

Across the Nations Digital Safety Policy

Version 1.0

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Section 1: Nations Online Safety Policy Statement¹

Purpose

Across the Nations (AtN) is a Charitable Organisation that is committed to providing services to remote vulnerable populations overseas including children and families as part of its activities through our network of partners.

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 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 use online devices

The scope of this policy

This policy applies to anyone working on behalf of Across the Nations, or its partners, including senior managers and the board of trustees, paid staff, volunteers, children, and young people.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom. Our partners operating overseas are expected to abide by this policy unless it contravenes local regulations.

Policy Statement

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.

We 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 AtN 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

¹ This policy on a NSPCC Template. Across the Nations would like to thank the NSPCC for making these templates available to the public

- 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

We will seek to keep children and young people safe by

- Appointing an online safety coordinator
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- 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 usernames, 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

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)
- Providing support and training for all staff and volunteers 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

Section 2: Across the Nations Online Safety Agreement for use with Young People²

Purpose

Across the Nations (AtN) is a Charitable Organisation that is committed to providing services to remote vulnerable populations overseas including children and families as part of its activities through our network of partners.

Across the Nations understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games, and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

The aim of this agreement is:

- Define what is suitable online behaviour
- Gain agreement with children and young people on that behaviour at AtN, or its partners, projects and activities people and staff and volunteers.

Scope of this agreement

This agreement applies to anyone working on behalf of Across the Nations, or its partners, including senior managers and the board of trustees, paid staff, volunteers, children and young people.

Guidance:

This document is to be read by children, young people and their parents and/or carers. It forms the basis of an agreement between us on agreed online behaviour by those attending activities, and using electronic hardware or software provided by Across the Nations or its partners.

Young person: please read the following agreement and discuss it with your parents/carers and group leader. If you have any questions or concerns, please speak to: *[Insert local representation's name here]*.

Parents/carers: please read and discuss this agreement with your child. If you have any questions or concerns, please speak to: *[Insert local representation's name here]*.

Once this document has been read by both young person and the parent / carer, the '[Parents and Children Online Use Agreement Form](#)' found in Appendix A will be given to the family, signed and returned to AtN, or partner project, staff member or volunteer.

Young person's agreement

- I will be responsible for my behaviour when using the internet, including social media platforms, games, and apps. This includes the resources I access and the language I use

² This policy on a NSPCC Template. Across the Nations would like to thank the NSPCC for making these templates available to the public

- I will not deliberately browse, download, or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to the group leader
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal
- I will not give out any personal information online, such as my name, phone number or address
- I will not reveal my passwords to anyone
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to *[Insert local representation's name here]*

I understand that my internet use at Across the Nations, or at its partners, projects or activities will be monitored and logged and can be made available to the group leader. I understand that these rules are designed to keep me safe and that if I choose not to follow them, Across the Nations, or its partners, may contact my parents/carers.

Section 3: Across the Nations Photography and Sharing Images Guidance³

Purpose

Across the Nations (AtN) is a Charitable Organisation that is committed to providing services to remote vulnerable populations overseas including children and families as part of its activities through our network of partners.

The purpose of this policy statement is to:

- Protect children and young people who take part in AtN services, events, and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using, and sharing images of children and young people

The scope of this policy

This policy applies to anyone working on behalf of Across the Nations, or its partners, including senior managers and the board of trustees, paid staff, volunteers, children, and young people.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom. Our partners operating overseas are expected to abide by this policy unless it contravenes local regulations.

Statement

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely

We recognise that

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents, and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images

³This policy on a NSPCC Template. Across the Nations would like to thank the NSPCC for making these templates available to the public

- There are potential risks associated with sharing images of children online

We will seek to keep children and young people safe by

- Always asking for written consent from a child and their parents or carers before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
 - Only using images of children in appropriate clothing (including safety wear if necessary)
 - Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity

We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents, carers, and children that they need to give consent for AtN to take and use their images
- Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents, and carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents, and carers who they can talk to if they have any concerns about images being shared

Photography and/or filming for AtN use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with AtN permission and using our equipment.

Children, young people, parents, and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children, their parents, and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by AtN) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

AtN will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents, and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If AtN is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will normally be stored for a period of five years. Selected images will be retained as a historical record.

In the event of the charity closing all photographic records will be destroyed or securely deleted.

We will never store images of children on portable equipment that is not password protected - such as laptops, memory sticks and mobile phones.

AtN does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the AtN should be used.

Related policies and procedures

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

- Child protection policy found in ***'01 Across the Nations Safeguarding Policy'***
- Procedures for responding to concerns about a child or young person's wellbeing found in ***'01 Across the Nations Safeguarding Policy'***
- Dealing with allegations of abuse made against a child or young person found in ***'01 Across the Nations Safeguarding Policy'***
- Managing allegations against staff and volunteers found in ***'01 Across the Nations Safeguarding Policy'***
- Code of conduct for staff and volunteers found in ***'01 Across the Nations Safeguarding Policy'***
- ***04 AtN Anti-bullying policy and procedures***

Contact details

Digital safety co-ordinator

Name:

Phone/email:

Designated Safeguarding Officer

Name:

Phone/email:

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on:(date)

Signed:

Designated Safeguarding Officer

Date:

Appendix A: Parents and Children Online Use Agreement Form

Signatures:

We have discussed this online safety agreement and those mentioned below agree to follow the rules as set out in AtN Online Safety Agreement for use with Young People.

Parent/carers:

Signature:

Young person's name:

Signature:

Date:

Office use only

Project Name &
Location: