



Dyspraxia Foundation E safety policy

This policy and the procedures that it underpins apply to all staff, including senior managers and the board of trustees, paid staff, volunteers, students and anyone working on behalf of the Dyspraxia Foundation.

- To protect children and young people who receive Dyspraxia Foundations services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us;
- To provide staff and volunteers with the overarching principles that guide our approach to e-safety;
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies:
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm of abuse:
- 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 e-safety:

We will seek to promote e-safety by:

- Appointing an e-safety coordinator
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect to others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and consoles
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people

- Developing an e-safety agreement for use with young people and their carers
- Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child to perpetrate abuse)
- Informing parents/ carers/ or trusted adult of incidents of concern as appropriate with the individuals full knowledge
- Reviewing and updating the security of our information systems regularly
- Providing adequate physical security for ICT equipment
- Ensuring that our user names, logins and passwords are used effectively
- Using only official email accounts provided via the organisation and monitoring those as necessary
- Ensuring that the personal information of staff, volunteers and service users are not published on our website
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose their consent has been given
- Any social media tools used in the course of our work with children young people and their families must be risk assessed in advance by the member of staff wishing to use them
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training
- Examining and risk assessing any emerging new technologies before they are used within the organisation

Further information available from:

Dyspraxia Foundation, 8 West Alley Hitchin Herts SG5 1EG

Helpline Tel: 01462 454986

Admin Tel: 01462 455016

Fax: 01462 455052

Web: www.dyspraxiafoundation.org.uk

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