

# Wellingtonia Safer Use of Technology and the Internet Policy



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# Overley Safer Use of Technology and the Internet Policy

## **Legislative framework and guidance:**

Regulation 7: The children's wishes and feelings standard.

Regulation 10: The health and well-being standard.

Regulation 12: The Protection of Children Standard

## **Overview:**

Television, I-pad, internet and computer use within the home can provide young people with invaluable access to communication and leisure experiences, however when using the internet there are risks in regards to child exploitation, viewing inappropriate materials and possible hate crimes, this policy aims to support staff to have wider knowledge when young people are using electronic devices and the internet.

## **Outcome:**

The safeguarding children/young people in the digital world is a priority.

Young people are protected from abuse, from exposure to inappropriate materials and hate crimes.

Employees work safely and responsibly with electronic devices.

Staff are clear regarding the standards of behaviour that the Organisation expects from its employees in regards to internet use

Minimise the risk of allegations against employees about inappropriate behaviour.

Establish a culture that safeguards young people and employees.

## **Manager Responsibilities:**

To ensure that young people are protected whilst using the internet and to escalate any concerns regarding on line abuse or sexual exploitation as a safeguarding issue.

Staff are aware of what young people are watching and are encouraged to reflect upon its appropriateness.

Staff are skilled in helping young people to use the Internet safely.

Social workers and / or parents have given permission for young people to use the internet.

Where young people are using the internet the manager will question and reflect upon whether the young person will require a risk assessment.

Young people are provided at all reasonable times with access to the internet and Electronic devices in accordance with plans.

All young people who use electronic communication aids have access to these at all times. At no time will a communication aid be removed as part of a consequence.

If the Manager considers it necessary for the purpose of safeguarding or promoting the welfare of a young person, they may impose restrictions upon a young person's access to the Internet, however they will not restrict electronic communication aids if these are on the same device.

## **Policy for Young People:**

Wellingtonia will always provide electronic communication aids.

Young people will be expected to use the internet safely and staff will offer guidance in regards to this, however if young people are contacting or communicating with strangers they will be given limited access to the internet in accordance with risk assessments and plans.

If young people post blogs, comments, videos etc on line the Manager will monitor these for appropriateness and possible hate crime responses which may be received.

The Manager will not automatically stop young people from posting on line, however this will be thoroughly assessed and reviewed frequently.

## **Policy for Staff:**

I escalate any concerns regarding young people being exploited or abused online immediately to the Registered Manager.

To ensure young people have access to their electronic aids at all times.

Personal email, personal mobile phones, instant messaging and social networking sites must not be used during work hours.

Staff must never have online communication with young people.

Staff must never use their personal e-mail addresses, instant messaging identities, social networking accounts or home/mobile telephone numbers for company communication.

Under no circumstances should staff post any comments or information relating to the Wellingtonia or work colleagues. Staff should also be aware of personal information about themselves that they (or others) may post which may bring their conduct into question.

Staff must not access social media at work or on company computers or phones.

Staff should keep their social media accounts set to the highest privacy and if possible use an alias eg your first and middle name, thus making random searches more difficult.

Staff must never post any materials regarding young people or their families on line.

When using the internet, staff must never:

- View any illegal material.
- Download and/or forward of pirated software.
- Send offensive or harassing material to others.
- Use Wellingtonia's computing facilities for personal purposes.
- Illicitly distribute any business confidential material.
- Deliberately introduce viruses, spyware or malware.

All staff must inform the Registered Manager immediately should they witness anyone accessing website material categorised by the Internet Watch Foundation.

For example:

- Images of child sexual abuse
- Criminally obscene content
- Incitement to hate crime content