

Drive Lounge Academy E Safety Policy

All Drive Lounge Academy staff have a duty to ensure that children are protected from potential harm both within and beyond our environment. Every effort will be made to safeguard against all risks; however, it is likely that Drive Lounge Academy will never be able to completely eliminate them. Any incidents that do arise will be dealt with quickly and according to this policy to ensure that children and staff continue to be protected.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of Information and Communications Technology (ICT) whilst minimising the associated risks.

Aims

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children have access to the internet, social media or mobile devices.
- Provide staff with the overarching principles that guide Drive Lounge Academy approach to online safety and provide a safe and secure online environment for all children in their care.
- To raise awareness to staff and the parent(s)/guardian(s) of the potential risks associated with online technologies.
- To provide safeguards and rules for acceptable use to guide all users in their online experiences.
- To ensure staff and the parent(s)/guardian(s) are clear about procedures for misuse of any technologies both within and beyond the environment.

Scope of policy

This policy applies to all staff, children, the parent(s)/guardian(s), visitors and contractors accessing the internet or using technological devices at our venue. This includes the use of personal devices by all of the above-mentioned groups, such as mobile phones or iPads/tablets which are brought into a Drive Lounge Academy venue. This policy is also applicable where staff or individuals have been provided with Drive Lounge Academy issued devices for use off-site, such as a work laptop or mobile phone.

Definition

The definition and purpose of e-safety forms part of the staying safe element of the Governments Every Child Matters agenda, and all providers have a responsibility under the Children Act 2004 to safeguard and promote the welfare of children, as well as owing a duty of care to children and their parent(s)/guardian(s) to provide a safe learning environment.

Safety awareness is vital so that children and staff are able to keep themselves and others safe and use the internet responsibly. As many children will have access to the internet at home and at schools, Drive Lounge Academy need to ensure that the parent(s)/guardian(s) are fully aware of e-safety issues so that they can extend e-safety strategies to the home environment.

Staff responsibilities procedure

All staff (including visitors) have a shared responsibility to ensure that children are able to use the internet and related technologies safely and responsibly, as per the Mobile phone and wearable device policy.

On Drive Lounge Academy equipment young people will only be able to access the internet when in the Drive Lounge Academy learning environment and when under Drive Lounge Academy staff supervision.

If any staff member suspects that a child is subject to abuse via an online platform, then this is categorised as a Child Protection concern and the Safeguarding policy must be followed.

E-mail use

- Drive Lounge Academy provides staff with access to a professional email account to use for all work-related business (to be used to correspond with Drive Lounge Academy Head Office only). Any correspondence outside of this remit must be approved by Head Office. This allows for e-mail content to be monitored and protects staff from the risk of allegations, malicious e-mails or inappropriate contact with children and their families.
- Staff must not engage in any personal communications with children who they have a professional responsibility for. This prohibits contact with former children outside of events and clubs.
- All e-mails should be professional in tone and checked carefully before sending, just as an official letter would be. Communications to parents are the responsibility of Drive Lounge Academy Head Office.

Use of Social Networking sites (advertising or parental contact)

Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and use of such sites. Best practice guidance states that:

- Identifiable images of children should not be used on social networking sites. Privacy settings are set to maximum and checked regularly.
- For safeguarding purposes, photographs or videos of looked after children must not be shared on social networking sites.
- Any photography done for the purpose of Drive Lounge Academy social media is only to be done by an approved official photographer and only children with the appropriate permissions shall feature in any photographic or video content.

Please refer to the social media policy for further guidance.

Mobile or smart phones

Staff:

- As per the Mobile phone and wearable device policy, personal mobile phones are permitted, but are to be used during break times only, within designated areas away from children.
- Personal mobile phones must never be used to contact children or their families, nor should they be used to take videos or photographs of children.
- In case of an emergency, Drive Lounge Academy Head Office may permit use of a personal phone to keep other phone lines clear. If required, this will be approved by a member of the Safeguarding Team.

Photographs and video

Staff:

- Upon making a booking, parents/guardians are required to confirm if consent is given for photographs or videos of young people to be taken or used for displays, on Drive Lounge Academy website and in other marketing materials.
- Staff will ensure that children are at ease and comfortable with images and videos being taken. Children will have the option to opt if they are not comfortable.
- Staff are forbidden to use personal devices, such as cameras, video equipment or camera phones, to take photographs or videos of children.
- Drive Lounge Academy staff supplied with company devices such as mobile phones and at times may be risk Assessed to use these devices where required and in line with the mobile phone and wearable device policy.

Laptops and tablets

Staff and visitor use:

Personal use of laptops or computing facilities, whilst on site, is left to the discretion of Drive Lounge and may be permissible if kept to a minimum. They must be used away from children.

- The Drive Lounge Academy staff are issued a laptop by Drive Lounge Academy to allow access to work emails, booking systems and the recording of Safeguarding concerns.
- Where staff have been issued with a device or have had approval to use their own device (e.g.,laptop) for work purposes, personal use is not authorised by Drive Lounge Academy. The laptop/devices should be used by the authorised person only, which in most cases is the Drive Lounge Academy senior staff. Staff are advised not to bring laptops or tablets and must advise the Manager if they do.

Data storage and security

Sensitive data, photographs and videos of children which leave the premises will only be stored on devices authorised by Drive Lounge Academy.

Use of mobile phones

Please see our separate *Mobile Phone Policy* for further guidance

Personal Property

Drive Lounge Academy holds no responsibility for the loss and damage to any personal property brought to our events or clubs.

We therefore advise that children do not bring valuables. If your child needs to call home, we can always make a telephone available.