

# Yatton House Society



## Digital Safeguarding Policy

Author: Jonathan Stephenson	Job Title: Manager	Version Number
Document Number	YHS-POL-002	1
Approved by:	Manager	
Approved by:	Trustee	
	01.04.2021	
Contact Details: Yatton House Society, Guisborough Road, Great Ayton, North Yorkshire, TS9 6QJ		
Date of Review	Change Log	Revision Number
24/08/2022	Reviewed without amendment	1
25/08/2023		

# Contents

1. Introduction .....	2
2. Policy Statement .....	2
3. Purpose .....	3
4. Scope .....	3
5. Digital Safety Measures .....	3
6. Yatton House Society Practices.....	4
8. Legislation .....	5

## Statement

The attention of this policy is to protect all members of Yatton House Society whilst accessing online resources through the use of provided technology and resources.

Yatton House Society is committed to the online safety and wellbeing of its members, protecting its members whilst accessing online content for the purpose of communication and engagement through a delivered service.

Yatton House Society recognises the inherent risks of accessing online content and full compliance of this policy will mitigate these risks to help protect members safety online.

# 1. Introduction

*Yatton House Society is committed to developing the individual with a learning/physical disability by initiating and organising activities aimed at maximising individual progression.*

This policy is to be read in conjunction with our Safeguarding Adults Policy

Yatton House Society is committed to the digital Safeguards of members online with national legislation and relevant national and local guidelines.

We will safeguard our members online activities by ensuring that they are delivered in a way which keeps everyone safe.

Yatton House Society recognises that whilst digital technology and the internet provide opportunity for engagement and learning, they also pose a risk of exposure to unsuitable materials, content, and people.

Opportunity can present for unsuitable content and unacceptable behaviour to be received from other members.

To keep members safe online, Yatton House Society have created a members Intranet called 'Lets Get Digital'. Members that have registered for the 'Lets Get Digital' program will receive a tablet computer that will be securely setup and monitored, those that have not registered for the scheme will be loaned a tablet computer from Yatton House.

Keeping safe online will be regularly discussed as part of activity sessions and learning content.

Yatton House Society is committed to creating a culture of zero-tolerance of harm. This extends to recognising and reporting harm experienced online.

## 2. Policy Statement

Yatton House Society believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Yatton House Society is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Yatton House Society acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Yatton House Society recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for

example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Yatton House Society recognises that there is a legal framework within which Centres need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Yatton House Society will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

### **3. Purpose**

The purpose of this policy is to demonstrate the commitment of Yatton House Society in safeguarding adults whilst using digital technology and the internet.

- Help members engage digitally with one another and to participate in online group activities and learning.
- To help develop digital skills and knowledge.
- To help promote awareness of internet safety.

### **4. Scope**

This digital safeguarding policy and documents apply to all individuals involved in accessing Yatton House Society online activity sessions including Trustees, Staff, Students, Carers, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its digital activities and online content.

We expect our partner organisations, to adopt and demonstrate their commitment to the principles and practice as set out in this Digital Safeguarding Policy and associated procedures.

### **5. Digital Safety Measures**

- A log is to be kept of all assigned equipment.
- Online content and interaction whilst attending Yatton House is monitored closely.
- All Yatton House computers / laptops to have internet protection installed.
- The 'Yatton House - Let's Get Digital' portal is specifically designed for staff and members to use, and as such content is to be appropriate for all users.
- Members to have clear objectives about why they are accessing online content. i.e., to access the 'Let's Get Digital' portal or to attend a Zoom Session.
- Sessions using the internet will be carefully planned.

- Members will be taught appropriate use of the internet – Do's and Don'ts.
- Staff to remain vigilant to misuse / concerns during sessions. In particular, when internet searches are required.

## 6. Yatton House Society Practices

- Yatton House Society is vigilant of internet usage through its network.
- Internet Security to be installed on all computers and laptops.
- Secure ownership of online usernames, passwords, and accounts inline with Data Protection and GDPR regulations.
- Only approved Yatton House Society email accounts to be used for any matter relating to Yatton House Society and its online activities.
- No sharing of personal information or email accounts with members – Confidentiality to be maintained at all times, this means not to reveal personal details about themselves or others, in any form of digital communication. i.e., full names, addresses, mobile or land numbers.
- Staff / members to notify the manager of any concerns, wrongdoing or inappropriate use of equipment or internet conduct.
- Staff / members to receive training and information on the dangers associated with online activity and internet usage. i.e., never meet anyone in person that they have met online.
- Digital Safeguarding and Adult Safeguarding policies to be shared with staff and families.
- All digital communication between Yatton House Society's trustees, staff, students, and volunteers to its members must be done so through official Yatton House Digital channels i.e., official email accounts, Website, Social media pages and the 'Let's Get Digital' portal.
- No personal information shall be shared via Yatton House Society official online channels i.e., website or social media accounts.
- The uploading and sharing of photographs require the authorisation of the subject. Members are required to have a photograph consent form on file. Safeguarding should be considered.
- Complaints will be managed in accordance with Yatton House Society Complaints Policy
- Yatton House Society Complaints Policy to be shared on the organisations website.

## 7. Social Media

Facebook and Twitter pages will be overseen by the manager – Jonathan Stephenson.

## 8. Legislation

- The computer Misuse Act 1990
- The public Order Act 1986
- The communications Act 2003
- The sexual Offences Act 2003
- The Malicious Communications Act 1988
- The Protection of Children Act 1978
- The obscene Publications Act 1959 and 1964
- The Protection from Harassment Act 1997

CONTROLLED COPY