



British Guardianship E-safety Regulations

As part of British Guardianship's wider duty of care it will ensure that Staff, Children and young people are able to use the internet and related communications technologies safely and appropriately.

British Guardianship will take all reasonable precautions to ensure that users can access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur. The organisation cannot accept liability for the material accessed, or any consequences resulting from Internet use. Our compromise with families and staff members is to use all available resources to establish an adequate Internet Use Policy and ensure that the implementation is appropriate.

Definitions

Bullying is behaviour by an individual or group that is repeated over time, intentionally hurts another person, and involves an imbalance of power. It may be physical, verbal, emotional, social exclusion, or online (cyberbullying).

Cyberbullying is bullying through digital devices, messaging apps, social media, gaming platforms, or any online spaces.

What do we mean by the term prevention?

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Methods to identify, assess and minimise risks will be reviewed regularly. When using any form of ICT, including the Internet, in Office and outside the Office, especially around our students all adults must for your own protection:

1. Ensure all electronic communication with students, parents, carers, British Guardianship staff members and others is compatible with your professional role and in line with British Guardianship policies.
2. Do not talk about your professional role or disclose any confidential information in any capacity when using social media such as Facebook, TikTok, Instagram, YouTube or similar social media.
3. Do not put online any text, image, sound or video that could upset or offend any member of British Guardianship organisation or be incompatible with your professional role.
4. Use British Guardianship ICT systems and resources for work related access only. This includes your British Guardianship email address, British Guardianship mobile phone and British Guardianship video camera.
5. Do not give out student/parents/host families personal details, such as mobile phone number, personal e-mail address or social network details to unauthorised people.
6. Do not disclose any passwords and ensure that personal data (such as data held on British Guardianship Folders) is kept secure and used appropriately.
7. Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of Guardianship Manager.

8. Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
9. Ensure that your online activity, both in office and outside the office, will not bring your organisation or professional role into disrepute.
10. You have a duty to report any Internet Use incident which may have an impact on you, your professionalism or your organisation.

For British Guardianship staff, the following list of offences will be considered as misconduct and will lead to a disciplinary review:

- Abuse, misuse or neglect of IT systems within the company.
- Misuse of the internet and/or email to access or distribute material of a pornographic, offensive, obscene or inappropriate nature.
- Excessive use of the internet for personal purposes during working time.
- Accessing information on British Guardianship internal systems for unauthorised purposes or persons.
- Accessing and disclosing information obtained from British Guardianship internal systems for unauthorised purposes or persons.
- Disclosure of confidential information for unauthorised purposes or persons.

Guidelines for Children and young adults for use of phones and mobile phones

Most children will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. We understand that all boarding schools have got their special regulations on E-Safety; however we believe that as the guardianship organisation, we must as well put in place our own regulations and provide it to all our students prior to their arrival to UK. British Guardianship's E-safety Policy explains how we try to keep children safe while they are using the internet on their own. Cyberbullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our safeguarding procedures accordingly.

We provide all our British Guardianship students the following policies:

- Students are allowed to use the internet up until 10pm whilst they are with their homestays.
- Never give out identifying information – home address, school name, or telephone number – especially on a public message board such as chat or social media.
- Don't chat with strangers and be sure you only talk with someone both you and your parents know and trust.
- Never arrange a face-to-face meeting with someone you "meet" on the Internet without first seeking permission from your parents and your educational guardian. It is very dangerous!
- You should never respond to messages that are suggestive, obscene, belligerent, threatening, or makes you feel uncomfortable. Speak to your British Guardianship educational guardian in case you receive this type of messages.
- Do not click on any links that are contained in e-mail from persons you don't know. Such links could lead to sexually explicit or otherwise inappropriate websites or could be a computer virus.

