Title:	**ONLINE SAFETY** **PART ONE – CHAILEY HERITAGE SCHOOL** **PARTY TWO – SOCIAL CARE, INCLUDING COMMUNITY OPERATIONS**
Type:	**POLICY**
Group:	**SAFEGUARDING**
For:	**2023 - 2024**
Version	**3.0**

TARGET AUDIENCE (including bank, temporary, or agency staff)	
People who need to know this document in detail:	Staff who directly support young people within school, residences, or community operations. School ESMT and Social Care RSMT and Community Operations Managers.
People who need to have a broad understanding of this document:	All Education and Social Care Staff and anyone involved in CHS or CH Residential and Community Operation Activities.
People who need to know that this document exists:	All staff

Review Frequency:	1 year
Next Review Process to Start:	Autumn 2024
This document will remain valid during the review process	

Lead:	Chailey Heritage School – Headteacher
Support:	Social Care Compliance Manager

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Page 1 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

VERSION CONTROL:			
Version No	New document or reasons for revision	Agreed by	Date
1.0	E-Safety Policy	Safeguarding & Wellbeing and FGB	5/12/2016
1.1	Reviewed, renamed and separated in to Parts 1 and 2	Safeguarding and FGB	08/09/2020
2.0	Annual review – minor amends while awaiting the new online safety bill to pass through parliament.	Safeguarding Committee	20/06/2022
2.1	Minor amend to 1.6 a) and g)	Headteacher	04/01/2023
3.0	Annual review – include a new 1.6 f) and update to g)	Safeguarding Committee	20/11/2023

LINKED DOCUMENTS:
Children's Homes Regulations and Quality Standards 2015   CQC Fundamental Standards   Safeguarding/Child Protection Policies   Code of Conduct   Data Protection Policy   Allegations Against Staff and Volunteers   Anti-Bullying Policy   IT Acceptable Use Policy   Photography/Image Sharing Guidance   Mobile Phone/Smart Device Policy   All Policies, Procedures, Guidelines, Protocols for Chailey Heritage Foundation

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 2 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

ONLINE SAFETY POLICY

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered
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Page 3 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

PART ONE – CHAILEY HERITAGE SCHOOL (CHS)

1.1 THE PURPOSE OF THIS POLICY STATEMENT IS TO:

a) ensure that 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

b) provide staff with the overarching principles that guide our approach to online safety

c) 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 Trustees, Governors, staff, volunteers, children and young people and anyone involved in Chailey Heritage School's activities.

1.2 ONLINE SAFETY AND COMPLEX SPECIAL EDUCATIONAL NEEDS AT CHS

a) Very few of our pupils can access the internet, social media or mobile devices without full support, so are not at the same risk as non-disabled pupils, however CHS takes online safety very seriously to ensure all pupils remain safe.

b) Those few who can access the internet, social media or mobile devices, are always supervised by members of staff while online at school, so there is no risk during the school day. However, these pupils receive online safety training according to their ability as part of their curriculum.

1.3 LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online Abuse - https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying - https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child Protection - https://learning.nspcc.org.uk/child-protection-system
- https://www.gov.uk/government/publications/childrens-homes-englandamendment-regulations-2018

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 4 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

- https://www.cqc.org.uk/what-we-do/how-we-do-our-job/fundamental-standards
- https://www.gov.uk/government/publications/health-and-social-care-act-2012-fact-sheets
- https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance

1.4   WE BELIEVE THAT:

a) children and young people should never experience abuse of any kind

b) 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.

1.5   WE RECOGNISE THAT:

a) the online world provides everyone with many opportunities; however it can also present risks and challenges

b) we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online

c) we have a responsibility to help keep children and young people safe online, whether or not they are using Chailey Heritage's network and devices

d) 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

e) 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.

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered
in England as a Charitable Company Limited by Guarantee 3769775

Page 5 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

1.6   WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

a) Headteacher acting as online safety coordinator who will ensure that teachers understand online safety and that resources are up to date and appropriate, and online safety is taught to any pupils who require this

b) work with the safeguarding governor to ensure that any concerns around online safety are addressed

c) providing clear and specific directions to staff and volunteers on how to behave online through our code of conduct for adults

d) 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

e) supporting and encouraging parents and carers to do what they can to keep their children safe online

f) have robust filtering in place to ensure that any CYP should not be able access any inappropriate material via websites.

g) developing clear and robust monitoring procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person

h) checking with the IT manager that the security of our information systems is up to date, that user names, logins, email accounts and passwords are used effectively

i) ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

j) 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

k) providing support and training for teachers about online safety through teachers' meetings.

