

# NEW WRITING NORTH

## Online Safety Policy Statement

This policy statement should be read alongside New Writing North's Safeguarding Policy covering the organisation's overall approach to child protection and safeguarding.

Implementation of this policy statement is also supported by other policies, procedures and processes within New Writing North including (but not limited to):

- Equalities and Inclusion
- Health and Safety
- Employment Contracts
- People and Policies Board Committee
- Data Protection and Privacy
- Risk Assessments

### Purpose and scope

New Writing North (NWN) works with children and young people online as part of its Young Writers programme. This online activity includes but is not limited to: frequent posts for young people on NWN Young Writers social media accounts (Facebook, Instagram and Twitter); sharing and celebrating young people's work via social media and on the NWN website; online feedback on written work from young writers (through the NWN young writers email address); online workshops, in word, audio and video form, that can be accessed and downloaded from our website; virtual workshops for young writers held on Zoom.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of Relevant Individuals (children, young people and vulnerable adults, as defined in NWN's Safeguarding Policy) is paramount when they are using the internet, social media or mobile devices to access NWN's online programme
- provide all Associated NWN Individuals (employees, trustees, creative practitioners, artists, volunteers, interns, and any other individual working on behalf of, or associated with NWN, as defined in our Safeguarding Policy) with the overarching principles that guide our approach to online safety

NWN believes that it is the right of all people and Relevant Individuals to have access to NWN's online programme for education, creative and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

NWN recognises that the online world provides many opportunities, but it also presents risks and challenges. NWN recognises that it has a duty to ensure all Relevant Individuals involved with our programme are protected from harm online. NWN recognises that working in partnership with Relevant Individuals, their parents/carers and other agencies is essential in promoting Relevant Individual's welfare and in helping them to be responsible in their approach to online safety.

**NWN will seek to keep Relevant Individuals and NWN Associated Individuals safe online by:**

- ensuring that the named NWN Safeguarding Officer is also responsible for online safety coordination
- providing clear and specific directions to NWN Associated Individuals on how to behave online through our 'Keeping Safe Online' guidance for staff and freelancers
- providing clear and specific guidance to Relevant Individuals and their parents/carers on how to stay safe online through our 'Keeping Safe Online' guidance for children and young people. This will include how to contact the NWN Safeguarding Officer in the event of online abuse taking place
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- risk assessing any online platforms we plan to use as part of the programme and updating our guidance for Relevant Individuals and NWN Associated Individuals accordingly
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an NWN Associated Individual, Relevant Individual or member of the public
- ensuring that user-names, logins, email accounts and passwords are used effectively to keep online data secure and that any relevant user-names and passwords are kept private
- ensuring personal information about the Relevant Individuals and Associated Individuals who are involved in our organisation is held securely and shared only as appropriate

- ensuring that images of Relevant Individuals are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- ensuring that no online activity is recorded, unless prior consent from all participants and parties has been obtained. If any recordings do take place they will be stored in accordance with our GDPR guidelines and Data Protection and Privacy Policy.
- providing supervision, support and training for NWN Associated Individuals about online safety as appropriate
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

**If online abuse occurs, NWN will respond to it by:**

- immediately following the steps outlined in NWN's Safeguarding Policy relating to reporting a concern or disclosure (Appendix 2, 3 and 6) and making any relevant referrals
- contacting the Professional Online Safety Helpline (UK Safer Internet Centre) and reporting to other professional bodies as appropriate to reduce the possibility of similar abuse happening again
- reviewing the plan developed to address online safety at regular intervals, to ensure processes and response remain in line with best practice.

**NWN's main contacts for the purposes of online safety are:**

Safeguarding Officer: Ruth Dewhirst, [ruth@newwritingnorth.com](mailto:ruth@newwritingnorth.com), 0191 204 8850 / 07411 027 116

Trustee with lead responsibility for safeguarding: Joanna Ellis

This policy statement was last reviewed in May 2020 and will be reviewed annually.