Tyne & Wear Archives & Museums Online Safeguarding Policy Statement

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Online Safeguarding Policy Statement
This policy statement has been created as a supplementary document to Tyne &
Wear Archives & Museums' (TWAM) overall [Policy and Procedures for
Safeguarding of Children, Young People and Adults at Risk](#)

The purpose of this policy statement

TWAM works with children, families, and adults at risk as part of its activities. These
include: Programmes for schools, public family programmes, work experience
placements and work we deliver with communities.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people and adults at
  risk 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 TWAM's activities.

TWAM recognises the opportunities and challenges new technology brings to those
working with children and young people and adults at risk. TWAM advocates
applying the same principles and standards for interacting with children and adults
online as in other areas of practice, and in accordance with Policy and Procedures
for Safeguarding of Children, Young People and Adults at Risk.

Online safety is the process of limiting the risks to children, young people and adults
at risk when using the internet, digital and mobile technology.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that
seeks to protect all children, young people, and vulnerable adults in England. This
includes The Information Commissioner's Office's (ICO) Children's Code
https://ico.org.uk/for-organisations/childrens-code-hub which came into force in
September 2021 and sets out 15 standards that providers of online products or
services likely to be accessed by children should comply with.

Summaries of other key legislation and guidance are available on:

- online abuse - learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse

- bullying - learning.nspcc.org.uk/child-abuse-and-neglect/bullying

- child protection - learning.nspcc.org.uk/child-protection-system

We believe that:

- Children, young people and vulnerable adults should never experience abuse of any kind

- Children, young people and adults at risk 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:

- Online learning provides everyone with many opportunities; however, it can also present risks and challenges.

- All TWAM representatives have a duty of care to take all precautions, to ensure that all children, young people, adults at risk involved with our organisation are protected from potential harm online.

- It is essential to promote online welfare for all children, young people, and adults at risk and support their teachers, parents, carers and other stake holders to be responsible in their approach to online safety.

- All participants accessing TWAM's online programmes, regardless of age, disability, gender, 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 all children, young people, and adults at risk safe by:

- Ensuring relevant staff and managers are appropriately trained and ensure they are aware of the processes for reporting issues via Designated Protection Officer

- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults

- 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

- developing an online safety agreement for use with young people and their parents/carers

- Continue to review and develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person

- reviewing and updating the security of our information systems regularly

- ensuring user names, logins, email accounts and passwords are used effectively

- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

- ensuring images of children, young people and families are used only after consent has been given, and only for the purpose for which it 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:

- Following our clear and robust safeguarding procedures, for responding to abuse, providing support and training for all staff and volunteers on dealing with all forms of online abuse, including bullying/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

- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our related organisational policies:

- Policy and Procedures for Safeguarding of Children, Young People and Adults at Risk - https://twmuseums.sharepoint.com/:f:/r/Policies%20%20Procedures/Corporate%20Policies/Safeguarding?csf=1&web=1&e=wml6NG

    - Equality, Equity, Diversity and Inclusion https://twmuseums.sharepoint.com/Policies%20%20Procedures/Forms/AllItems.aspx?sw=bypass&bypassReason=abandoned&csf=1&web=1&e=IqxEwd&CID=c6a6a321%2D8b3a%2D44b2%2D9ed9%2D93cbf5c895a8&FolderCTID=0x012000887E2BEB71E2354CBAC30B15E3D77309&id=%2FPolicies%20%20Procedures%2FCorporate%20Policies%2FEquality%2C%20Equity%2C%20Diversity%20and%20Inclusion&viewid=1bdf4893%2D5120%2D4d06%2D8037%2D86fb7cf2724d