E-Safety & Information Technology Policy

This policy applies to:
- All children, staff, and parents/carers
- All online communications which, whether directly or indirectly, represent the club
- All such online communications posted at any time and from anywhere

The objective of this policy is to ensure the following:
- That the use of IT does not interfere with individual work responsibilities
- That employees understand that any personal use does not guarantee privacy of correspondence. (It is particularly important to note this about business-related emails that may be accessed when the employee is away from work)
- To outline and educate staff and children about the safe use of the internet, particularly about the use of social media so that they can stay safe and legal when online
- To ensure that all information is treated in accordance with the confidentiality and data protection policies, and risks are kept to a minimum
- To define different technologies and their relevance to the club

Poppy Rd IT Equipment
Hardware or software may only be used for purposes pertaining to Poppy Rd OOSC. This includes use of the internet. The only exceptions to this policy are where the employee is under a period of training on IT issues and prior authority has been obtained from the manager. Messages sent must be for business use only.

Confidentiality Issues
The organisation is registered under the Data Protection Act, and in issuing information each employee must ensure that in so doing they are not in breach of that act. See the Data Protection policy. All commercial information must be treated as highly confidential and is not to be released unless previously agreed with the Line Manager that it is in the public domain.

Information relating to parents and children may only be released to the relevant authorities when it is required under the Children Act 2004.

Use of Language and Etiquette
The organisation policy on salutation is as follows:
- At the beginning: Dear xxxxxxxxxxxxxx or just xxxxxxxxxxxxx. At the end "Kind Regards" then the employee's name.
- Please remember that block capitals in E-mails are regarded as shouting and must be avoided at all costs.
- E-mails must never be sent in haste. It is as important to reflect on their content and phrasing as it is when making personal telephone calls to contacts.

If a message is received which has been repeatedly forwarded, making it lengthy and difficult to read, a message should be sent to the sender saying, "The message in this format cannot be accepted. Please remove unnecessary sections and send again. Thank you for your co-operation in this matter." Poppy Rd OOSC users should not forward messages in this format.

Good Housekeeping Practices
- Where information is confidential then the relevant software must make use of password protection. Where documents are confidential then they must have password protection or use equivalent protection (i.e. use of hidden facilities).
- All IT equipment must be switched off at night.
- All e-mails must be virus checked before being downloaded. This includes any files carried.
- All data installed from discs or memory sticks must be virus checked before installation.
- All policy documents or other standard documents must have the relevant date of amendment entered as a footer to ensure that all employees can check that they have the latest version.
- In storing data, consideration must be given to the sensible use of folder and sensible practices of naming.

OFSTED registration number 543552
Charity Number 1157546

c/o The Annexe
Poppleton Road Primary School,
Poppleton Road, York, YO26 4UP

T 01904 340999
M 07950 515369
E poppyroadkidsclub@hotmail.co.uk

- Backup storage of data is carried out on a regular basis.

Prohibition of Inappropriate Messages
No inappropriate messages should be sent that might cause offence or harassment. It is forbidden to send any material, in any format, which the recipient or other person who may meet the message may find reasonably objectionable.

This would include material, which is:
- Defamatory
- Offensive, distasteful, or obscene
- Untrue or malicious
- Spreads gossip
- Likely to constitute bullying or harassment
- Is in breach of any of Poppy Rd OOSC's policies
- Is of a political or religious nature
- Is in breach of copyright
- Is for personal gain
- Is likely to bring the organisation or any of its employees into disrepute

Prohibition of accessing certain information
Employees are prohibited from deliberately accessing offensive, obscene or indecent material from the internet, such as pornography, racist or sexist material, violent images, incitement to criminal behaviour etc.

Awareness of legislation
Legislation exists covering copyright and licensing restrictions. The organisation holds valid licenses for all software installed on the IT. Before installing any further software, the employee must be aware that they are not contravening the legislation. This is particularly important in relation to downloading and forwarding material, whether internet or email, and including unauthorised software, games, magazine disc items etc. The importation of viruses is often through downloading files and programmes from external sources.

Social Media

OFSTED registration number 543552
Charity Number 1157546

c/o The Annexe
Poppleton Road Primary School,
Poppleton Road, York, YO26 4UP

T 01904 340999
M 07950 515369
E poppyroadkidsclub@hotmail.co.uk

'Social Media' (e.g. Facebook, Twitter, LinkedIn) is the term given for any kind of online platform which enables people to directly interact with each other. However, some games, for example Minecraft or World of Warcraft and video sharing platforms such as You Tube have social media elements to them.
The following guidelines are developed to provide the information to make responsible decisions whilst using these tools.

Objective
- To promote safe use of social networking for parents, staff, and trustees.
- To safeguard the welfare of children attending Poppy Rd OOSC.
- To safeguard the staff of Poppy Rd OOSC from online abuse.
- To protect the reputation of Poppy Rd OOSC. See the Confidentiality, and Staff Behaviour Policies.

