



Jennings Gym Internet Safety Policy & Procedure

'Jennings Gym is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head Coach
Authoriser	Club Secretary
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Internet Safety Procedure

The internet is a useful tool for pupils and staff at the gym as it supports our curriculum and learning opportunities and helps us offer a wider range of subjects, resources and learning opportunities than we would otherwise be able to provide.

New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in the gym and, more importantly in many cases, used outside of the gym by children include:

- The Internet
- e-mail
- Instant messaging
- Blogs
- Social networking sites
- Chat Rooms
- Gaming Sites
- Text messaging and picture messaging
- Video calls
- Podcasting
- Online communities via games consoles
- Mobile internet devices such as Smart Phone and Tablets.

1.1 Roles and Responsibilities

1.1.1 The Head Coach

- The head coach is responsible for ensuring the safety (including e-safety) of all members of the school.
- The head coach (or delegated team member) will work closely with all staff. The head coach to regularly monitor the safety of ICT.
- The head coach and other designated safeguarding officers within the gym will be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (See flow diagram *'responding to incidents of misuse'*)

1.1.2 The ICT Co-ordinator

- The ICT manager is responsible for ensuring that the school's ICT infrastructures are secure and not open to misuse or malicious attack
- Must ensure that the club's e-safety technical requirements meet with requirements outlined in the Children's Internet Protection Act.
- The manager must ensure that users may only access the gym's networks through properly enforced password protection policy, in which passwords are regularly changed.
- Will ensure that the gym's filtering system is regularly updated
- Must keep up to date with e-safety technical information in order to effectively carry out their e-safety duties.

1.1.3 Coaches and Support Staff

- Must ensure they have an up-to-date awareness of e-safety matters and of current boxing clubs e-safety policies and practices
- Have read, understood and signed the gym staff Acceptable Use Policy/Agreement (AUP)
- Are responsible for reporting any suspected misuse or problem to the head coach for investigation, action or sanction.
- Ensure that any sites used for coaching purposes are suitable and that pupils are guided to such sites and that processes are in place to deal with any unsuitable material that might be located inadvertently.
- Must ensure that they do not breach copyright regulations and avoid plagiarism
- Must only use digital communication with pupils on a professional level.

1.1.4 Designated Person for Child Protection

- Must have accessed training in e-safety and be aware of serious child protection issues to arise from
 - Sharing of data
 - Access to illegal/inappropriate materials
 - Inappropriate on-line contact with adults/strangers
 - Potential and actual incidents of grooming
 - Cyber bullying.

1.1.5 Pupils

- Are responsible for using ICT systems in accordance with the pupil Acceptable Use Policy (AUP), which they will be expected to sign before being given access to gyms systems
- Uphold copyright rules and avoid plagiarism
- Understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand gym policies on the use of mobile phones, digital cameras and handheld devices. They should also know and understand gym policies on the taking of images and on cyber bullying
- Should also understand the importance of adopting good e-safety practice when using digital technologies outside of the gym and that their actions relate to out of the gym activities.

1.1.6 Parents and Carers

- Will understand the pupil acceptable user policy

1.1.7 Curriculum

2.2.7.1 E-safety will be a focus within the gym's curriculum and staff should re-enforce safety messages across the curriculum that is offered.

- In lessons where internet use is pre-planned, it is best practice that pupils be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Where pupils are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit
- It is accepted that from time to time, for good educational reasons, pupils may need to research topics such as safe sex, drugs, race, discrimination that would normally result in internet sites being blocked. In such a situation, staff can request that some sites may be unblocked. This will be time limited.
- Pupils will be taught the importance of acknowledging sources.

1.2 Use of Digital and video images, photographic, video.

1.2.1 When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites (This will be part of the **CEOPS Thinkuknow** training).

- Staff may use digital and video images that but must not share, distribute or publish those images without express consent from the Head of Education. Such images should only be taken on Jennings Gym equipment.
- Care must be taken that pupils are appropriately dressed if taking part in photographic exercises.
- Pupils must not share, distribute or publish images of others without the consent of both the third party and the head coach.
- Good practice (and good taste) will be adopted when selecting any images of pupils or staff to be used on a website or elsewhere
- Pupils' full names will NOT be used on a website or blog, particularly in association with photographs
- Written permission will be sought from parents/ carers/ or placing authorities prior to using identifiable images of children
- Pupil's work can only be published with the permission of the pupil.

