

## **DIGITAL SAFEGUARDING POLICY**

### **Who is this policy for?**

This policy is for all Exciting Education directors, staff and sub contracted coaches, referred to from this point as 'the team'.

### **What does this policy cover?**

This policy specifically covers all Exciting Education online and digital activities, plus all digital activities undertaken on behalf of the organisation at a local level, on proprietary platforms and third-party social media and devices.

This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; all ICT devices (including phones) and internet connectivity that is provided by the charity.

This policy explains our approach to staff and wider team members. We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

### **Digital safeguarding principles**

In order to uphold these principles our team must:

- Ensure that social media accounts are set up appropriately;
- Make it clear on personal social media accounts using disclaimers that their views, thought and opinions are personal and not reflective of the organisation's policies, procedure or guidance;
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by the organisation. These could be filtering or monitoring software for example parental controls;
- Ensure the correct permissions are in place before taking and using photographs on mobile devices;

- Delete pictures after the event and in accordance with our privacy policy;
- Make sure that they have parental permissions before contacting any child/young member under 14 years of age, even if they have contacted you first;
- Make every effort to ensure that our team understand why and how they must use social media responsibly and safely using the appropriate privacy settings;
- We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice;

We will:

- Ensure our projects, activities, programmes and campaigns support all of our team to stay safe online;
- Use best practice digital safeguarding for technical solutions, processes and procedures;
- Take best practice action when a digital safeguarding incident occurs;
- Support and train all of our team in digital safeguarding.
- Have appropriate links with key organisations to raise awareness and refer and report incidents;
- Risk-assess all projects, initiatives, programmes, activities, services and campaigns to make sure appropriate digital safeguards are in place.

### **Who is responsible for digital safeguarding?**

Our Designated Safeguarding Officer (DSO) will be responsible for digital safeguarding. When an incident happens or a team member raises an issue at an online meeting, we will deal with it the same way as other safeguarding incidents.

Exciting Education is committed to the protection of all of our team and will only share information with other agencies where there are significant concerns, or a potential crime has been committed.

### **What do we mean by digital safeguarding?**

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'. Exciting Education is committed to the safeguarding and protection of all of our wider team and users of our digital services and social media channels, and we apply the same safeguarding principles to activities whether they are offline or online.

This means protecting our team from online harms such as:

- Online bullying and harassment;
- Sexual exploitation and grooming online;
- Discrimination and abuse on the grounds of any protected characteristic;
- Sharing of illegal and inappropriate imagery;
- Cyberstalking;
- Impersonation and hacking;
- Disinformation and misinformation;
- The oversharing of personal information.

### **Exciting Education Contact Details**

#### **Designated Safeguarding Officer (DSO)**

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