



Charity No 283931

Phab Ltd. Summit House, 50 Wandle Road, Croydon, CR0 1DF

Online Safety Policy

May 2020

The internet and technology are an integral part of everyday life for most people and it is important that Phab acknowledge the positive opportunities the internet provides.

Phab also acknowledges that children with SEND and adults at risk are more likely to experience online issues such as cyberbullying, online grooming and exploitation.

Phab must, through its online safety policy, ensure that it meets its obligations to ensure that everyone is safe and protected from potential harm during Phab Club sessions, Phab Holiday Projects, cyber sessions and other events.

This policy is for Phab staff, volunteers, members and their families and support workers. It provides guidelines and working practices for the effective and safe use of the internet, email and other communications technologies during Phab activities, so that they have the confidence and skills to face and deal with the risks.

Phab must provide the necessary safeguards to help ensure that it has done everything that could reasonably be expected of it to manage and reduce risks. This online safety policy explains how Phab intends to do this, while also addressing wider issues in order to help vulnerable people (and their families and support workers) to be responsible users and stay safe while using the internet and other communications technologies.

Responsibilities

Phab Trustees: Phab Trustees are responsible for the approval of this online safety policy and for reviewing its effectiveness. This will be carried out by the Trustees receiving regular information about online safety incidents and monitoring reports.

Designated Safeguarding Lead: The DSL will take day to day responsibility for online safety issues. They will ensure that all staff and volunteers are aware of the procedures that need to be followed in the event of an online safety incident taking place. They will keep up to date with current guidelines and keep the Trustees informed of incidents and issues. **Phab DSL:** Anne Joyce, Chief Operations Officer, Phab, Summit House, Wandle Road, Croydon, CR0 1DF. Tel: 020 86679443. Email: anne.joyce@phab.org.uk

Staff and volunteers: All staff and volunteers are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of Phab's policy and practices
- they report any suspected misuse or problem to Phab's Safeguarding Lead for investigation/action/ sanction
- Digital communications with Phab members should be on a professional and appropriate level
- Phab members, their families and support workers understand and follow Phab's online safety policy and acceptable use
- Monitor ICT (Information and Communication Technology) activity during Phab Club meetings, Phab Holiday Projects, cyber sessions and online events
- Everyone is aware of the Phab Code of Conduct for online events such as Zoom into Phab sessions. This Code of Conduct must be easily accessible to everyone by making it available on the Phab website.

Families, Carers and Support workers: Families, carers and support workers play a crucial role in ensuring that Phab members understand the need to use the internet in an appropriate way. Phab understands that not everybody is experienced or fully understands the issues in the use of ICT and will therefore take every opportunity to help. Phab will do this by sharing information. Phab will bring this policy to the attention of members families and support workers and making it available on our website.

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to many, allowing Phab staff, volunteers and members instant use of images that they have recorded themselves or downloaded from the internet. However, everyone needs to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term

Phab will inform and educate staff, volunteers and members about the risks involved in using digital and video images, including:

- The risks associated with the taking, use, sharing, publication and distribution of images, particularly the risks attached to publishing their own images on the internet e.g. on social networking sites
- That staff, volunteers and members are appropriately dressed and are not participating in activities that might bring the individuals or Phab into disrepute
- Nobody must take, use, share, publish or distribute images of others without their permission or, in the case of a child, without their parents/guardian's permission
- Photographs published on Phab website or elsewhere that include members and their families or volunteers will be carefully selected and comply with good practice guidance on the use of such images
- Full names will not be used anywhere online, particularly in association with photographs, without the individual's or parent/guardian permission.

Mobile Device Use on Phab Holiday Projects

Phab is aware that more and more children and young people have access to phones and tablets in their day to day lives. Children are requested not to bring mobile phone or tablets to the Phab Holiday Projects. However, Phab is aware that some children need these devices for communication or to ease anxiety.

Therefore, Phab has Mobile Device Use (Phone, iPad etc.) Guidelines for all children and young people attending a Phab Residential Holiday Project. Everyone attending a Phab Holiday Project including Staff, volunteers, the children and their parents, guardians etc. will be made aware of these guidelines and copies sent to all concerned.

Social Media and Private Messaging

Phab recommends that staff/volunteers and members aged 18 or over who are not perceived as an adult at risk, do not add as a "friend" on a social network site the following:

- Adults at risk/Phab members that need parental consent to attend activities
- Members under the age of 18

If someone needs to email or send a private message to any member in the category above, multiple recipients should be included. Remember that private messaging can be seen in the same manner as being alone in a room with a young person or adult at risk.

Members, families, volunteers and staff are not to place photos of other people on social media platforms without the express permission of the person involved.

If anybody has a concern about any message or photography posted on a social media site, website etc, they should inform Phab's Safeguarding Lead.

Unsuitable / Inappropriate activities

Phab believes that the activities listed below would be inappropriate in the context of Phab Club Meetings, Phab Holiday Projects and online events and that staff, volunteers and members should not engage in these activities.

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act
- Criminally racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred

- Threatening behaviour, including promotion of physical violence or mental harm; and/or any other information which may be offensive or breaches the integrity of Phab ethos or brings Phab into disrepute
- Using Phab systems to run a private business
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer or network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- On-line gambling.

Responding to Incidents of Misuse

It is hoped that all members of the Phab community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through carelessness or irresponsible use or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse.

If any apparent or actual misuse appears to involve illegal activity i.e.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material and or other criminal conduct, activity or materials

then the standard procedure for safeguarding, as set out in the Phab Safeguarding Policy, will be instigated.

When Phab needs to deal with incidents that involve inappropriate rather than illegal misuse, it is important that any incidents are dealt with as soon as possible in a proportionate manner such as a warning, advice, further training or support as stated in the Phab Safeguarding Policy and through normal disciplinary procedures.

Further Information and Resources

Learning Disabilities, Autism and Internet Safety:

<https://www.mencap.org.uk/sites/default/files/2016-11/Internet-Safety-web-2016.pdf>

Keeping Children Safe Online; including Parental Controls, Internet Connected Devices and Inappropriate or Explicit Content:

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Next Review: May 2021