

HARLEQUIN FARM STABLES

RIDING SCHOOL & LIVERY



E- Safety Policy

Introduction

Social media and apps such as Facebook and Twitter are an increasingly popular medium to communicate with a whole network of people. This good practice guide aims to show the opportunities these sites can offer, the potential risks and some good practice guidelines for the safe use of social media.

Opportunities and risks

Harlequin Farm Stables have an opportunity to use this media to communicate with their users, clients and volunteers on an instant and user-friendly way. We use an online booking tool and Facebook business suite to book and promote activities and riding lessons at the centre.

We understand that care must be taken to make sure users are protected from harm while on social media sites and it is the organisation that has created their own page/profiles and is our responsibility to make sure appropriate safeguards are in place when users are linked to their network.

There are various risks for young people who are using social media sites and the internet in general: cyber bullying, grooming and potential abuse, identity theft and exposure to inappropriate content. Most young people use the internet in a positive manner but they may sometimes behave in a way that puts them at risk.

Understand the safety aspects of the social networking site

We regularly familiarise ourselves with the social networking site Facebook business suite and look at how the privacy tools work and if there is a code of behaviour for the site. The site will also have a reporting function for concerns or complaints. Net Aware is a great website to find out more. Reporting a problem through Facebook is also relatively straight forward.

Legislation

We always make sure to operate within the law when using social networking sites and do not target our profile to children under the age of 13. We also consider the data protection act with regards to the retention of personal information and have a Privacy Policy in place that is regularly reviewed.

Online safety and social media policy (forming part of this policy and Safeguarding Policy)

- Aims of the policy- Our organisation is working to ensure that Children and young people, and vulnerable adults are protected under The Children's Acts (1989) and (2004) to provide a duty of care to protect all Children and young people and safeguard their welfare, irrespective of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background. This is done by taking all reasonable, safe and practical steps and ensuring all policies are regularly reviewed at least once a year.
- Understanding the online world – the risks and benefits of using various social media platforms are monitored continuously by our safeguarding officer and deputy safeguarding officer. Forming part of the safeguarding role, Moderators have been assigned to monitor content and remove anything that is potentially harmful, offensive, inappropriate and dangerous to its users.
- How our social media and online presence will be managed- all content is previewed by the safeguarding team and monitored before it is published. Our data protection policy is also regularly updated and reviewed. Moderator alerts have been set up when key words are used this helps to prevent any inappropriate content being published. Some networking platforms are run on a membership basis this helps to further control content and helps to reduce the risk of any social grooming taking place by using fake profiles.
- What the organisation expects from your staff and volunteers- all policies are followed and any inappropriate behaviour is reported to the safeguarding team immediately. Self disclosure and DBS checks are carried out. These are regularly checked, with staff and volunteers reporting any changes to their records and personal information used to carry out checks. Relationships are maintained on a professional level only between individuals working at the centre and children, young people and vulnerable adults visiting or also working at the centre. Children, young people and vulnerable adults must not be targeted in anyway through the social media platforms associated with the organisation or through any other way including other means or online. Personal data must not be shared unless it has been recorded in an accident report form or passed onto first aid responders- however the data protection act must be followed at all times in every instance. All staff and volunteers are aware of the reporting procedures and who to report any concerns to.
- What the organisation expects from clients- all policies are available for members of the public. The policies can be easily accessed in different formats as requested. All policies are followed. Children, young people and vulnerable adults have support where needed so that they feel safe and comfortable within the organisation's environment, this also includes them knowing the reporting process and who their safeguarding team are including the lead safeguarding officer. Personal information is provided as requested when completing 'Rider registration forms'. It is a criminal offence to use fake identification, information or profiles. Membership can be removed or paused during any suspicious behaviour when fake information is or has been provided to the organisation.

Managing the site

A moderator is assigned to check and maintain content. This person is trained to recognise bullying or grooming behaviour (see end of this document) and will require a criminal record check (DBS) they are fully aware of the anti-bullying policy in place including its reviews and updates . The Communications Department at the BHS is responsible for monitoring BHS social media sites and can be contacted for any information or assistance. The safeguarding officer Carley Gammon and deputy safeguarding officer Ian Gammon are responsible for monitoring all social media platforms used within the organisation.

Reporting procedures

All Users are made aware of how they can report an incident or concern that they may have online. Most social media sites have a reporting function but this should also be via the organisation's online reporting procedures via email harlequinfarmstables@btinternet.com, telephone 07885897261 or directly to the appropriate government agency e.g. www.ceop.police.uk.

Security and Privacy

The organisation's email address is used as the contact for the site instead of a personal email account. Log in details for the social media site need are kept confidential and only those with training and adequate checks should have access to them.

Careful consideration has been used when deciding what privacy setting is appropriate. For sites where young people may interact, care is taken to ensure they are protected from those who may wish them harm.

The moderators monitor and control comments and photo uploads and remove any that have adult content or may cause distress or offence to other users. The organisations social networking tools make sure that no material can be published without the moderator checking it first.

The organisation's social networking users can not ask for personal contact details from other users, especially children, young people, or vulnerable adults this also includes their location and school or other information that may put them at risk.

Raise awareness

Users including employees, volunteers and members especially young people, know how to protect their privacy online. Guidance documents for these groups are available from www.bhs.org.uk/safeguardingchildren

Safety websites such as www.ceop.police.uk are promoted/

Potential indicators of online grooming and sexual exploitation of children and young people

The use of social media may increase the potential for online grooming and exploitation of children. Exploitation of children can include exposure to harmful content, including adult pornography, and illegal child abuse images.

There have been a number of cases of online grooming through social media sites, techniques include:

- Gathering personal details e.g. name, age, school, photographs
- Promising meetings with celebrities or tickets to events
- Offering material gifts e.g. mobile phone, computer
- Paying young people to appear naked and perform sexual acts
- Bulling or intimidating behaviour such as threatening to tell a child's parents
- Asking to meet young people offline
- Using a fake identity to appear as a peer or similar age
- Using sites to gather information about likes and dislikes

- Useful Information

Available from www.bhs.org.uk:

- Online guidance for children and young people

- Online guidance for employees' volunteers and coaches
- Online guidance for clubs, centres and coaches
- Guidelines on use of photography and video
- Reporting an online incident – online, text messages or photographic images
- Online learning guidance
 - Child Exploitation and Online Protection centre – www.ceop.police.uk
 - Think u Know – www.thinkuknow.co.uk – advice site for young people and parents
 - NSPCC – Childline 0800 1111 – www.nspcc.org.uk
 - Child Protection in Sport Unit - http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html
 - Childnet international – www.childnet.int.org – a charity that is helping make the internet a safer place for children
 - Data Protection and Information Commission Office – www.ico.gov.uk
 - Internet Watch Foundation – www.iwf.org.uk – website to report illegal content
 - Net Aware – www.net-aware.org.uk – a guide to social media, apps and games
 - BHS Safeguarding Team – safeguarding@bhs.org.uk – 02476 840746