1.3 Pupil Acceptable Use Agreement September 2022

I understand that I must use our gym's ICT system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems or other users.

1.3.1 For My Own Safety:

- I understand that the gym staff will monitor my use of the ICT systems, email and other digital communications
- I will treat my username like my toothbrush: I will not share it, nor will I try to use any other person's username or password
- I will be aware of 'stranger danger' when I communicate online
- I will not disclose or share personal information about myself or others when online
- If I arrange to meet people offline that I have communicated with online, I will inform an adult and, if appropriate to do so, arrange to meet that person in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the gym's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the gym's ICT systems for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so. I will not use the internet for digital gaming unless given permission from a member of staff to do so.
- I will not steal, disable or cause damage to equipment, or the equipment belonging to others.

I will act as I expect others to act towards me:

- I will respect the work of others and their property and will not access, copy or remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies including music and videos
- When I am using the internet to find information, I should take care to check that the information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both inside and outside of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of the gym, especially if the activities involve other pupils, are hurtful or nasty.
- I understand that if I fail to comply with this agreement, I will be subject to disciplinary action which may result in the loss of access to the school ICT system. In the event of illegal activities there will be involvement with the Police.

I have read and understand the above and agree to follow these guidelines when:

- I use the gym's ICT system
- I use my own equipment in the gym (if allowed to do so)
- I use my own equipment out of the gym in a way that is related to me being a member of the community, i.e. communicating with other pupils, etc.

Name of Pupil

Signature of Pupil

1.4 Staff and Volunteer Acceptable Use

1.4.1 This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- That the gym ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- That staff are protected from potential risk in their use of ICT in their everyday work.

Acceptable Use Policy Agreement

1.4.2 I understand that I must use the Five Rivers School ICT systems in a responsible and acceptable way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT. I will, where possible educate the young people within my care in the safe use of ICT. I will embed e-safety in my work with young people.

For my personal and professional safety:

- I understand that the gym will monitor my use of ICT systems and other digital communications
- I understand that the rules set out in this agreement also apply to the use of ICT systems (e.g. laptops, emails etc.) out of the gym.
- I understand that the gym's ICT systems are primarily intended for the educational use and that I will only use the systems for personal and recreational use within the policies and rules set down by the gym.
- I will not disclose my username or password to anyone else nor will I try to use any other person's password or username.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of to the appropriate person (see the flow diagram).

I will be professional in my communications and actions when using gym's ICT systems:

- I will not access, copy, remove or otherwise alter another user's work or files without their express consent
- I will always communicate appropriately and professionally at all times
- I will ensure that I will uphold copyright rules and will not plagiarise other people's work
- I will always acknowledge sources
- I will ensure that whenever I take or publish images of children, I shall do so using the gym's equipment and only after having gained permission from my line manager that this is appropriate to do.
- I shall only use chat and social networking sites in school in accordance with the clubs policy
- I will only communicate with pupils, parents, carers and other professionals in a professional capacity and I shall only do so using the gym's equipment.
- I will not give pupils my personal or professional email address, telephone number or provide them access to any personal social sites that I might be party to.
- I will not engage in any on-line activity that might compromise my professional responsibilities

- I will not upload or download any material which are deemed to be obscene or illegal (i.e. child sexual abuse images, criminality racist material, adult pornography) or any other material that may cause harm
- I shall not alter settings, install programmes or store information which may breach the security of the school's ICT system

I understand that I am responsible for my actions in and out of the gym environment:

- I understand that this Acceptable Use Policy applies not only to my work and use of the gym's ICT equipment but also applies to my use of gym ICT equipment out of the environment in any other situation relating to my employment.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to a disciplinary action. This could include a warning, a suspension, a referral to the head coach and in some cases involvement of the Police

I have read and understood the above and agree to use the gym's ICT systems (both in and out of The gym) and my own devices (in and out of the gym) within these guidelines.

Name of staff or volunteer

Signed