



let's make
some music

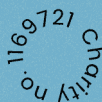
E-Safety policy

Lewisham

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**ARTS COUNCIL
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New technologies have become integral to the lives of children and young people in today's society.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps Lewisham Music staff and pupils learn from each other. These technologies can stimulate discussion, promote creativity, and promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The purpose of Lewisham Music's e-safety policy is to ensure safe and appropriate use of internet and other digital and information technologies.

The use of these new technologies can put young people at risk. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to / loss of / sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication / contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video / internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the offline world and it is essential that this e-safety policy is used in conjunction with other Lewisham Music policies (e.g. Anti-bullying and Safeguarding).

As with all other risks, it is impossible to eliminate these risks completely. It is therefore essential, through safe provision to build young people's resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Lewisham Music will demonstrate that it has provided the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. Our e-safety policy explains how we intend to do this.

E-safety education will be provided in the following ways:

- Participants will be taught in all workshops to be critically aware of the materials / content they access on-line.
- Participants should be taught to acknowledge the source of information and/or music used and to respect copyright when using material accessed on the internet.
- Staff will act as good role models in their use of ICT, the internet and mobile devices.

In workshops/ lessons where internet use is pre-planned, it is best practice that participants should 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 participants 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.

Use of digital and video images - photographic, video

The development of digital imaging technologies has created significant benefits to learning. However, staff and participants need to be aware of the risks associated with sharing images and with posting digital images on the internet.

When using digital images, staff should inform and educate participants 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.

Staff are allowed to take digital / video images to support participants learning and development but must follow Lewisham Music's Media Consent procedures concerning the sharing, distribution, and publication of those images. Those images should only be taken on Lewisham Music equipment, the personal equipment of staff should not be used for such purposes.

- Care should be taken when taking digital / video images that participants are appropriately dressed and are not participating in activities that might bring the individuals or the organisation into disrepute.
- Participants must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include participants will be selected carefully and will comply with good practice guidance on the use of such images.
- Participant's (under the age of 18) full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Media consent forms from parents or carers will be obtained before photographs of participants are published online.

Staff using work devices outside work settings

Staff members using a work device outside work settings must not install any unauthorised software on the device and must not use the device in any way which would violate Lewisham Music's term of acceptable use, as set out in the acceptable use agreement for staff, trustees or volunteers.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside work settings, including in public spaces.

If staff have any concerns over the security of their device, they must seek advice from the Lewisham Music's IT provider.

Communication technologies

When using communication technologies Lewisham Music considers the following as good practice:

- Official Lewisham Music email accounts are regarded as safe and secure, these accounts can also be monitored. Staff should therefore use only the Lewisham Music email accounts to communicate with parents, carers, and young people.
- Users must immediately report to the Designated Safeguarding Leads the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and participants or parents / carers (email, chat, etc.) must be professional in tone and content. These communications may only take place on official (monitored) Lewisham Music emails. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.

The role of the Chief Executive / Senior Leaders

The Chief Executive is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the organisation.

The Chief Executive and Director of Community Programmes should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

The role of Headstart IT

Lewisham Music has an external ICT service provided by Headstart IT. Lewisham Music confirm that the service provider will ensure the following:

- That Lewisham Music's ICT infrastructure is secure and is not open to misuse or malicious attack.
- That Lewisham Music meets an agreed standard of e-safety technical requirements.
- That users may only access Lewisham Music's networks through a properly enforced password protection.

The role of Music Tutors / and Lewisham Music core staff

Staff will ensure that:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that incidents of cyber-bullying are dealt with appropriately in line with the Lewisham Music behaviour policy.
- Locking computers / devices at times such as breaks to ensure there is no leaking of data.
- Ensuring that email and computer passwords are changed annually.
- For staff working at The Fellowship and facilitating activity with access to internet, they have read and understood the Lewisham Music Staff Acceptable Use Policy / Agreement (AUP).
- Digital communications with participants should be on a professional level and only carried out using official Lewisham Music emails.
- In workshops where internet use is pre-planned participants should 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.

The role of Designated Safeguarding Leads (DSL)

Name	Role	Responsibility	Contact
Keith Sykes	Chief Executive	Designated Safeguarding Lead (DSL) for LM; responsible for all organisational policies and procedures, including Safer Recruitment.	keith.sykes@lewishammusic.org 07588 036 004
Ania Wróblewska	Director of Community Programmes	Deputy Designated Safeguarding Lead (DSL), especially for out-of-school/community settings	ania.wroblewska@lewishammusic.org 07828 828 219
Sarah Plummer	Schools Music Leader	Deputy Designated Safeguarding Lead (DSL), especially for school settings.	sarah.plummer@lewishammusic.org 07710 705 056

The DSLs take lead responsibility for online safety, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the organisation.
- Working to address any online safety issues or incidents.
- Ensuring that online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensure that any incidents of cyber-bullying are logged and dealt with appropriately in line with Lewisham Music's behaviour policy.

The Director of Community Programmes is our lead for E Safety and will be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

The role of Participants/ Young People

All participants are responsible for using Lewisham Music's devices and IT systems in accordance with the Acceptable Use Policy, which they will be expected to sign before being given access to Lewisham Music's systems.

All participants:

- Need to 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 school policies on the taking / use of images and on cyber-bullying.

Monitoring agreements

The DSL logs behaviour and safeguarding issues related to online safety. This policy will be reviewed every two years. At every review, the policy will be shared with the board of trustees.

Drafted by	Keith Sykes
Approved by	Charly Richardson
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