



E-Safety policy and guidance

P&G 116
Adopted June 2015



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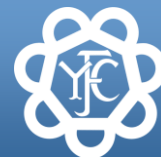
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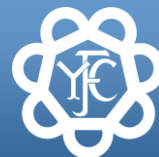


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STATEMENT OF INTENT

We recognise that the internet and social media platforms are widely used on a daily basis by members and YFCs through the use of mobile smart phones and internet enabled devices such as computers, laptops and tablets. While we encourage the active use of the internet, NFYFC wants to offer guidance on how to stay safe online and to minimise the risks to our members, staff and volunteers when using the internet.

1. Our aim

This e-safety policy and guidance is intended to offer support, advice and good practice procedures for YFC members, volunteers and staff that use mobile smart phones and internet enabled devices for YFC business. This guidance has been developed in order to:-

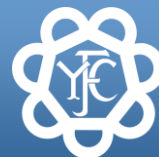
- Protect YFC members, volunteers and staff who use mobile smart phones and internet enabled devices as part of their involvement with the Federation.
- Provide YFC members, staff and volunteers with guidance on how to keep safe and minimise risk.
- Ensure that as an organisation we operate in line with our values and ethos and within the law regarding how we use mobile smart phones and internet enabled devices to support our members to make positive and constructive use of the internet and social media within their lives.

2. Recognising the dangers

Mobile phones, internet enabled devices and the internet as a whole are powerful tools that have opened up new opportunities for everyone to access information and instant communication in a variety of forms. However the use of these new technologies can present risks, some of which may include:-

- Access to illegal, harmful or inappropriate images or content
- Loss of privacy/control of personal information
- Grooming by those whom we make contact with on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others including strangers
- Cyber-bullying
- Access to unsuitable internet games/films
- An inability to evaluate the quality, accuracy and safety of information on the internet
- Illegal downloading of music or files
- Vulnerability to hacking, viruses and system security
- The potential for excessive use which may impact on the social and emotional development and learning of individuals.

As these risks are not just isolated to online activities, this e-safety guidance should be used in conjunction with other policies, such as the NFYFC Safeguarding Policy, NFYFC's Standards of Behaviour and the Club/County Constitution.



3. Creating a safe environment

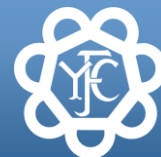
In YFC, the welfare of those who come into contact with our organisation is paramount and should govern our approach to the use and management of mobile smart phones and internet enabled devices. Therefore we recognise that:

- Our members need guidance on how to stay safe online
- Working in partnership with YFC members, volunteers, parents/carers, staff and other agencies is essential in promoting online safety and in helping those involved in YFC to be responsible in their approach to e-safety
- All members, staff and volunteers regardless of age, disability, gender, race, heritage, religious beliefs, sexual orientation or identity have the right to the same levels of protection from all types of harm or abuse on mobiles and internet enabled devices or the internet

4. Promoting E-safety

We seek to promote e-safety by:-

- Educating and supporting members, staff and volunteers. Creating and sourcing training, creating resources on how to keep safe online. Where possible minimising online risks, showing respect for others and protecting the reputation of the Federation.
- Keeping up-to-date with emerging and new technologies, investigating and risk assessing them ourselves in order to advise on their use within the organisation. Recommending the most appropriate use of new technologies.
- Reviewing and updating the security and content of internet content and communication regularly, ensuring that passwords are shared with appropriate people as decided by the Executive Committee and those monitoring sites have the knowledge to do so and have been recruited appropriately.
- Ensuring that members' personal information and images are not published or shared without their permission. Also those members under the age of 18 have written parental permission, this should be obtained upon joining YFC and obtained for various events in the YFC calendar as part of the parental consent form.
- Encouraging parents and carers to support YFC by being actively involved in keeping their own children safe online when using mobile smart phones, internet enabled devices and the internet and by reporting any incidents.
- Informing parents and carers of any issues or incidents causing concern within YFC, as appropriate, so they are aware and can offer support.
- Encouraging clubs to have a club evening on e-safety awareness and protecting themselves, including information on specialist e-safety organisations that can support in the event of an issue.
- Identifying a lead for e-safety (this can be the same person as your safeguarding officer) to work through and act upon any issues relating to e-safety regarding members, volunteers or staff.
- Ensuring that club officers/leaders are aware of the procedures for reporting and referring concerns and incidents. Please refer to the Reporting Procedures Flowchart in section 8.
- Following procedures to deal firmly, fairly and decisively with any issues of inappropriate internet, mobile smart phone and internet enabled device use. Addressing complaints or allegations, whether by an adult or a child/young person (these may be issues of inappropriate conduct or safeguarding concerns) following either the Policy for Safeguarding Children and Young People or the Vulnerable Adults Statement.
- We will record the details of all incidents, action taken and evidence collected such as screenshots or print outs. Some incidents will need to be referred to external services such as CEOP or the police.