- Remember that people online may not be who they seem. Because you can't see or even hear that person it would be easy for someone to misrepresent him or herself. Thus someone indicating "she" is a "12- year-old girl" could in reality be a 40-year-old man.
- Do not post photographs of yourself without your parents' permission.
- All students must allow British Guardianship's Educational Guardians to become familiar with all the activities that you do online.
- Be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. You are not allowed to access this inappropriate content.
- Speak up! If you are suffering cyberbullying - bullying through Internet applications and technologies such as instant messaging (IM), social networking sites, and cell phones. Please speak up!
- Use of the Internet is a privilege, not a right. Visiting inappropriate sites, or downloading inappropriate files, can result in the cancellation of that privilege. Please be responsible!
- Respect intellectual property rights. Don't ever share any personal information about your host family on the Internet.
- The illegal download and storage of music and movies as well as the use of tools to access peer-to-peer networks at your homestay is not permitted. In sum: any illegal internet activity at your homestay's home is thus explicitly and fully prohibited.

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. The NSPCC have identified five forms of online abuse that young people may experience. These include: cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Cyberbullying

Cyberbullying involves using technology to bully people. It can include texting, instant messaging, and posting on social media and gaming websites. Examples of cyberbullying include:

- Emailing or texting threatening or nasty messages to people.
- Posting an embarrassing or humiliating video of someone on a video-hosting site such as YouTube.
- Harassing someone by repeatedly sending texts or instant messages through an app or in a chat room.
- Targeting someone online because of race, religion, sex, disability, gender identity or sexual orientation (prejudice-based bullying).

Connection to Anti-Bullying Policy

Cyberbullying is treated as a form of bullying and falls under the British Guardianship Anti-Bullying Policy. All cyberbullying incidents will be managed using both this Online Safety Policy and our Anti-Bullying procedures.

What we expect from all our staff and homestay hosts:

In case the students discuss about being bullied online either by a friend, classmate or a relative with you, please make sure to report this to our Designated Safeguarding Lead immediately. All concerns about bullying, cyberbullying, or unsafe online behaviour will be treated as safeguarding concerns and managed in accordance with the British Guardianship Safeguarding & Child Protection Policy.

Child Sexual Exploitation and Grooming

Sexual exploitation is a form of abuse whereby children are deliberately persuaded to enter into situations where they receive something (for example, gifts, money, food, accommodation) in exchange for sexual activity. Most victims are female, though there is thought to be considerable underreporting by male victims, who may be confused about their sexuality and be unwilling to draw attention to themselves. Most perpetrators are male, though women may also be involved. Children may be exploited by an individual, several individuals working as an organised group, or by a gang.

Grooming is the process of 'preparing' a boy or girl for a sexual purpose. Grooming is often slow and subtle, continuing for several weeks or months and lulling the child into a false sense of security. It always involves manipulation and deceit. Two types of grooming are recognised: street grooming which occurs in the community, and online grooming using technology including the internet and mobile phones. The complexity and challenge of Sexual exploitation and Grooming: It can be difficult to identify children and young people who are at risk of sexual exploitation. A fundamental learning point to emerge from cases of sexual exploitation is that many children who try to disclose their abuse are not believed, or value judgments are made by professionals about the young person, suggesting they are 'willing partners' in a lifestyle they have 'chosen'. Remarkably, some young people's concerns and disclosures have been dismissed as groundless because of their challenging behaviour, involvement in crime or history of going missing from home, school or care. As an education guardianship organisation, we have a responsibility to do all we can to raise awareness of sexual exploitation and grooming and to identify and support any pupil who is at risk of abuse.

Sexual abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities.

Emotional abuse

Emotional abuse is the ongoing emotional maltreatment of a child. It is sometimes referred to as psychological abuse and can seriously damage a child's emotional health and development.

What we expect from our homestay hosts

The age of consent to sexual activity throughout the UK is 16. Children of this age, although above the age of consent, may be victims of sexual exploitation, sexual abuse or rape.

Sexual activity involving a child under 13 is always a criminal offence and our organisation will always refer such concerns to children's social care.