Principles
- These principles apply to on-line participation in the context of being a user of an out of school setting and set out the standard of behaviour expected.
- Poppy Rd OOSC encourages positive representation and promotion of the organisation and therefore welcome this using social networking websites. Comments reflect upon the reputation of Poppy Rd OOSC so we trust that users will act accordingly.
- As users, remember that participation on-line results in comments, activities and photographs being permanently available and open to being republished.
- Users must be always responsible and honest.
- Users must be credible, accurate and fair and make sure they are doing the right thing.

General Guidelines
- Children, staff, and parents/carers must not be named on such sites to avoid any breaches of confidentiality.
- Users are personally responsible for any content they post.

- Users should never give out their personal details unless totally satisfied that they know who the recipient is and that they are not breaching any regulations in so doing.
- Copyright clauses must be respected, and comments must not refer to or quote staff, trustees, parents or any other stakeholders without their approval.
- Images must only be included if permission has been granted by the parent/carer as requested on the child's registration form.
- **Under no circumstances should staff share or upload pictures of children or parents online other than via the club owned social media accounts.**

- Staff should exercise their professional judgement about whether an image is appropriate to share on club social media accounts. Children and staff should be appropriately dressed, not be subject to ridicule and must not be on the list of children whose images must not be published.
- If a member of staff inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately.
- No user should engage in behaviour which would not be acceptable in the setting. Users must have proper consideration for the privacy of others and for topics that may be considered objectionable or inflammatory (e.g. topics relating to race, politics, or religion).
- Users should not be confrontational and should be the first to correct their own mistakes.
- It must be remembered that once information or images are sent to a social networking site, they are no longer private but are classed as now being in the 'public domain'. Our IT provider Affinte monitors the use of such sites and seeks the support of all parents and carers in raising awareness of any activity which may bring either an individual or the organisation into disrepute.

Raising Concerns
- If issues of concern are raised by individuals, the organisation has a duty of care to investigate and take appropriate action.

- In the first instance this would typically be a request to remove or amend the relevant text or images. However, if this request does not lead to a resolution, Poppy Rd OOSC reserves the right to take action.
- The individuals concerned may also initiate legal action independently of the club.
- We are keen that parents and carers do not inadvertently post items which might lead to risk of action. If parents and carers have genuine concerns about postings, the most effective route to having these addressed is to raise the matter with the club manager or deputies, following the club's complaints procedure.
- Parents and carers are reminded to carefully consider who they 'add as friends' and to be mindful of the links which could be directed to the Poppy Rd OOSC page as a result.
- Poppy Rd OOSC reserves the right to block or ban a user from its social networking sites.

Monitoring
- Poppy Rd OOSC appoints persons to hold responsibility for monitoring the use of social networking sites, although the support of all parents & carers, employees and trustees is necessary to make monitoring effective.

Using Technology
It is necessary and beneficial to use technology to support the day to day running of the club, whether using the email account and the mobile phone to communicate with parents/carers and other agencies, through social media to keep parents/carers informed of club events, or even as a base for children's activities. However, it is vital that all children, staff and parents/carers are safe when using these technologies and that if and when an incident occurs, it is dealt with using the correct and appropriate procedures. See the Mobile Phone policy, Poppy Rd OOSC E-Safety guide and the Acceptable Use Agreement for further information.

Children with SEN
Children with SEN have an increased vulnerability to risk online, especially those with language and communication needs, or social communication difficulties. If children are taking part in an online game or activity a staff

OFSTED registration number 543552
Charity Number 1157546

c/o The Annexe
Poppleton Road Primary School,
Poppleton Road, York, YO26 4UP

T 01904 340999
M 07950 515369
E poppyroadkidsclub@hotmail.co.uk

member will always be present to provide support to children who require it and to monitor the use of the equipment, however it may be beneficial to provide one to one support for children who may be more vulnerable when taking part in such activities.

Breach of Policy
If it is believed that someone, whether a child, parent/carer or staff member, has violated any of the rules and guidelines listed previously and has therefore breached this policy, the following action will be taken:

- Where appropriate the staff member/child will have the technology confiscated
- If the incident involves an inappropriate website, the club will take steps to have the site blocked via the setting's firewall settings and will inform the school of the incident
- If involving the club's social media pages, the offender will be temporarily blocked from the page until an investigation has been completed, and offending material will be deleted
- An E-Safety incident form will be completed and filed for all e-safety incidents

- All incidents will be reported to the club manager, and they will then report the incident to the OOSC Support Service manager and Trustees
- If a parent or carer is found to be in breach of any of the rules listed or related policies or procedures, then remedial action will be taken. After consultation with the Trustees, this may result in losing their child's place at the club

This policy was reviewed at a meeting of	Poppy Rd OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager