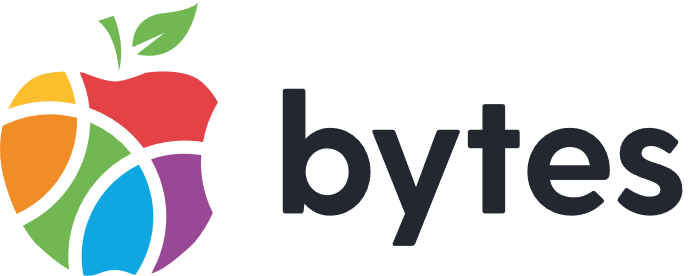
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**Safeguarding Young People and Employees Online**

**The purpose of this policy statement**

The Bytes Project works with young people as part of its online activities. The purpose of this policy statement is to:

* ensure the safety and wellbeing of young people it is paramount when employees and young people are using the internet, social media, or mobile devices.
* provide staff and volunteers with the overarching principles that guide our approach to online safety.
* ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, young people, and anyone involved in The Bytes project activities.

**We believe that:**

Children and young people should never experience abuse of any kind. Young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe. We have a duty to ensure that all young people and employees involved in our organisation are protected from potential harm online.

**We will seek to keep employees and young people safe by:**

* appointing an online safety coordinator by asking line managers to monitor online group chats and delivery.
* staff and volunteers should be professional at times and comply with our **Code of Behaviour** this includes reporting incidents to Mark Clegg (Regional Designated child protection officer)
* supporting and encouraging the young people using our service, to use the internet, social media, zoom and mobile phones in a way that keeps them safe and shows respect for others
* developing an online safety agreement for use with young people and their parents/carers this can be a phone call/letter to get consent for the young person to take part in online group chats and delivery.
* ensuring that usernames, logins, email accounts and passwords are used effectively.
* ensuring personal information about the young people who are involved in our organisation is held securely and shared only as appropriate
* ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
* examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
* provide Guest BT Wi-Fi for visitors which allows users to be online whilst keeping Bytes Wi-Fi private, safe and secure for registered users. For further information on our guest network please visit the [BT site](https://btbusiness.custhelp.com/app/answers/detail/c/5100/a_id/44879/kw/Guest%20Wi-Fi%3A%20Your%20guide).

**This policy statement should be read alongside our organisational policies and procedures, should any online abuse, breach of confidential information, concerns for a young person or inappropriate code of behaviour of an employee arises.**

* Child protection
* Procedures for responding to concerns about a child or young person’s wellbeing.
* Code of conduct for staff and volunteers