**E-safety policy**

**The purpose of this policy statement**

**The Polish School in Bedford CIC/ *Polska Szkoła Sobotnia im. Jana Pawła II w Bedford***works with children and families as part of its activities. These include promoting Polish culture and language among Poles living in Bedford and the surrounding area.

The purpose of this policy statement is to:

* ensure the safety and wellbeing of children and young people is paramount when adults, young people or children 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, children and young people and anyone involved in our activities.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

* **online abuse**
* **bullying**
* **child protection**.

We believe that:

* children and young people should never experience abuse of any kind
* children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

* the online world provides everyone with many opportunities; however it can also present risks and challenges
* we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
* we have a responsibility to help keep children and young people safe online, whether or not they are using the Polish School’s network and devices
* working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare and in helping young people to be responsible in their approach to online safety
* all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep children and young people safe by:

* + appointing an online safety coordinator- Katarzyna Przybyło
  + supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
  + supporting and encouraging parents and carers to do what they can to keep their children safe online
  + ensuring personal information about the adults and children 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
  + providing supervision, support and training for staff and volunteers about online safety
  + examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

* providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
* making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
* All members of staff/volunteers must report any such concerns to the Designated Safeguarding Lead (DSL) (or in his/her absence to the Deputy Designated Safeguarding Lead (DDSL), unless the concern relates to these members of staff (in which case they should report directly to the Headteacher). Failure to report it in accordance with procedures is a potential disciplinary matter.
* The responsible person (DSL, DDSL, Headteacher) will follow the procedure as it states in the Safeguarding Policy.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

* + child protection / Safeguarding Policy
  + photography and image sharing guidance.

Contact details

**Online safety co-ordinator** & **Senior lead for safeguarding and child protection**

Name: Katarzyna Przybyło, katprz13@gmail.com

**NSPCC Helpline:** 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on **28th July 2022**

Signed: *Katarzyna Przybylo*

**Useful link: https://www.internetmatters.org**