



# **E-Safety Policy**

## **Safeguarding Children in a Digital World**

Policy Reviewed: March 2026

Date of next review: March 2028

This policy will be reviewed bi-annually or sooner if required.

### **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. This policy looks in particular around safeguarding children/young people when they have access to digital/electronic communication devices at Scarf 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 Safeguarding Children, Young People and Adults Policy, Photography and Filming Policy and Social Media Policy.

### **Lead and Deputy Person for E-Safety**

The responsibility of managing E-Safety can be both demanding and challenging, and therefore must be appointed at managerial/trustee or committee level to personnel who are available when we are operational.

#### **Our E-Safety Lead is:**

Katy Bailey, Scarf Safeguarding Trustee  
Telephone: 07715 569441

#### **Our E-Safety Deputy Lead is:**

Jennifer Hood, Safeguarding Lead  
Telephone: 07902 504782

Their role is to oversee and ensure that our E-Safety policy is fully implemented. This includes ensuring they and all staff receive E-Safety 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 via our website and email communication to families and staff/volunteers.

## **Why do we need to include E-Safety?**

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people/adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

## **E-Safety Code of Conduct:**

We expect everyone in our organisation to agree and sign up to our E-Safety code of conduct when taking part in Scarf clubs and activities, as follows:

1. use the internet and other forms of communication in a sensible and appropriate way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

## **What are the Risks of people using digital devices at Scarf activities?**

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.
- Using AI inappropriately, including making images that are inappropriate or hurtful.

## **What else might be of concern?**

### **A child, young person or adult at risk who:**

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile 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.
- does not appear to have the money they should have.

### **A person who:**

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

## **What do I do if I am concerned?**

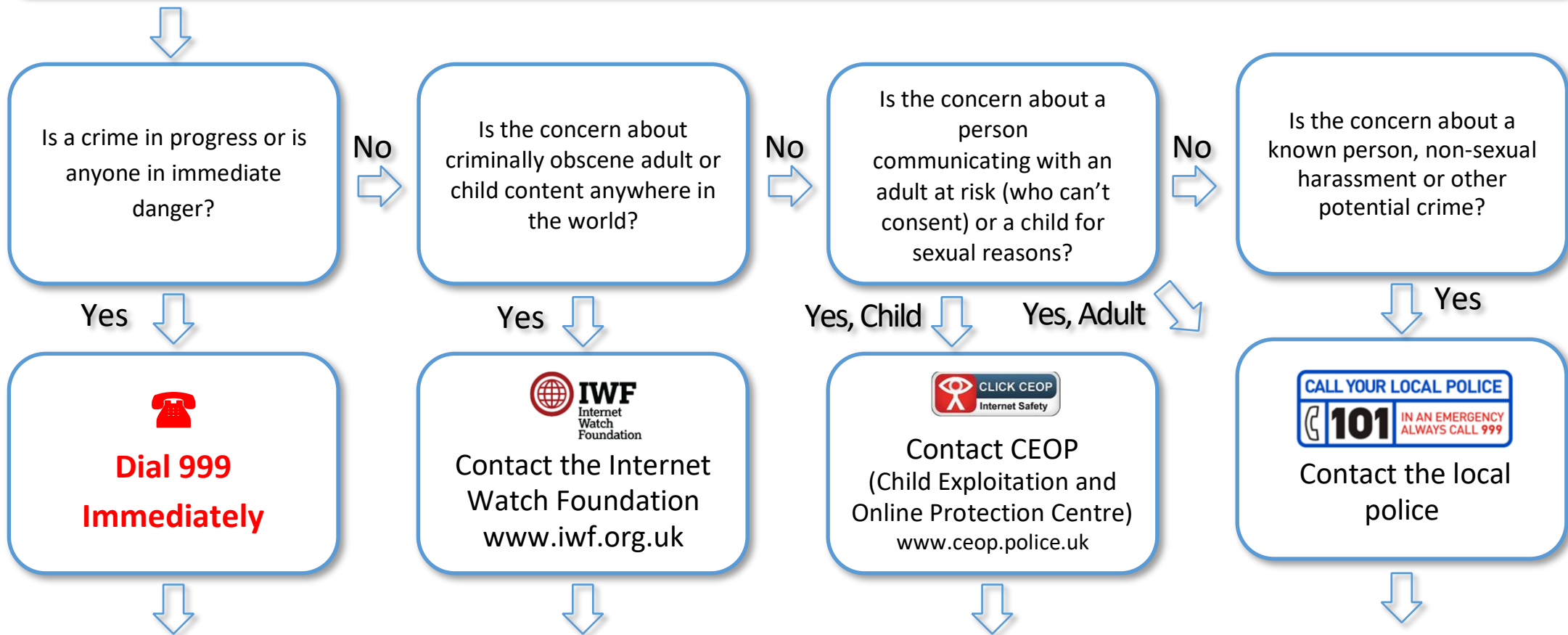
If you have any concerns, speak to the Lead or Deputy for Safeguarding (see page 1 for contact details).

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

## E-Safety Referral Flowchart – Child and Adult

When illegal content or activity is found or suspected, if an emergency dial 999, always inform your Lead or Deputy for safeguarding and s/he will follow these steps:



Inform the Lead for Safeguarding (or Deputy if unavailable) who will liaise, await response, and review E-Safety arrangements as necessary.

## Minimising the Risks

At Scarf clubs and activities we will minimise the risks from use of digital/electronic devices by prioritising the following:

- regularly talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology 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, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk 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, young people and adults at risk to only text, chat or webcam to people they know in real life.
- 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 online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk 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. e.g. <https://www.ceopeducation.co.uk/> for information and <https://www.ceop.police.uk/Safety-Centre/> for reporting a problem.
- talk about how/when information or images get on to the internet, they can never be erased.