

## **Online Safety Guidance for Student Recruitment Activities**

This guidance should be read alongside Edge Hill University's Safeguarding policy.

### **Purpose**

Edge Hill University works with children and families as part of its activities. Examples of these activities include:

- Delivering on-campus events and activities for students of all ages in relation to providing information, advice and guidance about Higher Education
- Working in schools and colleges across the country to deliver one to one and group support to learners of all ages regarding progression to Higher Education
- Working with young people of all ages in relation to University student's Professional Practice as part of their HE level of study (e.g. students studying for QTS degrees, etc.)

The purpose of this guidance 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 to access Edge Hill University activities or content
- provide staff 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.

This guidance applies to all staff, volunteers, children and young people and anyone involved in Edge Hill University's online activities.

### **Legal framework**

This guidance has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

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

### ***We believe 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, but safeguards need to be in place to ensure they are kept safe at all times.

### ***We recognise 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 Edge Hill University'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.

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

- appointing an online safety coordinator (Ruth Slater, Student Recruitment Operations Manager, [slaterr@edgehill.ac.uk](mailto:slaterr@edgehill.ac.uk))
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- 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
- developing an online safety agreement for use with young people and their parents/carers
- developing 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 (see our institutional Safeguarding policy)
- reviewing and updating the security of our information systems regularly
- ensuring that user names, session access information and any 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 if any images of children, young people and families are used, this is only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety (in line with our institutional safeguarding policy)
- 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 to abuse (including online abuse)
- 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 (in line with our institutional safeguarding policy)
- 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.

**Related policies and procedures**

This guidance should be read alongside our organisational policies and procedures, including:

- [Edge Hill University's Safeguarding Policy](#)
- [Flowchart of Procedures for Reporting Safeguarding Concerns](#)
- [Staffing Structures, Roles And Responsibilities](#)
- [Definition of Children and Vulnerable People](#)
- [Example photography and video consent form](#)
- [Faculty of Education Cause for Concern Procedure](#) (see relevant link on webpage)

**Contact details**

**Online safety co-ordinator**

Name: Ruth Slater, Student Recruitment Operations Manager  
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**Lead Safeguarding Officer (Strategic)**

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We are committed to reviewing our guidance and good practice annually.

This guidance was last reviewed on: 07/05/2020