5. Roles and Responsibilities

Due to the nature and rurality of YFC communication via mobile phones or the internet is vital. Everyone involved in YFC has a responsibility when using mobile phones, internet enabled devices or the internet for YFC business. We have identified the key roles and responsibilities as follows:

5.1 YFC members (not in an officer role or position of trust)

YFC members should:

- Assess their personal profiles and internet content in terms of protecting their personal information and exercise caution when communicating or sharing information online.
- Abide by the Online Code of Conduct which can be found in the guidance documents, before being given access to YFC social media forums.
- Be aware of who to talk to in the event of an online issue they need to report.
- Understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so as outlined in the Flow Chart in section 7.

5.2 Parents and carers:

Parents and carers of under 18 year olds or vulnerable adults should:

- Be aware of their child's online activities and interactions as much as possible.
- Endorse the Online Code of Conduct for their child and sign the relevant parental consent forms on the taking and use of digital and video images upon joining the organisation and as part of the parental consent form for YFC activities (which can be found in the NFYFC Policy for Safeguarding Children and Young People).

5.3 YFC officers and leaders (in a position of trust)

YFC officers/ leaders are responsible for ensuring that:

- Where they manage a YFC website or social networking profile they follow the guidelines in this policy and that they are up to date with the current online safety policy and practices dictated by individual sites.
- They have read, understood and signed the Online Code of Conduct.
- They have been properly recruited into the post and the correct checks have been made where appropriate.
- That they are aware of the content of their own personal social media profiles and that internet content relating to them is appropriate for the YFC audiences of children, parents, sponsors and supporters.
- They maintain appropriate boundaries between personal and professional in all YFC communication.
- They are aware of online safety issues particularly those related to the use of mobile smart phones and internet enabled devices and the internet and that they monitor their use and implement the group policies with regard to these devices.
- They report any suspected misuse or problem to the County E-safety or Safeguarding Officer particularly where it is believed that a child's welfare is at risk, taking screen shots if possible.
- Digital communications with members about YFC business should be carried out using the official channels of the group and always following the online code of conduct.
- Members in their club are aware of online safety by coordinating an e-safety awareness session.



5.4 County e-safety officer

The role of an e-safety officer/lead is to:

- Be aware of emerging technologies and the impact they could have on YFC and access e-safety training where available. Input into reviews and the establishment of new technologies that the club wishes to use.
- Keep password security and information safe, change passwords regularly and ensure those who should no longer have access are removed periodically by maintaining a log.
- Ensure that club officer teams have an awareness of e-safety via club mailings, visits, inclusion in the club officer training and receive information about external e-safety training.
- Have an awareness of organisations to contact to obtain additional support.
- Subscribe to and read relevant information and updates from NFYFC and external organisations regarding e-safety.
- Report and discuss any e-safety issues with those running the club to decide on a course of action. Support communication with parents and carers in the event of an incident.
- Receive reports of online safety incidents and with the County Safeguarding Officer (*if this isn't already you*) create a log of incidents to inform future online safety developments.
- Be aware of the content of their own personal social media profiles and that internet content relating to them is appropriate for the YFC audiences of children, parents, sponsors and supporters.
- Maintain appropriate boundaries between personal and professional in all YFC communication.

5.5 NFYFC safeguarding officer and communications team

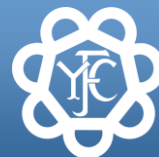
The NFYFC safeguarding officers and communications team will:

- Provide guidance and support to members, clubs and counties with resources and information to prevent and address incidents within YFC
- Make links with external contacts who can support e-safety work and referrals
- Be aware of emerging technologies and the impact they could have on YFC and access e-safety training where available.
- Provide up-to-date e-safety information as guidance changes
- Promote key e-safety messages in communications.
- Support with access to local training on e-safety

NFYFC will monitor internet content relating to YFC periodically and will report any inappropriate content we find online, however, we cannot guarantee the site operator will agree with our complaints and remove the content. We will liaise with the County Federation, Club and members in-line with procedures outlined in the Anti-Bullying Policy, Standards of Behaviour and Policy for Safeguarding Children and Young People.

6. E-Safety Concerns

Members or volunteers who use mobile phones, internet enabled devices or the internet in a way that has a negative impact on other members, volunteers or staff may face disciplinary action/membership sanctions depending on the intent and impact of their actions. In the case of illegal content, they may also face action from external agencies, such as the police. All incidents should be reported to your County e-safety officer or safeguarding officer who will follow the procedures as detailed in the flow chart. Different online concerns will need to be reported to different bodies as follows:



6.1 Issues occurring involving YFC members

Occasionally due to the volume of activity and communication between YFC members, volunteers and staff, incidents will occur that require action to be taken by the organisation. This could include situations like posting inappropriate content, bullying, lack of respect for boundaries and intimidation or harassment – refer to section 7 for the reporting of incidents chart. All incidents should be documented along with the actions taken. On some occasions issues will need to be escalated into a safeguarding concern. Where issues result in a person being removed from YFC membership, a position of trust or employment this should be referred to the Disclosure and Barring Service for inclusion on their database.

6.1.1 Duty to report to the DBS

The Safeguarding Vulnerable Groups Act (SVGA) 2006 and Safeguarding Vulnerable Groups (Northern Ireland) Order (SGVO) 2007, place a duty on employers of people working with children or vulnerable adults to make a referral to the DBS in certain circumstances. This is when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have if the person had not left or resigned etc.) because the person has:

- a) Been cautioned or convicted for a relevant offence; or*
- b) Engaged in relevant conduct in relation to children and/or vulnerable adults [i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk of harm]; or*
- c) Satisfied the Harm Test in relation to children and/or vulnerable adults. [i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable adult still exists].*

Further information on making referrals to the DBS can be obtained by contacting NFYFC or by speaking to the DBS directly. Information on making a referral to the DBS can be found here - www.gov.uk/government/publications/dbs-referrals-form-and-guidance or by calling the helpline on 0300 0200 190

6.2 Young people and social media

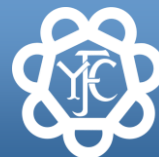
The ways in which young people communicate with each other have changed a lot in recent years due to rapid advances in technology. This has meant that young people have increased opportunities for contact which can decrease social isolation and increase connections to each other, especially if they live in remote or rural areas.

However, some young people have reported that they have received unwanted messages, sometimes of an explicit nature, and that sometimes they are bullied online, including sexual bullying. It is important that your YFC club programme includes information and advice for young people about how to deal with these issues. NFYFC has developed an E-safety Curve module and the following link from Brook might be helpful If you are working with young people around these issues www.brook.org.uk/your-life/staying-safe-online.

6.3 Producing and sharing inappropriate images

It is important in any work with young people that they understand different aspects of the law concerning sex and sexual activity. This means that if they take, send or receive naked images on an internet enabled device, mobile phone or camera which, for example, show the breasts or genital area of someone who is under 18 then they could be charged with a sexual offence of taking, possessing, distributing or publishing indecent images of children. This could apply even if someone aged under 18 takes a photo of their own breasts or genitals, never intending to show them to anyone, and the police arrest them for some other reason and find the images on their phone/other device.

While some pornography showing adults having sex is legal, there is some pornography which is illegal to view in the UK. If you are working with young people around these issues then the following link from Brook might also be helpful <http://www.brook.org.uk/your-life/staying-safe-online>.



What is clear is that explicit images in any form showing any of the following are illegal:

- those showing children (anyone under 18), or
- anyone who appears to look like a child, or
- any image created by computer or otherwise which looks like a child

It's important to remind young people that if someone sends them a photo or clip that might seem funny at the time, it could contain content like the above which is illegal. So they should not open anything if they are unsure what it contains and they should consider deleting without opening anything that does not say what it contains and they were not expecting. It can always be sent to them again if turns out to be something that they want.

Further advice and guidance on these issues is available in the NFYFC Policy for the Safeguarding of Children and Young People and the NFYFC Sexual Health Policy. There are also relevant links to the law in this area at the end of this document.

6.4 Reporting inappropriate content to online social media platforms (e.g. Facebook or Twitter)

Many popular online services also have some really useful help and advice areas, these can support you with adjusting your privacy settings along with setting updates for photo tags and online activity. Many online platforms will have the facility to report content that is not allowed on the site (e.g. cyber bullying or inappropriate content).

6.5 Grooming or other illegal behaviour

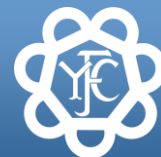
Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people don't understand that they have been groomed, or that what has happened is abuse. - NSPCC

If you witness or are informed about content online that you feel may constitute grooming you should report it to your e-safety officer. In an emergency contact the local social care team who may refer the information onto the police, or otherwise make a report to CEOP, the Child Exploitation Online Protection Centre. The content will be investigated and the appropriate action taken. Following an investigation into a YFC, member, volunteer or staff member the organisation will need to take appropriate action to manage the risk the person may pose to the organisation. In some cases this may mean removing them from contact with the organisation. If an allegation is made against a person in a position of trust or an employee please contact your local authority designated officer (LADO) as detailed in the P&G 67 Safeguarding Children's and Young People's Policy.

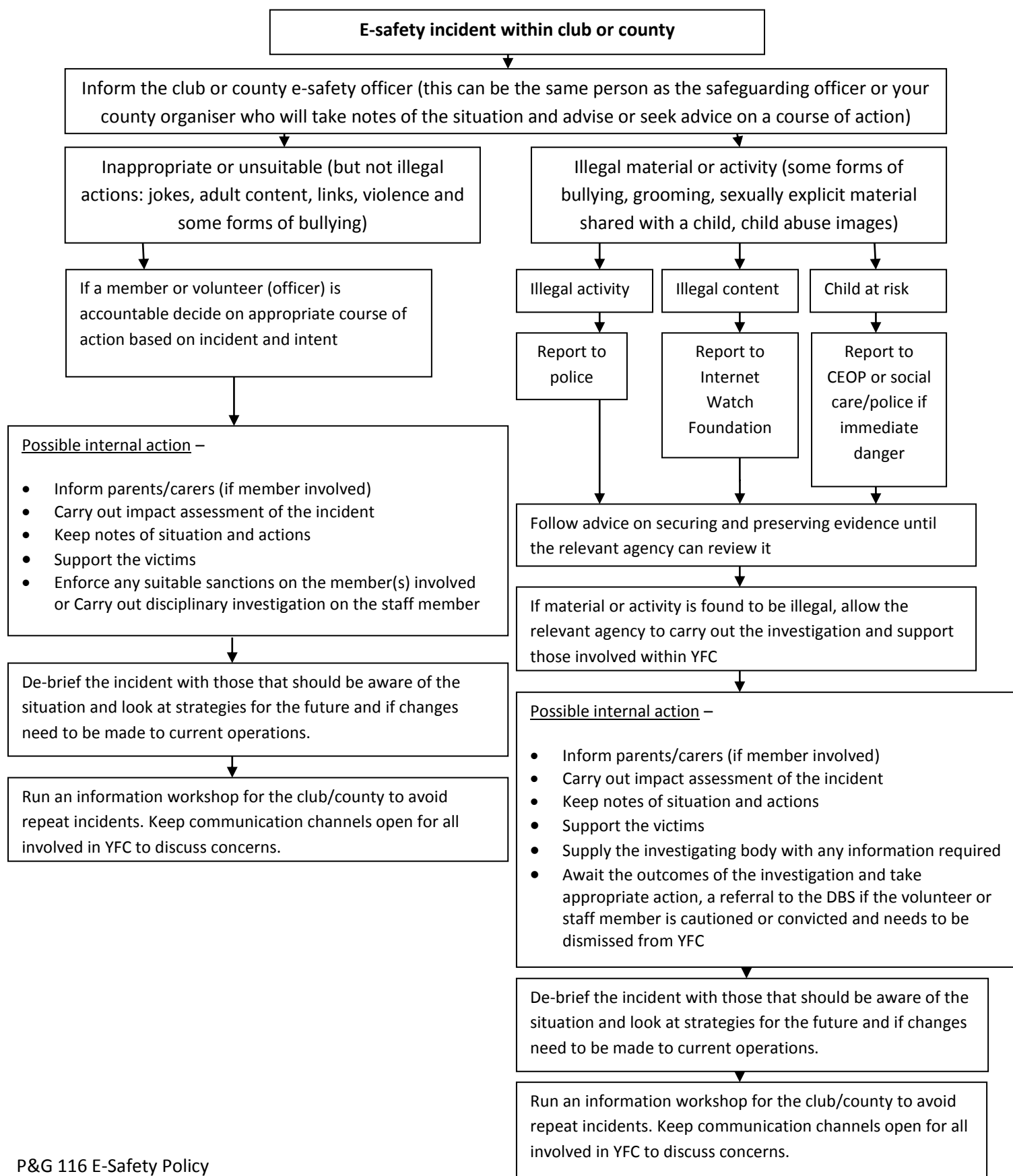
6.6 Criminal content online

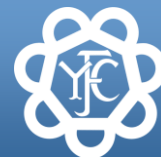
Criminal content should be reported to the Internet Watch Foundation (IWF). Criminal content includes (but not only) child sexual abuse images, criminally obscene adult content and non-photographic child sexual abuse images.

Online content which incites hatred on the grounds of race, religion and sexual orientation should be reported to True Vision, which tackles all forms of hate crime, including those on the grounds of disability and transgender identity.



7 Reporting Procedure flowchart





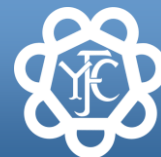
8 Deciding what internal action to take

All communication on internet enabled devices or social media platforms used for YFC business should be subject to regular monitoring to ensure the content remains appropriate for the audience it is intended for. It is good practice to display a standard message informing the reader how often the content is monitored and that action will be taken to address any inappropriate content, with contact details for any complaints. The action taken by YFC will be dependent on the situation and those involved. The following points address some common examples of e-safety issues.

- a) Where a young person is found to be posting and sharing inappropriate images or comments, they should be asked to remove the comment or image. If the image is of an inappropriate or criminal nature it should be reported to the relevant organisation or the police.
- b) Explain to them why the image should be removed in terms of the impact on others and organisations reputation.
- c) If you have a code of conduct then remind them of that and their responsibility as a YFC member
 - You may wish to include points such as the image could be viewed by younger more impressionable members or sponsors and supporters
 - Once the image is on social networking sites external people such as potential employers might be able to view that image and that it may damage the reputation of the club.
- d) Keep notes of the situation and planned actions.
- e) Where a member is bullying another member refer to your Anti-bullying policy. You will need to keep notes and the actions taken and inform the parents if U18 year old members or vulnerable adults are involved and support the victim. Often contact of a bullying nature is conducted via private messaging and the organisation can only act when this information is disclosed to them. When this is the case encourage the victim to keep all forms of contact in the case of a police investigation.

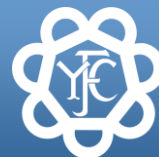
Where the action is of a more serious nature you may need to:

- I. Follow the Standards of Behaviour Policy, Safeguarding Children and Young People Policy or the Anti-bullying policy. Contact NFYFC to discuss the best course of action, this may involve external organisations.
- II. If the matter needs to be reported on keep notes and actions, supply the investigating body with any information required and await the outcome of the investigation and take appropriate action e.g a referral to the DBS if the volunteer or staff member is cautioned or convicted and needs to be dismissed from YFC.



