



Online Safety Planner

February 2010

Online Safety Planner



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Introduction

What do we mean by “online”?

When we refer, in this planner, to being online we include being connected to a wide range of devices or technologies, such as computers, the internet, mobile phones, hand held devices, games consoles and many more.

Why review your online safety practice?

Technology has transformed learning and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. Organisations that work with young people must be aware of these risks and must have good policies and procedures in place to ensure the online safety of users, while making the most of online opportunities.

Which organisations might use this online safety planner?

Any organisation / group that works with young people (or with vulnerable adults). These might be as varied as youth groups, foster carers, libraries, early years settings, nurseries, sports groups, voluntary groups and many others.

What does the Online Safety Planner do?

- Helps you to understand why online safety is important and should involve everyone.
- Helps you to create a safer online environment for the young people in your care.
- Provides guidance and resources
- Provides a way of identifying strengths and weaknesses
- Provides a way to move from a basic level of online safety to best practice



Online Safety Planner

How to use the Online Safety Planner

The planner is divided into three sections

A. MANAGEMENT

B. PEOPLE

C. TECHNOLOGY

Each section includes a number of parts.

The planner can be used in any order to suit needs.

Each part has three levels.

RED

There is little or no online safety policy and practice in place.

AMBER

Basic online safety policy and practice is in place.

GREEN

Online safety policy and practice is clear, agreed and respected

A record sheet is attached for organisations / groups to record their level for each part with space to add comments. The sources of evidence column may help organisations to share information among those involved. It may also be helpful to any external consultant or adviser that the organisation / group might wish to involve.

The planner will provide the information you need to get to the next level.

While it is helpful to identify a person or team to manage the planner, everyone should be involved as safeguarding is everyone's responsibility.



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Links to documents and resources

South West Grid for Learning: (SWGfL Safe) - <http://www.swgfl.org.uk/safety/default>.

The site contains a wide range of policy documents, resources and links to other sites.

Becta - for educational organisations:

Schools website section <http://schools.becta.org.uk/index.php?section=is>

Byron Review ("Safer Children in a Digital World")

<http://www.dcsf.gov.uk/byronreview/>

Think U Know

<http://www.thinkuknow.co.uk/>

Childnet

<http://www.childnet-int.org/>

Guidance for safer working practice for adults that work with children and young people

<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/>

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- The members of the SWGfL E-Safety Group who have been responsible for the production of this Online Safety Planner.
- Becta - whose policy documents and self review frameworks have been used for reference in the production of this Online Safety Planner.

Copyright of this Online Safety Planner is held by SWGfL. Individuals and organisations are permitted free use of the planner for the purposes of their own self review. Any person or organisation wishing to use the planner for other purposes should seek consent from SWGfL and acknowledge its use.

Every effort has been made to ensure that the information included in this planner is accurate. However, SWGfL can not guarantee it's accuracy, nor can it accept liability in respect of the use of the material.

Online Safety Planner

Section 1 of 3

This section reflects the importance of having effective leadership; clear policies that are agreed, understood and respected by everyone and regularly reviewed. There is good practice in keeping data safe.

SECTION A		Management			What evidence could you use?
	Descriptor	Red	Amber	Green	
Part 1 Leadership	Who has the responsibility of managing the online safety of all users?	No one has overall responsibility for managing the online safety of all users.	A designated person oversees the management of the online safety of all users.	A designated person oversees the management of the online safety of all users and ensures it is agreed and respected by all.	Organisation vision, aims or mission statement Development Plan Structure Chart Internal review documents Job descriptions Policy documents eg. Acceptable Use Policies / Online Safety / E-Safety Policies / Data Security Minutes of meetings of relevant groups and committees Incident logs and monitoring reports
Part 2 Policy	Are there policies and guidelines in place and does everyone understand them?	There are no policies or guidelines in place for managing the online safety of all users.	There is an Acceptable Use Policy in place.	There is a clear online safety policy in place, supported by an agreed Acceptable Use Policy. These are integrated into the organisation's safeguarding policies. The policies are agreed and respected by all.	
Part 3 Reviewing Practice	How do you know your practices help safeguard users online?	There are no regular checks.	Some aspects of online safety have been checked, but need further improvement.	There are regular checks which lead to improvements that have an impact on safeguarding users.	
Part 4 Data Security	How safe is the personal data you use and keep?	There are very few measures in place to protect personal data.	There are basic measures in place to protect personal data and these meet legal requirements.	The required personal data security measures are in place and understood by all users. This ensures the safe keeping of personal data, minimising the risk of loss or misuse.	

Online Safety Planner

Section 2 of 3

This section reflects the importance of effective online safety education and training for everyone. Users should know how to report incidents and should understand the sanctions.

SECTION B		People				What evidence could you use?
	Descriptor	Red	Amber	Green		
Part 1 Reporting	Is it clear how to report online safety issues?	There is no reporting process.	A reporting process is in place.	A reporting process is in place and is widely used, acted upon and recorded.	Reporting and sanctions policies	
Part 2 Sanctions	Are people aware of the consequences of their actions?	There are no consistent sanctions for the misuse of online technologies.	Sanctions are in place for misuse of online technologies.	All users understand and respect the sanctions for the misuse of online technologies. Positive online behaviour is recognised and rewarded.	Incident logs and monitoring reports Online safety / e-safety awareness programmes	
Part 3 Children's Education	How do you ensure young people are made aware of how to stay safe online?	There is no provision to make children and young people aware of online safety.	There is some provision to make children and young people aware of online safety but this is neither consistent nor planned.	There is provision to make children and young people aware of online safety and this is consistent, planned and appropriate. The delivery of programmes may include trained teachers, external agencies and peers.	Online safety/ e-safety resources Induction policies and procedures Training programmes	
Part 4 Training	How do you ensure that staff and volunteers follow best practice when using online technologies?	There is no planned programme of online safety training for staff and/or volunteers.	Online safety training is available for some staff and/or volunteers but is neither consistent, nor planned.	There is a planned programme of online safety training for all staff and/or volunteers with induction and regular updates that supports safeguarding practice. Some staff and/or volunteers have opportunities to achieve relevant accreditation.	Curriculum Planning Online Safety Resources	

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Section 3 of 3

This section reflects the importance of having effective systems in place to ensure the security of devices, systems, images, personal devices and data. It should be regularly reviewed and updated, in the light of constantly changing technology and new online security threats.

SECTION C		Technology			What evidence could you use?
	Descriptor	Red	Amber	Green	
Part 1 Communications	Do all users communicate safely and appropriately when using online technologies eg email, messaging, websites and learning environments?	Users are unclear about how they should communicate safely and appropriately when using online technologies.	Users have been informed about safe and appropriate use of current online technologies. Staff and volunteers understand that communications with young people and their families should be professional in nature.	There is a communication strategy that is agreed and respected by all. It specifies safe and appropriate use of current online technologies. Communications are carried out on the organisation's "official systems" and are monitored.	<p>Communications strategy / policy</p> <p>Staff handbook Policy / guidance for staff / volunteers working with young people</p>
Part 2 Personal Devices	Do you encourage the safe use of personal devices such as mobile phones, hand held devices, gaming consoles etc	Safeguarding issues around the use of personal devices have not been addressed.	The risks and benefits of the use of personal devices have been considered and there is some guidance to encourage safe use.	The safe use of personal devices is encouraged and respected by everyone. Their use is regularly reviewed in the light of emerging new technologies.	<p>Website / publications</p> <p>Digital images / video policy</p> <p>Policies covering personal devices eg mobile phones</p>
Part 3 Digital Images and Video	Do you minimise risks involved in taking, storing, using, sharing, publishing and distributing digital images and video?	There is no clear practice relating to the management of digital images and video.	There is some awareness of issues relating to digital images and video but practice is not well established or consistent.	There is clear guidance about taking, storing, using, sharing, publishing and distributing digital images and video which meets expected standards. There are well established procedures for gaining parental permission. These standards are rigorously applied by all users and are reviewed in the light of changing technologies.	

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SECTION C		Technology			What evidence could you use?
	Descriptor	Red	Amber	Green	
Part 4 Devices	Are the devices you use protected from viruses, hacking etc. Are they regularly updated and password protected?	Devices are not protected, nor regularly updated. Passwords are not used.	Some devices have anti virus and Internet security software but this is not well managed. Passwords are used.	Devices are regularly updated and protected against threats. All users have individual passwords that are strong and regularly updated.	ICT security policies Password policy Filtering policy
Part 5 Filtering and Supervising	Is there safe access to the internet?	A lack of filtering or supervision means that safe access to the internet cannot be guaranteed.	Parental controls / filtering is installed on devices. Access to the internet is generally supervised.	An accredited or approved ISP is used to provide internet access or there is an effective local filtering system combined with consistent supervision.	Monitoring logs Incident logs with evidence of monitoring and auditing
Part 6 Monitoring	How do you know what your devices and systems are used for?	No monitoring takes place.	Some monitoring takes place but is not carried out to a planned programme and therefore may not give a clear and accurate picture.	Monitoring of system use (including internet access) is in place, is regularly checked and any issues identified are acted on.	



Online Safety Planner

Record Sheet

This record sheet should be used with the Online Safety Planner. Organisations should indicate in the Red / Amber / Green columns which level best illustrates their current position for that part. Comments and evidence sources may be added as relevant.

Online Safety Planner Record Sheet

SECTION 1

Management

	Red	Amber	Green	Comment	Sources of Evidence
Part 1 Leadership					
Part 2 Policy					
Part 3 Reviewing Practice					
Part 4 Data Security					

SECTION 2

People

	Red	Amber	Green	Comment	Sources of Evidence
Part 1 Reporting					
Part 2 Sanctions					
Part 3 Children's Education					
Part 4 Training					



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Record Sheet

This record sheet should be used with the Online Safety Planner. Organisations should indicate in the Red / Amber / Green columns which level best illustrates their current position for that part. Comments and evidence sources may be added as relevant.

SECTION 3	Technology			Comment	Sources of Evidence
	Red	Amber	Green		
Part 1 Communications					
Part 2 Personal Devices					
Part 3 Digital Images and Video					
Part 4 Devices					
Part 5 Filtering and Supervising					
Part 6 Monitoring					



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Record Sheet

Name of Organisation

Type of Organisation

Contact Person

Organisation Address

Email Address

Telephone Number