RNCM
ROYAL NORTHERN COLLEGE of MUSIC

ONLINE SAFETY POLICY STATEMENT

There may be occasions where, through their work and social and corporate responsibility and outreach activities, individuals working for or with the College will work, or otherwise come into contact, with children.

The College is committed to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

This policy statement applies to all individuals working for or with the College, including all workers and employees (at all levels and grades and including trainees, staff working remotely, part-time and fixed-term employees,) and officers (collectively referred to as 'staff' in this policy).

This policy applies to all work and activities undertaken.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges;
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online;
- we have a responsibility to help keep children and young people safe online, whether or not they are using the College's network and devices;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will:
- provide clear and specific directions to staff and volunteers on how to behave online through our guidance for online teaching;
- support and encourage the young people using our service to use the internet, and mobile phones in a way that keeps them safe and shows respect for others;
- supporting and encouraging parents and carers to do what they can to keep their children safe online;
- develop clear and robust procedures to enable the College to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person;
- review and update the security of our information systems regularly;
- ensure that user names, logins, email accounts and passwords are used effectively;

- ensure personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate;
- ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;
- provide supervision and support for staff and volunteers about online safety;
- examine and risk assess any new technologies before they are used within the organisation.

If online abuse occurs, the College will respond by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse);
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation;
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account;

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child Protection Policy