9 Useful websites and further information

Child Exploitation and Online Protection centre (CEOP)	www.ceop.police.uk
Childnet	www.childnet.com
Internet Watch Foundation	www.iwf.org.uk
NSPCC	www.nspcc.org.uk
Safe Network	www.safenetwork.org.uk
ThinkUknow	www.thinkuknow.org.uk
UK Safer Internet Centre	www.saferinternet.org.uk
Brook	www.brook.org.uk/your-life/staying-safe-online
True Vision	www.report-it.org.uk/report_a_hate_crime
Parent port	www.parentport.org.uk



10 Useful contacts within YFC

Our club/county e-safety officer is.....

He/she can be contacted on.....

Our County E-safety contact is.....

He/she can be contacted on.....

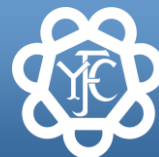
We are committed to reviewing our procedures and good practice annually or more regularly in the case of an incident where procedures are changed. Ensuring that the systems we are using via mobile phones and the internet are safe, fit for purpose, updated and monitored. We ensure that passwords are changed on a regular basis and only those appropriate to do so have access to them.

11 Adopted and review dates

This policy was last reviewed by and adopted on.....

Date for next review.....

June 2015



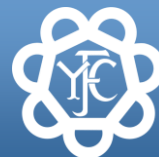
Keeping members safe on-line

- Carefully consider the information you share, the content you access and the information you upload onto the internet. If you blog, don't reveal too much personal information, especially in a small community such as YFC. Remember, social media sites are used by lots of colleges, universities and employers to gain a greater picture of individuals when considering their suitability for a course or job.
- Keep passwords safe and don't give out email account passwords to friends. Ensure passwords for mobile, tablet devices and internet sites are changed regularly. Don't make passwords simple enough to guess, avoid using pet names, the town where you live, try to use letters and numbers to make the password stronger.
- It can be dangerous to meet strangers you have met on social networking sites. If you are going to meet someone you have made a connection with online, then tell someone else, arranging appropriate public meeting place and take a friend to support you. Have the confidence and resilience to walk away from uncomfortable situations. Remember, not everyone online is who they say they are.
- Be careful about the images you take, post and share – there are strict laws about the sharing of images online, even images of yourself. Think about the impact sharing a picture may have on someone – treat others as you would like to be treated.
- Tell club leaders/officers if you receive information, including private messages that are inappropriate, makes you feel uncomfortable or constitutes bullying. Even if you have engaged in the communication and then began to feel uncomfortable after a period of time.
- Take screen shots of content or messages you feel are hurtful or harmful and report them to YFC, your parents or to internet monitors like CEOP (Child Exploitation and Online Protection Agency). This will allow the content to be investigated and acted upon by YFC or external agencies.
- If you purchase items, games or music online beware of fraud and make sure your purchases are using a safe and reputable site. Look for the green padlock in the browser bar that indicates the site is secure.

For your information

- Some websites have features such as the CEOP panic button (an application to allow users to report online abuse to CEOP), and the Internet Watch Foundation specialises in tracing and removing unsuitable content from the internet and social media sites. Be aware though that this can be a slow process due to the amount of content that is uploaded to the internet every second. Unfortunately the guidelines that apply to some sites mean that even if you think that content about you or others online is unsuitable it may not be removed. Try to avoid this by controlling the information and pictures that are put online about you before it happens.

Your county office, NFYFC and external organisations are available to support you in the case of any concerns or incidents that require investigation or referral.



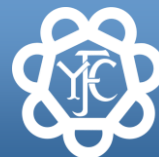
Keeping County and Clubs safe online

By educating our members about the impacts of uploading and sharing inappropriate material online we can often avoid lengthy reporting and removing procedures with internet providers. When using the internet on behalf of a club, members should carefully consider the impact on and reputation of their clubs and counties and the organisation as a whole.

