



E-Safety Policy for Children and Young People

To be read in conjunction with The Harrogate Hub's
Safeguarding Policy and Privacy Policy

The Role of The Harrogate Hub

The Harrogate Hub helps churches to work together more effectively on mission. As part of this we may help organize the logistics and practicalities of on-line events on behalf of several churches who are coming together to do mission. An example of this would be an online call or webinar where several churches are joining together to reach a common audience.

It is important that any church that participates in these events does so whilst adhering to their own safeguarding policy. In addition, they must adhere to The Harrogate Hub's safeguarding and e-safety policies. If there is any conflict between their church's policies and The Hub's policies, this must be drawn to the attention of The Harrogate Hub before participation in any such event. It is the responsibility of each church (not The Harrogate Hub) to ensure that their volunteers adhere to these policies.

E-safety definition

E-safety, or electronic safety is the collective term for safeguarding involving the use of mobile phones, computers (laptops, tablets) and other electronic devices including games consoles, to communicate and access the Internet, emails, texts messages, social networking sites and other social media.

The technology is constantly advancing bringing with it additional safeguarding considerations. This e- safety policy reflects all communications between workers and children/young people (those under 18 years of age) recognising that online and offline worlds are merging as well as the distinctiveness and difficulties within faith based organisations of defining clear boundaries for everyone.

This e-safety policy includes guidance on both fixed and mobile internet technologies. e.g. PCs, laptops, tablets, web cams, digital video equipment, mobile phones, digital cameras and portable media players and any other forms of mobile communication device being used.

Encouraging Safe Use of Technology

Parents / guardians will be made aware that The Harrogate Hub's e-safety policy is available on our website and will be asked to read it and agree to it before allowing their child to participate in any activity coordinated by The Harrogate Hub.

It is the joint responsibility of churches and the parent or guardian of the child (not The Harrogate Hub) to educate young people about their responsibility when using the Internet.

Video conferencing

We will make safe and appropriate Use of video conferencing media. The Harrogate Hub may host a video conferencing call to which young people from a number of churches, or no church, are invited.

The Harrogate Hub may coordinate registration to these events via its social media and website, adhering to its privacy policy which can be found on its website. All leaders will be recruited according to The Harrogate Hub's safeguarding policy, which also can be found on its website.

When using video conferencing apps, we will ensure the following guidelines are used:

1. Use of web cameras and any video conferencing apps such as Zoom must only be used after parental permission has been granted. These apps would only be used for groups of 3 or more, and never on a one-on-one basis with a child.
2. We will use a new meeting room each time, and won't use any personal meeting ID. The meeting link will not be posted on social media.
3. A waiting room will be set up by the host and in this way, attendees are unable to join before the host. We will ask participants to use the registered child's name as their screen name so that they can be identified in the waiting room.
4. No part of the meeting will be recorded, or screenshots taken.
5. Young People will be advised not to undertake video calls in their bedrooms. If this is the only room available to them, they should change their background so that their bedroom remains private.
6. The attendees will be muted on joining and with camera off. Young people do not have to turn on the camera and can choose to just listen and chat and not be seen if they would prefer.
7. The meeting room will be locked after the meeting has started.
8. All participants should be fully dressed in appropriate clothing, for example no night wear.
9. A parent or carer should say hello or give us a quick wave at the start of the meeting, so we know an adult is available.
10. There must always be two adult leaders on each call, and also in each breakout room if they are used. One of those adults will have the sole responsibility of "managing the room" and ensuring this policy is adhered to, the other adult will lead or facilitate the conversation with young people.
11. If the meeting is aborted due to technical difficulties, a new link will be sent.
12. To assist with sound quality, we will ask participants to mute themselves when they are not speaking.
13. Anyone who is not present should not be talked about and we must be very careful with the words that we speak so as not to cause hurt to others. We expect everyone to be sensible, polite and respectful.

Photographs and Videos

The Harrogate Hub will not take photographs or video images of any children or young people, nor will they store such images. If a church volunteer wants to take a photograph or video at an event that has been organized by The Hub, these must be taken and stored in line with the safeguarding policy and e-safety policy of the church to which that volunteer is a member. They must remember to only take photos or videos of those children or young people whose parents have already given explicit consent to their church.

Mobile phones

The Harrogate Hub will not store the contact details of any children or young people. The Harrogate Hub will not communicate directly with any children or young people on their mobiles (including phone, texting, what's app, or any other messenger service), apart from video conferencing as detailed in the paragraph above. All communication from The Harrogate Hub will be via parents and guardians, following their explicit consent. If volunteers from churches use mobile phones to contact children or young people who are present at events organised by The Hub, they must do so in line with their church's safeguarding policy and only following the explicit consent of the parent/guardian.

Social networking sites

The Harrogate Hub will not communicate with any children or young people via social media. By this, we mean that we will not "friend" any children or young people, nor will we be in any contact with them via social media messaging services. However, if young people have access to their own social media accounts they may choose to "like" The Harrogate Hub Facebook and Instagram pages. It is the responsibility of their parents/guardians, not The Harrogate Hub, to monitor their child's Facebook account and ensure appropriate usage. The Harrogate Hub will take care with regard to language and content used on our social media pages, bearing in mind that young people or children may see it. If volunteers from churches use social media to contact children or young people who are present at events organised by The Hub, they must do so in line with their church's safeguarding policy and only following the explicit consent of the parent/guardian.

Responding appropriately and sensitively to all e-safety concerns

If an e-safety incident occurs, this will be reported to the Harrogate Hub's designated safeguarding officer in the same manner as the reporting of any other safeguarding concern. They can then determine if the matter should be reported to the statutory authorities or other appropriate agencies. Unless the matter involves a church leader, we will also inform the relevant church if the people involved are members of that church.

Designated Safeguarding Lead: Alan Garrow

DSL Contact Email: alan.garrow@gmail.com

The Hub Safeguarding Policy can be found on our website at <https://theharrogatehub.org/wp-content/uploads/2020/07/HUB-safeguarding-policy-2020-FINAL.pdf>