

E-safety Policy

Abergavenny Orchestral Society

This policy applies to all members of Abergavenny Orchestral Society, the Musical Director, and the Leader. It also applies to other people working with Abergavenny Orchestral Society, or participating in activities or events organised by Abergavenny Orchestral Society. Hereafter referred to as Members and Associates

The purpose of this policy:

- to protect children and young people who participate in activities or events organised by Abergavenny Orchestral Society's services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us;
- to provide Members and Associates 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.

We recognise that:

- the welfare of the children/young people who come into contact with Abergavenny Orchestral Society is paramount and should govern our approach to the use and management of electronic communications technologies;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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 e-safety;
- the use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

We will seek to promote e-safety by:

- appointing an e-safety coordinator;
- providing a code of conduct regarding safe and appropriate use of our ICT for both adult Members and Associates and young people;
- developing an e-safety agreement for use with young people and their carers;
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);

- ensuring that images of children, young people and families are used only after their written or emailed permission has been obtained, and only for the purpose for which consent has been given;
- informing parents and carers of incidents of concern as appropriate;
- examining and risk assessing any new use of ICT before they are used within the organisation, particularly where it will affect children, young people and families.
- reviewing and updating the security of our information systems regularly;
- developing procedures to ensure the security of Members' and Associates' personal data held by us;
- ensuring that Members' and Associates' personal information is not published on our website nor made publicly available in any other way;
- providing effective support and training for those committee members who have access to Members' and Associates' personal data;

The name of our e-safety coordinator is Simon Large

They can be contacted on e-safety@abergavennysymph.org.uk

Monitoring and review

The e-safety coordinator is responsible for monitoring the effectiveness of this policy. This policy will be reviewed every two years.

Date of last review:

Date of next review:

Signed:.....E-safety coordinator

Signed:.....Chairman