



Online Safety Policy

Speak Like A Native understands and encourages the importance of emerging technologies for our staff, children and young people's education and personal development. However, we also recognise that safeguards need to be in place to ensure the children in our care are kept safe at all time.

This policy and procedures that it underpins apply to all staff.

- to protect children and young people in Speak Like A Native's care from the misuse of information technology leading to possible abuse or inappropriate online exposure;
- to provide staff and volunteers with the overarching principles that guide our approach to e-safety;
- to ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

Staff e-safety

All employees are also required to ensure that no contact is made with children outside Speak Like A Native sessions and courses by any means not limited to phone, email, Facebook, twitter, snapchat, WhatsApp and Instagram. Speak Like A Native is responsible for ensuring its employees are aware of the impact of information that they are sharing via social media and their online profile.

- There should be no publicising that you for a childcare company via social media platforms as this could mean you become a target for individuals looking to gain access to children in our care
- Be careful of accepting friend requests or having contact with unknown individuals online as you may become a victim of grooming in order to gain access to children in our care
- No photos of children in our care should be posted online or shared by any employee of Speak Like A Native via any means, except verified marketing channels and with company and parental consent.

Any employee found to have breached this policy will face immediate disciplinary action which could lead to dismissal from the company. If an employee is concerned that they may be falling victim to an individual's attempt to gain access to children in our care then they should immediately contact the management team and cease all communication with the individual in question. Speak Like A Native will offer support to the employee and take all the necessary steps to safeguard the children in our care.

Children e-safety

Children and parents are requested not to bring mobile phones to Speak Like A Native sessions and if they do not to get them out and use them throughout the day. Should a child get their phone out then this will be confiscated and returned at the end of the day. Speak



Like A Native will continue to support and encourage parents and carers to do what they can to ensure their children are kept safe online when using mobile phones, the internet and games consoles.

Photography

Speak Like A Native will only take and use photographs of children and its sites for marketing purposes. Only employees with written consent and external photographers contracted by Speak Like A Native are permitted to take photos on behalf of the company. All photos taken remain property of Speak Like A Native and under no circumstances should any photos be taken on mobile phones.

Whistleblowing

Speak Like A Native's whistleblowing policy applies.