Host families are in direct contact with children during their school holidays and could play an important role in keeping students' safe and supporting them when things go wrong. To help keep our students safe from sexual exploitation and grooming we ask our entire host family members to:

- Promote healthy and safe relationships with the students.
- Raise students' awareness of sexual exploitation and grooming in case a student wishes to discuss sexual matters.
- Make it clear to the student that they cannot guarantee confidentiality but will act in the child's best interests.
- Report any concern about under-age sexual activity to the Designated Safeguarding Lead,

who will decide on the most appropriate course of action. The organisation will follow the RSCB guidance on dealing with under-age sexual activity.

If you are being bullied online, or if something makes you feel uncomfortable, scared or upset, tell your homestay, school staff, guardian or the DSL immediately. You will be listened to and supported.

All staff and homestay hosts must immediately report any concerns relating to online safety – including inappropriate internet use, cyberbullying, bullying disclosed online, harmful messages, exploitation, grooming, or anything that causes a student distress – to the Designated Safeguarding Lead (DSL). All online safety concerns are treated as safeguarding concerns and must be managed in accordance with the British Guardianship Safeguarding & Child Protection Policy and the reporting expectations set out in the Student Code of Conduct..

Poliane Costa: Telephone: **+44 (0)7841 611 284** / Email: **polly@britishguardianship.com**

Managing Internet use complaints

Complaints of Internet misuse will be dealt with under the Company's Complaints Procedure. Any complaint about staff misuse will be referred to the company's Guardianship Director & Client Relations and will be dealt with based on the company's E-safety regulations.

The Guardianship Director & Client Relations of British Guardianship is: **Ms. Tannaz Fatoorehchi**
Office Telephone: **+44 (0) 1273 72 55 77** / Email: **tannaz@britishguardianship.com**

Useful contacts

Designated Safeguarding Lead and Guardianship Manager:

Mrs. Poliane Costa

Office Telephone: **+44(0)1273 72 55 77** / Mobile, WhatsApp: **+44(0)7841 611 284**

Email: **polly@britishguardianship.com**

Guardianship Coordinator:

Megan Lowe

Office Number: **+44 (0) 1273 72 55 77** / WhatsApp Only: **+44(0)7988 339 699**

Email: **megan@britishguardianship.com**

Guardianship Director & Client Relations (Deputy Designated Safeguarding Lead):

Ms. Tannaz Fatoorehchi

Office Number: **+44(0)1273 72 55 77** / WhatsApp Only: **+44 (0)7935 646 492**

Email: **tannaz@britishguardianship.com**

Internal Complaints (Non-Safeguarding Matters)

Ms. Almu Vilchez

Office Number: **+44 (0)1273 72 55 77**

Email: **almu@britishguardianship.com**

Online Safety Policy & Procedure



Emergencies - out of office hours

Mobile: **+44(0)7841 611 284 / +44(0)7969 688 294**

British Guardianship online

www.britishguardianship.com

info@britishguardianship.com

Public services help lines

If there is a threat to life, in the case of serious injury or a serious incident requiring intervention, dial British Guardianship Emergency Line on **+44(0) 1273 72 55 77** and ask them to call **999**.

Police Emergency: 999 / Police Non-Emergency: 101 / NHS: 111

Doctor's out-of-hours service: **08450 568060**

NSPCC Hotline: **0808 800 5000**

Brighton & Hove Local Safeguarding Children Board (LSCB): **+44(0)1273 292 379**

Brighton and Hove Local Authority Designated Officer: LADO: **+44(0)1273 295 643**

Anti Cyber-bullying Website:

www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/

Childline

Visit: **www.childline.org.uk** / Call: **0800 1111**

Coram Voice

Visit: **www.coramvoice.org.uk** / Call: **0808 800 5792**

This Online Safety Policy should be read alongside the Anti-Bullying Policy, the Safeguarding & Child Protection Policy, the Student Code of Conduct and the Student Handbook.