



Catford Coding Club Online Safety Policy

Date approved: 10th January 2024

To be reviewed: 10th January 2027

Owner: Michael McDermott

Catford Coding Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Version	Author	Date d	Status	Reviewed
1	MM			



Online Safety Policy

Introduction

This policy is one strand within Catford Coding Club's (CCC) arrangements to safeguard and promote the welfare of all children attending and, as such, should be read alongside other safeguarding-related documentation, including its:

- Safeguarding Policy
- Social Media and Communication Policy
- Code of Behavior Policy

The main aim of this policy statement is to minimise the risk of children attending the club suffering direct or indirect harm as a result of their use of technology, particularly the internet.

Aims

Through careful implementation of this policy, Catford Coding Club aims to ensure that:

- Adequate steps are taken by the club to minimise the online safety risks to children in relation to their use of technology on site;
- Children attending the club conduct themselves as responsible, aware online citizens.

Acceptable use of technology

All children attending Catford Coding Club have to sign an Acceptable Use Agreement (see Appendix 1) prior to being given access to any ICT resources available at the club. In addition, all parents of registered children have to sign their child's Acceptable Use Agreement to signify that they have explained the rules to their child and support the club's expectations in this respect. Any children who have not signed this agreement, whose parents have not signed this agreement, or have been found to be in breach of this agreement will not be permitted to use the club's ICT facilities, including the internet.

The main online safety roles and responsibilities in relation to identified individuals and groups at CCC are outlined below:

Role and responsibilities

Trustees are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. They will be responsible for:

- Receiving appropriate termly feedback from the Manager
- Ensuring that all responsibilities delegated to the Manager are carried out in accordance with this policy;
- Ensuring that all staff and volunteers have relevant training where appropriate

The Manager (also holding the role of Designated Safeguarding Lead) has a duty of care for ensuring the online safety of children attending the club and will take a lead in:



- Promoting an awareness and commitment to online safety throughout the club community;
- Managing online safety issues in line with this policy;
- Ensuring 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;
- Monitoring online safety systems and record keeping;
- Providing advice for staff;

All CCC staff and volunteers will ensure that:

- They have an up-to-date awareness of the current Online Safety Policy and follow its associated procedures;
- They have read, understood and follow all related policies listed in the introduction of this policy;
- They report any suspected misuse or problem to the Manager for investigation;
- Children understand and follow the Acceptable Use Agreement;
- They inform the Manager of any significant trends in children's online activity that they become aware of.

All children will:

- Use any club devices in accordance with the club's Acceptable Use Agreement;
- Not take out or use any personal mobile phone or device with similar capabilities during club time;
- Understand the importance of reporting abuse, misuse or access to inappropriate online content and know how to do so;
- Understand the rules on the taking/use of images and on cyber-bullying.

Parents and Carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet, mobile devices and other technology in an appropriate way.

The recording and use of digital images

Parental consent must be provided for images of pupils to be taken and published to promote the club, club events or for any other purpose. A record of consent is held on children's files. Where it is unclear whether consent has been provided, parents must be contacted prior to images being taken or published.

Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images. Children's



full names will not be used anywhere on a website or blog, particularly in association with photographs.

Data protection

Personal data will be recorded, processed, transferred and made available in accordance with the General Data Protection Regulations to ensure that data/data recording is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Kept no longer than is necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Only transferred to others with adequate protection;

Prevention of online safety incidents

All children will be made aware of the club's rules on safer internet. Staff will also ensure that children fully understand the Acceptable Use Agreements which they have signed.

Any club activities using electronic devices will always be actively supervised by staff.

Children will be made fully aware by staff that browser histories will be regularly checked by staff at the end of activities using the internet.

Responding to online safety incidents

If, despite the safeguards put in place, staff become aware of a child encountering unsuitable material, receiving inappropriate communications, engaging in harmful or anti-social behaviour or experiencing bullying online, the Manager will be immediately informed and the incident noted on a Concern Form in the child's file. Procedures outlined in the Safeguarding and Child Protection Policy will then be followed. Where appropriate, the Manager will subsequently review procedures to mitigate the risk of such an incident recurring.

Review

This policy will be reviewed every three years.



Appendix 1

Catford Coding Club Online Safety Acceptable Use Agreement

These are the rules our children use to stay safe when using electronic devices such as computers, cameras and mobile devices:

- I will ask an adult if I want to use an electronic device.
- I will only use activities and go on websites that an adult has told or allowed me to use.
- I will take care of any devices that I use.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me or makes me feel uncomfortable on the screen.
- I will not share pictures or videos of myself or my friends online unless directed to do so by an adult.
- I will not put any personal Information online: my full name, age, birthday, phone number, address, postcode, school etc.
- I know that if I break the rules I might not be allowed to use an electronic device.



Acknowledgements

Both children and their parents/carers are asked to sign to show that the Acceptable Use Agreement has been understood and agreed.

Please complete, sign and return to the Manager:

Name of child:

Child's Agreement:

I have read and I understand the children's Acceptable Use Agreement, and will abide by the rules which are designed to keep both myself and others in the club safe. I will use any club electronic devices in a responsible way at all times. I know that my internet access may be monitored.

Signed (by child):

Date:

Parent's Consent:

I have read and understood the Acceptable Use Agreement and give permission for my child to access the internet and electronic devices while at the club, and will encourage them to abide by these rules. I understand that the club will take reasonable precautions to ensure pupils cannot access inappropriate materials, but appreciate that this is a difficult task. I understand that the club cannot be held responsible for the content of materials accessed through the internet. I agree that the club is not liable for any damages arising from use of the internet facilities.

Signed (by parent or carer):

Date:

I agree to the Acceptable Use Agreement on behalf of my child. I give permission for my child to access the internet while at the club, and will encourage them to abide by these rules. I understand that the club will take reasonable precautions to ensure pupils cannot access inappropriate materials, but appreciate that this is a difficult task. I understand that the club cannot be held responsible for the content of materials accessed through the internet.

Charity Number: 1198485
Catford Coding Club