



Cambridge International Academy Ltd

e-Safety Policy

POLICY STATEMENT

We recognise that the welfare of all children is paramount and that *all* children and young people, regardless of ability or culture, have equal rights of protection. We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

POLICY AIM

We promote the highest standard of safeguarding practice in all our activities with children, young people, their families and/or carers. We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation are accessing any form of digital or electronic communication including the internet, mobile phones, games, photography, videos. This policy should be read in conjunction with our E-Learning Safeguarding Policy.

LEAD AND DEPUTY PERSON FOR eSAFETY

Our lead is:

Name: Dr Jonathan R Fearon-Jones
Contact details: jon@cambridgeinternational.academy
Emergency: 07483226613

Our deputy lead is:

Name: Ms Lijia Zhang
Contact details: lijia@cambridgeinternational.academy
Emergency: 07764283678

Their role is to oversee and ensure that our eSafety policy is fully implemented. This includes ensuring they and all staff receive eSafety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. S/he will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made available to all adults, children, young people and parents/carers on our website and other publications as appropriate.





WHY DO WE NEED AN eSAFETY POLICY?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school and, in addition to research for homework, the majority use social networking sites, along with playing games and downloading music and videos. Recent CEOP (Child Exploitation & Online Protection Centre) research with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new “friend” from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age.

Government guidance is clear; that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

OUR E-SAFETY CODE OF CONDUCT:

Everyone in our organization, including management, teachers and students, agrees to our code of conduct. I will:

1. use the internet and other forms of communication in a sensible and polite way
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody
3. seek permission if I want to use personal information or take photographs of other people
4. report any concerns to the lead or deputy person for eSafety immediately
5. be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person

WHAT ARE THE RISKS?

There are many potential risks including children and young people including:

- Accessing age inappropriate or illegal websites
- Receiving unwanted or upsetting text or e-mail messages or images
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, or crime
- Viewing or receiving socially unacceptable material such as inciting hatred or violence
- sending bullying messages or posting malicious details about others
- Ignoring copyright law by downloading music, video or even homework cheat material



WHAT ELSE MIGHT BE OF CONCERN?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting
- will not let you see what they are accessing on-line,
- is using a webcam in a closed area, away from other people
- is accessing the web or using a mobile or PDA (Personal Data Assistant) for long periods and at all hours
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know

An adult who:

- befriends a child or children on the internet or by text messaging
- has links to children on their Facebook or other social network site; especially if they work in a position of trust such as a sports coach or youth worker
- is secretive about what they are doing and who they are meeting

WHAT DO I DO IF I AM CONCERNED?

If you have any concerns speak to the lead or deputy person for eSafety immediately. S/he will take the following action/s:

CONTACTS FOR REFERRING

If the concern is about:

- **a child being in imminent danger - ALWAYS DIAL 999 FOR THE POLICE.**
- the welfare of a child - ring the local children's social care services. This is the Cambridgeshire and Peterborough Children's Safeguarding Partnership Board. Call 0345 045 5203 (office hours) or 01733 234724 (out of office hours).
- a known person's sexual behaviour or intentions - ring the local police on 101
- a person who has a "duty of care" towards children and young people in the organization – ring the local children's social care services. The LADO (Local Authority Designated Officer) will oversee and advise upon any follow-up procedures.
- Call 01223 727967 (Monday to Friday during office opening hours) or 01733 234724 (Emergency Duty Team – out of hours queries).



- In the case of an unknown person's sexual behaviour or intentions, report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre)
- In cases of harmful content, including child sexual abuse images or incitement to racial hatred content, contact www.iwf.org.uk

REMEMBER:

1. **DO NOT DELAY.**
2. **DO NOT INVESTIGATE.**
3. **SEEK ADVICE FROM THE LEAD OR DEPUTY PERSON FOR eSAFETY**
4. **MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD**

OTHER USEFUL CONTACTS

NSPCC Tel: 0800 800 5000

Young people can get help and advice at www.childline.org.uk Tel: 08001111
or www.there4me.com

To access advice about concerns including bullying and hacking, or to report concerns, visit:
www.thinkuknow.co.uk

MINIMISING THE RISKS:

We will:

- talk to children and young people about what they are accessing online
- keep the computer/s in a general space where we can monitor what is going on
- explain the risks of giving out personal details online
- talk about how people can be anyone they want to be online: by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies
- encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate
- advise children and young people to only text, chat or webcam to people they know for real, or via safe and regulated, properly monitored websites
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments
- discuss how people hide their identities on-line and the importance of never meeting new online "friends" for real
- make sure children & young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable



- look on the internet together for information about how to deal with, or report, problems
- talk about how, when information or images get onto the net, they can never be erased or brought back

REFERENCES:

To learn more and to access specialist eSafety references go to

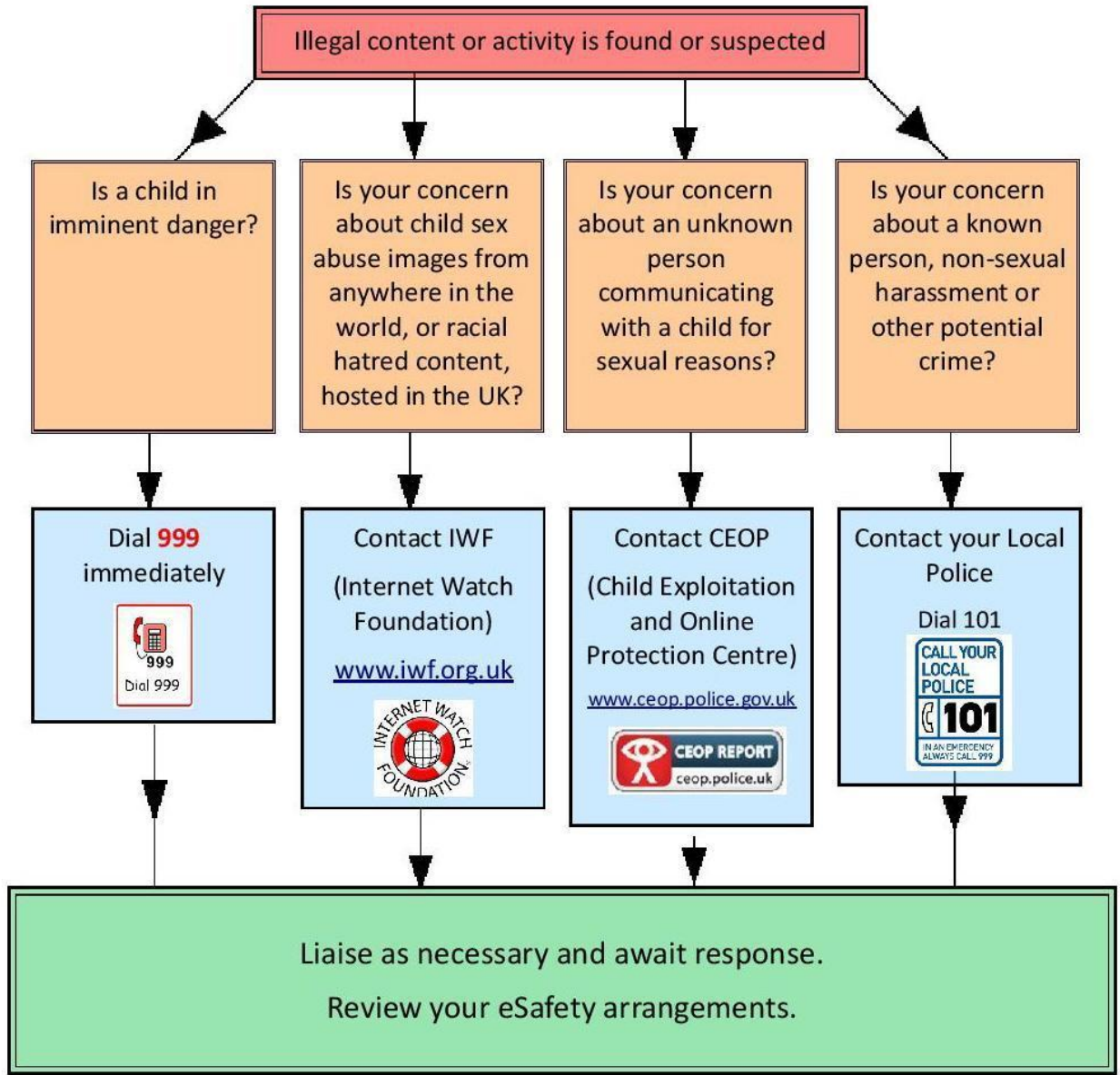
<http://www.safecic.co.uk/esafety-site>

For eSafety training visit

http://www.safecic.co.uk/e-shop/all-categories/product/73-online-esafety-courses/category_pathway-13



eSafety Referral Flow Chart



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