The Hollow Lane Club

E-Safety Policy

E-safety concerns safeguarding children, young people and staff in the digital world and emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. The policy will help support and protect children, young people and staff when using technology at Hollow Lane. Education on risk and responsibility is part of the 'duty of care' that applies to everyone working with children.

All staff need to understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

Use of Social Networking

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary risk to the children or staff at Hollow Lane by the misuse of the internet

In particular the following is deemed unacceptable use or behaviour of staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the internet to send offensive or harassing materials to others
- publishing defamatory and/or knowingly false materials about Hollow Lane, your colleagues and/or our families on social networking sites

Internet Safety

The Hollow Lane Club recognises the importance, value and appeal of the internet to many of the children and young people who attend the club. However, the purpose of the club is to develop the children socially, to enable them to spend time with their peers and to take part in activities. Therefore, access to and use of the school computers is kept to a minimum.

There are three principal ways in which we can ensure the safety of the children and young people who attend The Hollow Lane Club when they are using the internet –

- All computers to have secure filters and high level security settings to prevent the downloading of inappropriate materials.

- Club members should never be left unattended, and never have unsupervised access to computers in either the classrooms or IT room.

- Staff are responsible for supervising the children and young people when they are on computers to ensure the appropriateness of websites visited.

Safe Storage of Images

Staff are instructed not to take photographs or video of children on their mobile phones, and images must not be downloaded onto memory sticks, other portable storage devices or onto laptop computers.

Images should only be captured using the Hollow Lane Club digital cameras. These images should be downloaded as soon as possible onto The Hollow Lane Club site on the Ellen Tinkham School intranet, which is password protected.

Mobile Phone Use

Staff personal mobile telephones must be switched off and not used during the session. The setting has a telephone/mobile for incoming and outgoing calls this number may be given by staff as a work/emergency contact number for incoming calls only.

If a member of staff is expecting an emergency or important call then their mobile telephone may be switched on. Permission must be sought from the Club Manager who will agree and determine a suitable area or place where the telephone call can be taken should the need arise.

Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of the club. Where it is believed that a staff member has failed to comply with this policy, they will face a Disciplinary Procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The E-safety policy must operate in conjunction with other club policies including Behaviour Management, Child Protection and Confidentiality.

Young People's Personal Devices

The Hollow Lane Club recognises that some children use personal tablets (ipads etc) containing communication devices and these are essential to their personal communication and expression. We ask that these devices are kept offline from any mobile data network during their time at the Club to avoid access to unrestricted material, applications and imagery.
We will ask parents to remove this functionality before the device is used at the club. Any device found to be used for inappropriate use or containing inappropriate content will be removed from the user.
Personal devices remain the responsibility of the owner at all times, and it is for them to make suitable arrangements to insure the equipment to cover loss, damage or theft.

Updated June 2016 (personal devices)
For review in 12 months.