E-Safety Policy

Purpose

This policy sets out how No Boundaries ensures the safe, responsible, and respectful use of digital technologies by all staff, volunteers, and participants. It supports our safeguarding responsibilities under the Children Act 1989 & 2004, Working Together to Safeguard Children (2023), and Keeping Children Safe in Education (KCSIE) 2026.

It aims to:

- Protect children and young people from online harm.
- Promote safe and responsible use of technology.
- Ensure staff understand their professional responsibilities when using digital devices and platforms.

Scope

This policy applies to:

- All employees, volunteers, contractors, and agency staff working on behalf of No Boundaries.
- All children, young people, and families engaging with No Boundaries activities.
- All digital technologies and platforms used in the delivery of our services.

It covers:

- Use of setting-owned devices and networks.
- Online communications and social media.
- The creation, storage, and sharing of digital content.

Principles

- Child-Centred Approach – The best interests of the child are paramount.
- Prevention – Proactive measures to minimise online risks.
- Education – Promoting digital literacy, critical thinking, and safe online behaviours.
- Protection – Ensuring robust systems for monitoring, filtering, and responding to incidents.

Safe Use of Digital Technologies

- Where digital technology is used as part of No Boundaries provision, appropriate arrangements will be put in place to support safe and responsible use.
- Staff will ensure that any technology used with learners is appropriate for the activity and the individual learner. Personal devices must not be used to capture, store or share images of learners except where specifically authorised for a legitimate professional purpose and in accordance with No Boundaries policies.
- Online communication with learners and parents/carers will take place through approved professional channels and will remain professional in tone.

Learner Mobile Phones and Personal Devices

No Boundaries recognises that many learners will bring a mobile phone or personal device with them to the provision. We aim to take a proportionate approach which supports safety, engagement and responsible use.

- Learners may bring mobile phones to the provision, but their use during sessions will be managed by staff according to the activity, individual learner needs and any agreed support or risk-management arrangements.
- Learners will normally be expected to keep phones away during learning and organised activities unless a member of staff has agreed that the device may be used.
- Reasonable adjustments may be made where access to a phone or personal device supports a learner's communication, regulation, medical needs or other identified needs.
- Phones and personal devices must not be used to photograph, video or audio-record other learners, staff or visitors without explicit permission.
- Learners must not use personal devices to access, create, share or display content that is harmful, abusive, discriminatory, sexually explicit, illegal or otherwise inappropriate.
- Any online safety or safeguarding concern involving a learner's personal device will be dealt with in accordance with the No Boundaries Safeguarding and Child Protection Policy.
- Where use of a device is disrupting learning or creating a safety or safeguarding concern, staff will work with the learner to stop or change its use. Parents/carers and the commissioning school or setting may be involved where concerns are significant or repeated.
- No Boundaries is not responsible for loss of or damage to personal devices brought onto the premises, except where liability arises under law.

Filtering & Monitoring

No Boundaries does not currently provide learners with organisation-owned digital devices or general access to its internet or Wi-Fi networks.

Learners will not be provided with Wi-Fi access credentials. Personal mobile devices will be managed in accordance with Section 4 of this policy.

Where a learner requires internet access for an identified communication, medical or additional support need, an individual assessment will determine appropriate arrangements and safeguards.

If No Boundaries introduces internet-enabled learning resources or learner network access in the future, appropriate filtering, monitoring and safeguarding arrangements will be assessed and implemented before use.

This policy will be reviewed when these arrangements change.

Staff Responsibilities

- Follow the No Boundaries Child Protection Policy at all times when using technology.
- Complete Annual safeguarding training.
- Report any concerns about online content, contact, or conduct immediately to the Designated Safeguarding Lead (DSL).
- Not post or share personal opinions on social media that could harm the reputation of No Boundaries or breach confidentiality.

Education for Children & Young People

No Boundaries will promote e-safety awareness through:

- Embedding online safety messages into activities where relevant.
- Encouraging children to speak to a trusted adult if they feel unsafe or uncomfortable online.

- Providing age-appropriate guidance on privacy, respectful behaviour, and avoiding risky online interactions.

Incident Management

If an e-safety incident occurs:

1. Immediate Action – The member of staff will stop the activity if necessary and ensure the child's safety.
2. Report – All incidents must be reported to the DSL without delay.
3. Record – A written incident report will be completed, detailing actions taken.
4. Escalate – Where necessary, incidents will be referred to children's social care, the police, or other relevant agencies in line with safeguarding procedures.

Data Protection & Privacy

- All personal data will be handled in line with the Data Protection Act 2018 (UK GDPR).
- Digital files containing personal information will be password-protected and stored securely.
- Images or videos of children will only be taken and used with written parental consent and for agreed purposes.

Review & Compliance

- This policy will be reviewed annually or sooner if legislation, guidance, or technology changes.
- Compliance will be monitored through observations, and staff feedback.

Policy Approved: Tabitha Rowley, Director

Review Date: November 2026

Next Review Due: August 2027

Appendix 1

No Boundaries – Acceptable Use Agreement

Part A – Staff & Volunteer Acceptable Use Agreement

I understand that as a member of staff/volunteer at No Boundaries:

Professional Conduct

- I will use No Boundaries digital devices, networks and online platforms responsibly and appropriately and will not access content that is illegal, harmful, inappropriate or incompatible with my professional role.
- I will keep my personal and professional online presence separate.
- I will maintain a professional tone and content in all communications with children, parents/carers, and colleagues.

Data Protection & Privacy

- I will follow the Data Protection Act 2018 (UK GDPR) when handling personal data.
- I will not store children's personal data on unsecured devices.
- I will only use images or videos of children when I have written parental consent, and for agreed purposes.

Safe Use of Technology

- I will not use my personal devices to contact, store, or share images of children.
- I will not access or distribute inappropriate, illegal, or harmful content.
- I will report any e-safety concerns to the Designated Safeguarding Lead (DSL) immediately.

Compliance

- I understand that breaches of this agreement may result in disciplinary action.

Staff/Volunteer Name:

Signature:

Date:

Part B – Parent/Carer & Child Acceptable Use Agreement

No Boundaries is committed to keeping children safe when using digital technology in our activities. We ask parents/carers and children to read and agree to the following:

For Children

- I will use No Boundaries devices and networks responsibly and for activities only.
- I will not share personal information (like my address, phone number, or school name) online.
- I will treat others with respect online and not post or share hurtful content.
- I will tell an adult I trust if I see anything online that makes me feel worried or uncomfortable.

For Parents/Carers

- I will support No Boundaries's E-Safety Policy and encourage my child to follow safe online behaviours.
- I will speak to No Boundaries staff if I have concerns about my child's online safety during sessions.

Child Name:

Child Signature: (if age appropriate)

Parent/Carer Name:

Parent/Carer Signature:

Date: