



## Active Lincolnshire's e-Safety and Photography policy

### Policy Statement

This policy is an integral part of Active Lincolnshire's commitment to Safeguarding.

- To protect children and young people engaged in activities that the CSP organises or commissions including the appropriate use of information and technology.
- To protect children and young people who interact with the Active Lincolnshire website <http://www.activelincolnshire.com>
- To signpost children and young people to guidance on e-safety and where to get help.
- To ensure that CSP staff and volunteers operate both within the law and within best practice.
- To ensure that service level agreements (where Active Lincolnshire is commissioning organisations to deliver activity e.g. a Satellite club) reflect that third party organisations must have e-safety guidelines in place.

### Staff

- Must understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology e.g. Twitter, Facebook, mobile phones and the internet.
- Must adhere to relevant legislation
- Must not browse, download or access material that could be considered offensive or illegal.
- Staff and volunteers should carefully consider who they give access to their personal information online.
- All staff and volunteers should ensure there is a clear differentiation between their personal and professional profiles.

### Website management

Active Lincolnshire operate one website ([www.activelincolnshire.com](http://www.activelincolnshire.com)), this site is managed primarily by two members of the team, Zoe Conville, Marketing & Communications Officer and Louise O'Reilly, Marketing & Communications Director.

Several members of the wider team also have limited access to edit the site. All edits have to be approved by the Marcomms team above before these changes can be viewed by the public. The two people listed above will take overall editorial responsibility for online content

published and will ensure that content published is accurate and appropriate. Privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers. The majority of website content is for information purposes, however Active Lincolnshire do have a public upload facility and contact details of the staff team. The contact details on the website will be the business address, email and telephone number. Staff personal information will not be published. Any personal information obtained through work should not be published. Only business contacts details of staff from partner agencies (e.g. – NGBs) will be published. Active Lincolnshire has an allocated email account for information requests ([office@activelincolnshire.com](mailto:office@activelincolnshire.com)) this also serves as the registration email for the website. All notifications of edits and uploads are directed to this account. This account is monitored by Trudy Hanson (Business Support Manager). Active Lincolnshire's website will comply with the guidelines for publication including respect for intellectual property rights, privacy policies and copyright.

Active Lincolnshire has a section of the website that allows individuals to upload their club, activity or event to then be publically listed on the website. Name, date, location, contact name and details are requested when uploading an item. All submissions are monitored and authorised by Zoe Conville (Marketing and Communications Officer). No upload will appear publically until authorised.

### **Linked sites**

When creating a link, Active Lincolnshire will check thoroughly the content of the other website, both for child protection reasons, and to ensure the content poses no other risk to the business's reputation. Once a link is included on the site, Active Lincolnshire will check its content periodically and remove any link immediately if concerns arise.

### **Reporting**

Staff must report any fake or impostor webpage/profiles. They must also report any concerns regarding internet use by staff or volunteers. See accompanying e-safety flowchart and reporting form. Where there is suspected or actual evidence of anyone accessing or creating indecent images of children, this must be referred to the Police and Children's Social Care Services. Where there are concerns about a child being groomed, exposed to pornographic material or contacted by someone inappropriately, via the Internet or other ICT tools like a mobile phone, referrals should be made to the Police and to Children's Social Care Services.

The Serious Crime Act (2015) has introduced an offence of sexual communication with a child. This applies to an adult who communicates with a child and the communication is sexual or if it is intended to elicit from the child a communication which is sexual and the adult reasonably believes the child to be under 16 years of age. The Act also amended the Sex Offences Act 2003 so it is now an offence for an adult to arrange to meet with someone under 16 having communicated with them on just one occasion (previously it was on at least two occasions).

Due to the nature of this type of abuse and the possibility of the destruction of evidence, the referrer should first discuss their concerns with the Police and Children's Social Care Services before raising the matter with the family. This will enable a joint decision to be made about informing the family and ensuring that the child's welfare is safeguarded.

Professionals who are concerned about a child can contact the sexual exploitation investigation unit at Lincolnshire Police.

Any information/intelligence or referral detail should be sent to the SEIU inbox. Suspected online terrorist material can be reported through the GOV.UK website. Content of concern can also be reported directly to social media platforms – see the UK Safer Internet Centre website.

## **Social Media**

Active Lincolnshire currently has active accounts on Facebook, Twitter, Youtube and Instagram. Where a Twitter wall, for example is being used at an event organised by Active Lincolnshire, a member of staff will be responsible for live monitoring. Profanity filters will always be set by the person setting up the social media communication. The website moderator only retweets from reputable accounts and checks that all accounts are correct before doing so.

## **Newsletter Registration**

A database of all those registering for the newsletter is held by Active Lincolnshire, this is in the form of name and e-mail address.

## **Photographic Policy & e-use**

Personal information which can lead to a child being identified should never be used. If it is necessary to name a child Active Lincolnshire ensures they have written parental consent and have informed the parents as to how the image will be used. This is particularly important when issuing press releases. Where possible photographs taken by Active Lincolnshire will be taken of activities or teams not of one individual. Active Lincolnshire will ensure they obtain parental consent for photographs to be taken whilst a child is participating in activities organised by the sports partnership. See image consent form appendix Children must be appropriately dressed when being photographed. It is never acceptable to capture any images in changing rooms, showers or at any time when players are dressing. Images should be neither sexual, of an exploitative nature nor open to misinterpretation or misuse. Active Lincolnshire will delete all photographic images and video content after a 2 year period from our image library.

## **Risks**

There is some evidence that people found in possession of indecent photographs or films/videos of children may now or in the future be involved directly in child abuse themselves. In particular, the individual's access to children should be established to consider the possibility that they are actively involved in the abuse of children including those within the family, within employment contexts or in other settings such as voluntary work with children or other positions of trust. Any indecent, obscene image involving a child has, by its very nature, involved a person, who in creating that image has been party to abusing that child.

Social networking sites are often used by perpetrators as an easy way to access children and young people for sexual abuse. In addition radical and extremist groups may use social networking to attract children and young people into rigid and narrow ideologies that are intolerant of diversity: this is similar to the grooming process and exploits the same vulnerabilities. The groups concerned include those linked to extreme Islamist, or Far Right/Neo Nazi ideologies, Irish Republican and Loyalist paramilitary groups, extremist Animal Rights groups and others who justify political, religious, sexist or racist violence.