|  |  |
| --- | --- |
| Caldecott Fostering  Online Safety Policy: Online Safety Policy & Procedure | Document OLS-03  Reviewed 09.02.2024 |
| Authorised by:  Jackie Neil (registered manager) |  |

**Policy Statements**

1. Caldecott SHALL maintain a suite of policies that provide direction to staff, volunteers and carers on the use of technical equipment for access to the Internet or other means of telecommunications
2. Acceptable use policy SHALL be maintained for children and young people and MUST be appropriate to the age of the children
3. Policy MUST be acknowledged by all staff, volunteers, carers and children

**Process/Control Description**

Online Safety policies will be required to meet both the needs of Caldecott as an organisation and young people in their ultimate care.

An Acceptable Use policy is maintained and is used as a guidance paper to enable carers to enter into dialogue with children and young people. It is necessary to discuss the concepts of Online Safety directly to ensure that children understand not only the controls that need to be applied to technical systems but also why those controls need to be in place.

Both young people and carers also need to understand the incident reporting process and young people are to be encouraged to discuss Internet and other communications activities so that they can talk openly of any concerns or issues they have encountered.

**Monitoring**

Policies will be reviewed by the Registered Manager at least annually and the review date will be recorded in the footer of the document. Policy to be reviewed between 1st and 28th February, annually.

Staff are required to request carers to confirm that acceptable Internet use has been discussed with cared for children at least quarterly. A record of the affirmation will be made on file. Where appropriate, staff will confirm with young people that they have been consulted on Online Safety issues.

**Remediation**

Where policy is not reviewed within the review period, a review will commence within 30 days.

Where staff are not able to confirm policy dissemination and acceptance, a request will be made to the carer to ensure compliance is effected immediately. A follow up will be made within 30 days to manage compliance.