

## **Type by Touch Safeguarding Policy Statement**

**Type by Touch** works with children and adults as part of its tuition activities. The aim of our tuition courses is to guide participants in learning individual finger-to-key movements across computer keyboards enabling them, with sufficient practice, to achieve a high degree of accuracy.

### **The purpose of this Policy Statement is to:**

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The Policy Statement applies to all staff, volunteers, children and young people and anyone involved in **Type by Touch's** activities. It has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Scotland and Wales. Summaries of the key legislation and guidance are available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](http://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection [learning.nspcc.org.uk/child-protection-system](http://learning.nspcc.org.uk/child-protection-system)

**Type by Touch** believes that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development and we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**Type by Touch** recognises that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using **Type by Touch's** network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, 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 online safety.

**Type by Touch** seeks to keep children and young people safe by:

- valuing, listening to and respecting them
- abiding by our Safeguarding principles
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- developing and implementing an effective online safety policy and related procedures
- providing support and quality assurance measures ensuring we follow our policies, procedures and behaviour codes confidently and competently
- Ensuring all necessary checks are made and kept up to date
- recording, storing and using information professionally and securely, in line with protection legislation and guidance

- sharing information about safeguarding and good practice with children and their families
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where everyone is treated with respect and are comfortable about sharing concerns.

**Type by Touch** will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff on how to behave online
- 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
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- having clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

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

- having clear and robust safeguarding procedures in place for responding
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Contact details Online safety co-ordinator  
 Name: Diane Gifford  
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NSPCC Helpline  
 0808 800 5000

**Type by Touch** is committed to reviewing our policy and good practice annually.  
 This policy was last reviewed on: 9 October 2021