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.

The Luccombe Hub community 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, whether or not they are using The Luccombe Hub's network and devices
- 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
- 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.

The Luccombe Hub seeks to keep children and young people safe by:

- appointing an online safety co-ordinator. The Luccombe Hub co-ordinatorsproviding clear and specific directions to staff and any volunteers/student placements on how to behave online through our staff code of conduct and associated policies together with effective training.
- 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
- 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/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/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- 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.
- Develop an effective curriculum that delivers learning around e-safety for all learners.

3. Concluding notes

3.1 Monitoring and review

This Policy will be reviewed on an annual basis or earlier in accordance with law and guidance changes

3.2 Links to other policies

- Safeguarding & Child Protection Policy
- Staff Code of Conduct & Low Level Concerns Policy
- Managing allegations against staff and volunteers
- Volunteer & Student Placement Policy
- Confidentiality Policy
- Fairness & Dignity (Anti-Bullying) Policy
- Curriculum Policy
- PSHE and SMSC Policy
- Behaviour Management Policy