- When using mobile and tablet devices or the internet for YFC activities ensure members are aware of the safety features of the tools they are using to protect themselves and the organisation. Use privacy settings and post approvals to control content.
- Encourage parents to take an active interest in the technologies YFC are using and advise how they can support YFC to keep their children safe online. Run a club session on e-safety and invite parents along.
- Where younger members are discovered to be accessing sites with age restrictions, parents should be informed so they can decide whether to remove the child from the site or monitor their use of it.
- For U18's in officer roles, ask a senior member or parent to help to support YFC in monitoring appropriate communication.
- Ensure that where possible YFC communication is in an open forum (on a wall, group text) to avoid the potential for messages to be wrongly interpreted.
- When using open groups that can be viewed by the general public remember to include a statement on the page to inform people of the nature of the page, when it is monitored and that action will be taken regarding inappropriate content and the contact details for people to flag concerns.
- If you are setting up a personal page that may link to YFC please make it clear that this page is not affiliated to the NFYFC, any county federation or club. Avoid posting things that may bring the federation into disrepute. Do not use any NFYFC branding, in particular the NFYFC logo. Consider including a disclaimer somewhere on the page, saying something along the lines of: *"This page is not affiliated with NFYFC or XXX FYFC and the views posted on this page do not necessarily represent the views of the NFYFC or any of its clubs and counties."*
- Ensure the content of any YFC website and gallery is appropriate to represent the organisation and the image the YFC would like to portray to potential members, sponsors and supporters.
- Ensure that the correct consent is obtained when sharing photographs/videos online. Do not share images of those that do not wish them to be shared.
- When sending out YFC emails/texts/social media messages ensure appropriate language is used for all members in the club, ask members before sharing their email address with others in the club
- Ensure members know the impact of e-safety issues, hold a club awareness session to highlight issues such as cyber bullying.



- When advertising events publically online, be mindful of strangers to YFC who may have inappropriate intentions for accessing a meeting and/or contacting individuals. Discourage members from posting personal contact details on the internet for ticket purchases etc, always use a county office base for contact.
- Create separate private online groups for different age ranges, where appropriate and possible. This can be helpful when wishing to communicate with younger members, where you do not wish the general public to have access to the information.
- When officer roles change at the end of YFC year be sure to pass on the passwords and remove/change administrators. Passwords should be changed on a regular basis and a record should be kept of who holds passwords, what they are and a date of when they should be changed to protect the organisation.
- YFCs managing their social media sites can use NFYFC's Social Media Policy for guidance on best practice.



Below is an example on-line code of conduct which you can amend for your group. You may wish to agree to this as a group or ask individuals to sign. When being used for children, parents should be asked to sign in agreement.

XXX FYFC

Example Online Code of Conduct

Welcome to XXX forum. This forum is for YFC members to share ideas, keep up-to-date with the latest YFC information, and be involved with XXX Young Farmers' Clubs programmes and activities.

We understand the importance of emerging technologies for our members' education and personal development but recognise that safeguards need to be in place to ensure children are kept safe at all times.

The code of conduct encourages members to use the forum in a safe and effective way. Please follow the simple code of conduct so that we can all contribute.

- I will use the Forum for YFC related discussions
- I will respect others opinions even if they are different from mine
- I will be responsible for my behaviour when using the Internet including resources I access and the language I use
- I will challenge discrimination
- I will not give out any personal information such as name, phone number or address.
- I will not send anyone material that could be considered threatening bullying, offensive or illegal.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not reveal my passwords to anyone
- I will not arrange to meet someone I have met on the internet alone or without informing others of my whereabouts
- I understand that all my use of the Internet and other related technologies for the forum will be monitored by XXX
- I understand that these rules are designed to keep me safe and that if they are not followed my parent/ carer may be contacted.
- I understand that cyber bullying will not be tolerated and anti-bully procedures will be enforced if this occurs.

We have discussed this policy and (member's name) agrees to support the safe use of ICT for the XXX forum.

Parent/ Carer

Signature.....

Young Person's Signature.....

Date



National Federation of Young Farmers' Clubs (England & Wales)

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