



Online safety (including photography and filming)

Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018.) All organisations that work with children should have written policies and procedures that set out how they intend to promote online safety. This document outlines the policies and procedures that The Orchard will uphold to maintain online safety.

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.

Legal framework.

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

Supporting documents.

This policy statement should be read alongside all of The Orchard's organisational policies, procedures, guidance, and other related documents. These include:

- Safeguarding policy.
- Code of conduct.
- One to one working.
- Complaint and whistle blowing procedure.

The Orchard believe that:

- 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 always kept safe.

The Orchard recognises that:

- The online world provides everyone with many opportunities; however, it can also present risks and challenges. • The Orchard has a duty to ensure that all children, young people, and adults involved in our organisation are protected from potential harm online.
- The Orchard have a responsibility to help keep children and young people safe online, whether or not they are using The Orchard's network and devices.

- 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.
- 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.

The Orchard will seek to keep children safe by:

- Supporting and encouraging the young people using our services 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.
- Reviewing and updating the security of our information systems regularly.
- Ensuring that ALL usernames, logins, email accounts and passwords are used effectively.
- Ensuring personal information about the children (and adults) who use our services is held securely and shared only as appropriate.
- Ensuring that ANY images of children, young people and work are used only after written permission has been obtained, and then only for the purpose for which consent has been given. (The Orchard understand that sharing photographs and films of our activities can help celebrate the successes and achievements of children and young people, provide a record of our activities, and raise awareness of our business. Nonetheless, the welfare of the children and young people taking part in any activities is paramount and 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.

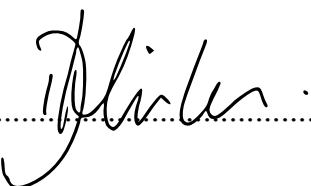
The Orchard accept that consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images and that there are potential risks associated with sharing images of children online.) We will:

- Take steps to mitigate the risk of unauthorised access to and inappropriate use of images of children, including storing images in a secure location, encrypting electronic images before they are stored and only using devices belonging to The Orchard to take and store photos and recordings of children.
- Maintaining annual training about online safety.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organization or session.

If online abuse occurs, The Orchard 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 any staff and volunteers on dealing with all forms of abuse, including bullying or 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.

This policy was last reviewed on: 18th November 2024

Signed:.....

More information can be found at [Safeguarding and child protection for tutorss – NSPCC Tutorss](#)

NSPCC Helpline 0808 800 5000

