

Supporting Safer Communities

East and Midlothian Public Protection Committee

Safer Internet, Responsible Use Guidelines

Vision

“To enable all individuals, organisations, both private and public and the community as a whole to develop an ethos of digital citizenship that leads to a safe and responsible use of internet accessible technology”.

This document represents a partnership of sharing and understanding between all parties whereby each party is subject to the rights and responsibilities outlined in the following document.

This document does not replace existing policies in respect of safer internet usage however is intended to support any existing guidance and assist individuals, organisations, both private and public and the community as a whole to consider the issue, their responsibility in responding to such matters and who to contact for further advice or support to deal with any issue should it arise.

Definitions

Inappropriate sites – ‘inappropriate’ in this agreement means material that is likely to be harmful to the good of the individual or the ‘whole community’ (see below)

Online Risks – exposure to objectionable sites, grooming, sexting, trolling, cyber bullying

Self-regulate – individuals taking responsibility for safe and responsible usage

Risk of harm – the likelihood or probability of a particular outcome given the presence of factors in an individual’s life

Legal boundaries – expectations as defined by law

Grooming – the act of attempting to gain the trust of a person under the age of 16 years with the intention of having a sexual relationship with him or her

Appropriate Authorities – Police, Child Exploitation Online Protection Centre (CEOP), social work, school, private providers and council as a whole

Appropriate Usage – that if parents are accessing specific information, safeguards are in place to ensure that their own or other children in their care are not exposed to this information

Whole Community – individuals, councils, private agencies, community groups, national groups (Police, NHS etc) and other groups operating across East and Midlothian local authorities

The Rights and Responsibilities of East Lothian and Midlothian Council

The Council is responsible for:

- The safeguarding of all children, young people and adults who may be at risk of harm who may be accessing or exposed to inappropriate sites;
- The Council is responsible for the conduct and online behaviour of all of its employees whilst at work;

- The Council has a responsibility to safeguard internet access within public buildings. These will include, but not be exclusive to schools, libraries, community centres and any other Council run building;
- The Council is responsible for ensuring that its staff are aware of appropriate online behaviour;
- The Council is responsible for responding appropriately to inappropriate online behaviour of its staff.

The Council has a right to:

- Randomly and periodically monitor online activity of its staff;
- To expect every party to meet their responsibilities specified in this policy;
- To prohibit the use of the internet to any party who has accessed inappropriate online sites;
- To investigate any inappropriate online access or activity and to take disciplinary action where necessary;
- To suspend internet access in a Council run public building;
- To expect that each individual Council department takes responsibility for ensuring they have a policy appropriate to their individual online usage (i.e. schools and community groups);
- Expect all employees to sign and follow the online acceptable usage policy.

The Rights and Responsibilities of the Individual

Each individual is responsible for:

- The content of their personal device;
- Being aware of what is defined as inappropriate online activity or an inappropriate online site;
- To safeguard themselves (where appropriate) against access to inappropriate online sites and activity;
- For not exposing others to inappropriate online sites, material or activity;
- For not sharing inappropriate and / or private material without permission;
- For self regulating their online usage within the boundaries of the law.

Each individual has a right to:

- Access the internet if they are able to / have the means to;
- To privacy unless they are accessing inappropriate sites or placing themselves / others at risk of harm;
- To store private content on their internet device and that the content will remain private unless the content is deemed to place others at risk of harm or is against the law.

The Rights and Responsibilities of the Parent / Carer (foster or kinship carers)

The parent / carer has a responsibility to:

- Safeguard any child, young person or adult who may be at risk of harm in their care;
- Carers have a responsibility not to access any inappropriate sites or participate in inappropriate activity;
- Parents have a responsibility to practice appropriate usage if accessing inappropriate sites;

- For being aware of online risks and to have an understanding of what is defined as an inappropriate site;
- For ensuring that any child, young person or adult who may be at risk of harm (as far as is possible) is aware of online risks and inappropriate sites;
- For reporting any incidents of online grooming, cyber bullying or abuse to the appropriate authorities;
- To monitor internet usage within the family home / care setting.

The parent / carer has a right to:

- Expect that the appropriate safeguards are in place within the whole community where the internet is accessible;
- To ask for help from appropriate agencies;
- To be notified if the child, young person or adult who may be at risk of harm is placing themselves or others at risk through their online behaviour.

The Rights and Responsibilities of a child, young person or adult who may be at risk of harm

The child, young person or adult who may be at risk of harm have a responsibility to:

- Not access inappropriate online sites;
- To report any incidents that have placed themselves or others at risk of harm through accessing inappropriate sites or engaging in inappropriate online activity;
- To behave appropriately while online;
- For what they choose to share online;
- For how they use or share any information sent by others.

The child, young person or adult who may be at risk of harm (where appropriate) has a right to:

- Use the internet appropriately;
- To report any inappropriate sites or abuse to the appropriate authorities;
- To be safe and safeguarded online;
- To privacy unless it is deemed that they are placing themselves or others at risk of harm.

The Rights and Responsibilities of the whole community

The whole community has a responsibility to:

- Be vigilant to the risks associated with access to inappropriate online sites and online abuse;
- Report any incidents of abuse or inappropriate online use or activity;
- For safeguarding each other.

The whole community has a right to:

- Be safe and safeguarded online;
- An appropriate response from the appropriate authority if online abuse is reported;
- To expect appropriate safeguards to be in place;
- To gain access to information regarding online safety.

For further information and advice

www.antibullyingeastlothian.org.uk

www.respectme.org.uk

www.ceop.police.uk

www.thinkuknow.co.uk

www.saferinternet.org.uk

www.getsafeonline.org

If you are concerned about a child, young person or an adult who may be at risk of harm

If you have an immediate concern relating to a child, young person or an adult who may be at risk of harm you should contact the Police.

If your concern is not immediate but you remain concerned about the possibility of a child, young person or adult who may be at risk of harm you should contact your local social services department or the Police. Further details can be found in the Edinburgh and the Lothian's Inter-agency Child Protection Procedures ([http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures - Edinburgh the Lothians - 24-8-12.pdf](http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_-_24-8-12.pdf))

Contact details

East Lothian Council – Children's Wellbeing and Adult's Wellbeing

Randall House
Macmerry Business Park
Macmerry
EH33 1RW
Tel: 01875 824 309 (Contact Centre)

Midlothian Council – Children's Services

Dalkeith Social Work Centre
11 St Andrew Street
Dalkeith
EH22 1AL
Tel: 0131 271 3860

Midlothian Council – Adult’s and Community Care

Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZH
Tel: 0131 271 3900

Police Scotland

Tel: 101 (or 999 in an emergency)

Emergency Social Care Services (ESCS)

Out of hours
Tel: 0800 731 6969

Author’s name	Lesley Watson
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