



Dave & Ewe Online Safety Policy

Reviewed: August 2025

Next Review Due: August 2026

1. Introduction

Dave & Ewe recognises that the online environment offers many opportunities for learning, connection, and creativity, but also presents significant risks to children, young people, and adults at risk.

This policy sets out how we keep people safe online, manage risks, and ensure that staff and volunteers are equipped with the right knowledge and training, including the Facilitation Practitioner Certificate and Online Safety Practitioner standards.

2. Purpose of Policy

The aims of this policy are to:

- Safeguard children, young people, and adults at risk when using the internet, social media, and digital technologies.
- Equip staff and volunteers with appropriate online safety training and skills.
- Ensure organisational compliance with the UK GDPR, Data Protection Act 2018, and Keeping Children Safe in Education 2023.
- Set clear expectations for responsible use of online platforms by staff, volunteers, and participants.

3. Scope

This policy applies to:

- All staff, volunteers, trustees, and contractors.
- All children, young people, and adults at risk who engage with Dave & Ewe.
- All digital platforms, including websites, email, social media, messaging apps, and online events.

4. Roles and Responsibilities

a) Designated Safeguarding Lead (DSL)

- Oversees online safety as part of safeguarding duties.
- Ensures incidents are reported and acted upon.
- Maintains links with the Local Authority Designated Officer (LADO), police, and other safeguarding agencies.

b) Online Safety Practitioner

- Holds or is working towards a recognised Online Safety Practitioner qualification.
- Leads on best practice in digital safeguarding.
- Advises colleagues, delivers training, and monitors online risks.
- Ensures online safety is embedded in all projects, communications, and events.

c) Facilitation Practitioner

- Staff who deliver online or digital group work must hold, or be working towards, a Facilitation Practitioner Certificate.
- Ensures safe and inclusive facilitation in online spaces.
- Understands boundaries, confidentiality, and safeguarding in digital contexts.

d) All Staff and Volunteers

- Complete mandatory safeguarding and online safety training.
- Model safe, respectful, and professional online behaviour.
- Immediately report any online safeguarding concern to the DSL.

5. Safe Online Practice For Staff/Volunteers

Use organisation-approved devices and accounts for all online communication.

Do not share personal phone numbers, private social media accounts, or personal emails with children or young people.

Maintain professional boundaries in all online interactions.

Only use approved platforms (e.g., Microsoft Teams, Zoom with security settings enabled).

Record and store online session logs securely.

For Children, Young People & Families

Receive guidance on safe and respectful use of online platforms.

Encouraged to report any inappropriate or unsafe online behaviour.

Supported in developing digital literacy and critical thinking.

6. Online Events and Groups

Consent must be obtained before children/young people take part in online sessions.

Sessions must be facilitated by staff holding the Facilitation Practitioner Certificate (or equivalent).

Online sessions should be recorded for safeguarding purposes, where appropriate and consent is in place.

7. Responding to Online Safety Concerns

Any concerns relating to online grooming, cyberbullying, sexting, radicalisation, or exploitation must be reported immediately to the DSL.

The DSL will liaise with the LADO/IFD, police, or social care as appropriate.

All incidents will be logged and reviewed to improve future practice.

8. Training & Development

All staff and volunteers must complete safeguarding and basic online safety training as part of induction.

Staff delivering online sessions must hold the Facilitation Practitioner Certificate.

At least one staff member will hold a recognised Online Safety Practitioner qualification and provide internal guidance.

Refresher training will be provided annually.

9. Monitoring & Review

The DSL and Online Safety Practitioner will conduct an annual review of online safety procedures.

Emerging risks (AI misuse, deepfakes, online scams, etc.) will be included in risk assessments.

This policy will be updated annually or sooner if statutory guidance changes.

Policy Approved: August 2025

Signed:Dave....Buscombe.....

Next Review: August 2026