l) ensuring S/EAs are trained in online safety through the specialist education assistant standards

m) examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 6 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

1.7   IF ONLINE ABUSE OCCURS, WE WILL RESPOND TO IT BY:

a) having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

b) providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sending nudes, sexual abuse and sexual exploitation

c) making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

1.8   RELATED POLICIES AND PROCEDURES

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

- safeguarding/child protection policy
- code of conduct
- data protection policy
- Allegations against Staff and Volunteers - Policy
- Anti-bullying policy
- IT acceptable use policy
- Photography and image sharing guidance
- Mobile Phones/Smart Devices Policy for Staff and Volunteers

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered
in England as a Charitable Company Limited by Guarantee 3769775

Page 7 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

PART TWO – ONLINE SAFETY POLICY FOR SOCIAL CARE INCLUDING COMMUNITY OPERATIONS

2.1   THE PURPOSE OF THIS POLICY STATEMENT IS TO:

a) ensure that the safety and wellbeing of children and young people is paramount when using the internet, social media or mobile devices

b) provide staff with the overarching principles that guide our approach to online safety

c) 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, volunteers, children and young people and anyone involved in Chailey Heritage Residential and Community Operations activities.

2.2   ONLINE SAFETY AND COMPLEX HEALTH & LEARNING NEEDS AT CHF

a) Very few of our young people can access the internet, social media or mobile devices without full support, so are not at the same risk as non-disabled people.

b) Those few who can access the internet, social media or mobile devices, are usually supervised by members of staff while online in the residential and community services on site, so there is limited risk in these social care services.

2.3   LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults in England. Summaries of the key legislation and guidance are available on:

- Online Abuse - https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying - https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child Protection - https://learning.nspcc.org.uk/child-protection-system
- https://www.gov.uk/government/publications/childrens-homes-englandamendment-regulations-2018
- https://www.cqc.org.uk/what-we-do/how-we-do-our-job/fundamental-standards

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 8 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

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- https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance

2.4 WE BELIEVE THAT:

a) children and young people should never experience abuse of any kind

b) children and young people 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

c) people with learning and physical disabilities, over the age of 18, have the same rights as any other person

d) persons, over the age of 18 with mental capacity, have the right to choose what they want to view online.

2.5 WE RECOGNISE THAT:

a) the online world provides everyone with many opportunities; however it can also present risks and challenges

b) we have a duty to ensure that all children and young people involved in our organisation are protected from potential harm online

c) we have a responsibility to help keep children and young people safe online, whether or not they are using CHF's network and devices

d) all children and young people, 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

e) 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.

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 9 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

2.6 WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

a) work with the safeguarding governor to ensure that any concerns around online safety are addressed

b) providing clear and specific directions to staff and volunteers on how to behave online through our code of conduct for adults

c) 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

d) supporting and encouraging parents, carers and PAs to do what they can to keep their children/adults safe online

e) 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

f) reviewing and updating the security of our information systems regularly

g) ensuring that user names, logins, email accounts and passwords are used effectively

h) ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

i) 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

j) providing support and training for all social care staff about online safety through Induction training

k) examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

Haywards Heath Road, North Chailey, Lewes, East Sussex, BN8 4EF

Chailey Heritage Foundation is a Registered Charity 1075837 and registered in England as a Charitable Company Limited by Guarantee 3769775

Page 10 of 11
Online Safety Policy
Autumn 2023
Version: 3.0

2.7 IF ONLINE ABUSE OCCURS, WE WILL RESPOND TO IT BY:

a) having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

b) providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sending nudes, sexual abuse and sexual exploitation

c) making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

2.8 RELATED POLICIES AND PROCEDURES

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

- Safeguarding - Part One - Child Protection Policy
- Safeguarding - Part Two - Vulnerable Adults Policy
- Code of Conduct
- Data Protection Policy
- Allegations against Staff and Volunteers - Policy
- Anti-bullying Policy
- IT acceptable use Policy
- Photography and image sharing guidance
- Mobile Phones/Smart Devices Policy for Staff and Volunteers
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- Mental Capacity Act & Deprivation of Liberties Safeguards
- Pornography/Sexually Explicit Materials – Guidelines
- CQC Fundamental Standards 2015
- Children's Homes (England)(Amendment) Regulations 2018

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Page 11 of 11
Online Safety Policy
Autumn 2023
Version: 3.0