

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' (Appendix 11).

AP9.1 ONLINE SAFETY DEFINITION

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet.

AP9.2 SOCIAL MEDIA POLICY

All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.

Text and any other media posted shall be subject to the acceptable use policy.

All interaction on social media messaging groups shall be retained for safeguarding purposes.

Any private messages shall be retained for safeguarding purposes.

Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Lead.

All users of social media must be above the minimum age limit i.e. 13 for Facebook.

Workers should ensure their privacy setting ensures the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.

All social media groups should provide links to statutory authorities such as the Child Exploitation and Online Protection command (CEOP) www.ceop.police.uk/safety-centre/ , to enable children to report online abuse.

AP9.3 CONSENT FOR PHOTOGRAPHIC IMAGES AND VIDEOS ONLINE

Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.

Children's full names will not be used on the website in association with their photographs.

Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.

Use of images will reflect diversity of age, ethnicity and gender of the activity.

Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

AP9.4 ACCEPTABLE USE

Where access to the internet is provided on our organisation devices, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.

Social media groups must be used in compliance with Grace Church Cheltenham's policy on social media.

AP9.4.1 Children, Workers and Volunteers should not:

Search for or download pornographic, racist or hate motivated content.

Illegally copy or play copyrighted content where permission has not been given.

Send, request or display offensive messages or pictures.

Harass, insult or bully others.

Access the internet using another person's login details.

Access, download, send or receive any data (including images), which Grace Church Cheltenham considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

AP9.4.2 Sanctions for violating the acceptable use policy in the opinion of Grace Church Cheltenham may result in:

A temporary or permanent ban on internet use.

Additional disciplinary action in line with existing practice on inappropriate language or behaviour.

Where applicable, Police or local authorities may be involved.

AP9.5 ONLINE SAFETY AGREEMENTS

AP9.5.1 Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for Grace Church Cheltenham and that my child will be held accountable for their own actions.

I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

AP 9.5.2 Child/Young Person Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the Safeguarding Lead or a trusted adult.

Child Name (Please print)	Child Signature	Date

Parent/Guardian (Please print)	Parent/Guardian Signature	Date