

# Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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## E Safety Policy

### 1. Purpose

The purpose of this policy is to ensure that Purple Patch Arts participants, parent/carers, advisors, staff and volunteers understand the way in which digital technologies and the internet are to be used. The policy aims to ensure that digital technologies and the internet are used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk.

This policy aims to offer staff and volunteers clear guidance on the appropriate use of the digital technology and the internet in connection with participants.

It identifies the potential risks that may arise through the application of digital technology and the internet in our work.

It advises our staff and volunteers of available resources and advice to support their use of digital technology and the internet whilst working for Purple Patch Arts.

It advises parents, support workers and guardians of our participants, about our approach towards the use of digital technologies and the internet in our work.

### 2. Principles

Purple Patch Arts are committed to ensuring that we utilise digital technologies and the Internet as positive, informative and supportive tools within the work that we do.

We are committed to ensuring that our approach towards such tools is safe and non-discriminating for all of our staff, volunteers and participants.

The policy applies to all participants, staff and volunteers of Purple Patch Arts.

### 3. Introduction

New technologies have become integral into today's society as powerful tools to assist learning, promote creativity and as vital social and communication platforms. All people should have an entitlement to safe Internet access for these means.

The approach towards how Purple Patch Arts participants are able to use the internet and related communications technologies appropriately and safely are addressed within this policy.

## 4. Legal Framework

There are a number of laws that have a bearing on the use of Purple Patch Arts digital facilities. These include:

General Data Protection Regulations  
Data Protection Act (2018)  
Computer Misuse Act (1990)  
Copyrights, Designs and Patent Act (1988)  
Obscene Publications Act (1956)  
Criminal Justice and Public Order Act (1994)  
Protection of Children Act (1978)

## 5. Potential risks

The use of these new technologies can put individuals at risk within and outside Purple Patch Arts' activities. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other Purple Patch Arts' policies.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through clear guidance to build participants' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

## 6. Responsibility of staff and volunteers

Purple Patch Arts encourages its staff and volunteers to adhere to the following guidance when using digital technologies and the Internet in their work for the company.

Purple Patch Arts staff and volunteers will not:

- Promote or conduct illegal acts on the internet
- View, or promote the viewing of pornographic, criminally racist, obscene or potentially damaging content, including sites relating to the promotion of terrorism
- Engage in non-public conversation with any participant under the age of 18 apart from via e-mail communication relating only to activities run by Purple Patch Arts
- Attempt to install or store any software, programmes or games onto Purple Patch Arts equipment without prior permission
- Change the settings on computer equipment including internet settings, defaults or e-mail settings without prior permission
- Change or destroy other people's information or files
- Leave digital equipment available to unsupervised participants
- Commit acts of plagiarism and/or copyright in documents used for Purple Patch Arts work
- Breach copyright law relating to computer software, music, video or other copyrighted material
- Ignore any 'Virus Detected' message or fail to act on the instructions within it.
- Engage in 'chat' or 'chat room' activities on the internet, unless this is part of your work.
- Send or forward spam, chain, junk or nuisance e-mails
- Open e-mail attachments unless you know it is from a reliable source

All staff and volunteers are encouraged to proactively use digital technologies as resources in their work and are asked to ensure that at all times a positive, safe and inclusive approach is taken towards encouraging such use by participants.

## 7. Use of digital imagery, video and sound recordings on the internet

- Purple Patch Arts use photography, video and sound recording regularly within our work and share these online.
- Participants, parents, support workers and / or guardians will be consulted prior to inclusion in such material via the access needs process
- The CEO, Outreach Coordinator and Head of Development are responsible for informing staff of any individuals who have not consented to have their work or images shared.
- All staff are responsible for ensuring that no content of individuals who refuse consent are uploaded and that the rights of any person to refuse consent at any time are respected.

## 8. Data Protection

Purple Patch Arts will not upload for sharing any confidential information relating to its participants unless under password protection (for example via dropbox).

## 9. Social Networks

Purple Patch Arts actively encourage participants to develop and enhance their social interaction and communication through the use of social networking platforms. It is the responsibility of parents, support workers and guardians to advise us of any issues relating to the use of social networking for the participant in their care through the access needs process.

Purple Patch Arts regularly use the social networking sites; Facebook and Instagram, and may use others to promote the work that we are doing and to share memories of activities with participants. It is the responsibility of the CEO and Outreach Coordinator to ensure that any online platforms that are set up by the company are monitored and that the content on such platforms is safe and appropriate for its users.

Purple Patch Arts are not responsible for systems, applications or tools that are designed by the social network in use and cannot take responsibility for the way in which participants engage with such platforms outside of the guidance offered during Purple Patch Arts activities.

Staff and volunteers should also refer to our Social Media policy.

## 10. Reporting

If inappropriate material is accessed accidentally, users should immediately report this to a member of staff so that the CEO can be informed.

If inappropriate use of the internet or other digital technologies are discovered or suspected, please tell a member of staff immediately without changing the evidence.

## 11. Monitoring and Guidance

Purple Patch Arts are committed to ensuring that this policy is adhered to. The consequences of misconduct by any member of staff are clearly defined in our Disciplinary policy.

The CEO is responsible for offering further guidance or clarification where necessary.

## 12. Review

This policy will be reviewed biennially.