



1. Clifton Parish's Commitment to E-Safety

As a Parish, Clifton's PCC and ECC commit to ensuring that all computers within the Church are used appropriately by all users. It is our responsibility to ensure that all church computers have appropriate virus and software protection as well as filtering software to ensure any user cannot access inappropriate material by accident or on purpose. As a church we commit to ensuring all staff and volunteers are aware of E-Safety guidelines and receive training on the appropriate use of computers to contact members of the church.

The church reserves the right to undertake inspections of the use of any church computers at any time. This is to ensure that all computers are being used appropriately and within the guidelines stated within this policy.

If a computer is found to have been used to access inappropriate material an investigation will be undertaken by the E-Safety officer and appropriate action will be taken after consultation with the incumbent and church wardens.

The church commits to ensuring that all contact with church members, including those under the age of 18, takes place within clear and explicit boundaries.

2. Taking and publishing photographs, images or information on the Parish's website

All photos and information published in any Clifton Parish's official material are used with the express permission of those concerned. All information is used in line with the data protection policy. Any photographs of children and young people (under the age of 18) taken must only be used if there is a model release form for the children and young people concerned. Any information or photographs will be removed (if possible) immediately at the request of the person/people concerned with that specific article/photograph.

3. Responding to E-Safety concerns

If at any time a member of staff or volunteer feels that there is a concern to do with E-Safety they must report this to the E-Safety officer who will take appropriate action after consultation with the incumbent and church wardens.

4. Email

Members of the church may be contacted by email concerning church events and news. If that person is under the age of 18 this must only take place if written permission is given by the parents/guardians of that young person. Language used must be clear and unambiguous. We will consider confidentiality when passing information between people.

5. Use of Mobile Phones

Members of the church may be contacted by phone/text concerning church events and news. If that person is under the age of 18 this must only take place if written permission is given by the parents/guardians of that young person.

If a member of staff or volunteer wish to text or call a young person then this needs to be done outside school hours, not before 8am and not after 10pm. If a member of church staff or a volunteer does need to call or text a young person, then the normal safeguarding guidelines apply.

6. Chat and Messenger Services

Members of the church will not be contacted by chat or messenger services to inform them of church events or news.

If a chat or messenger service is used to contact a person under the age of 18 by church staff or a volunteer they must use the following protocol:

- Chat or messenger services will not be used to contact a young person before 8am, during school hours or after 10pm.
- If a young person is contacted by chat or messenger service then the normal safeguarding guidelines apply.
- Language must be kept clear and unambiguous.

- Avoid the use of abbreviations such as lol or lmao. These can have more than one meaning and may be inappropriate.
- Keep a record of the conversation.
- Make sure that the young person is aware that a record will be kept of the conversation.

7. Use of Social Networking sites

Members of the church may be contacted by social networking sites concerning church events and news. If that person is under the age of 18 this must only take place if written permission is given by the parents/guardians of that young person.

Members of church staff and volunteers must keep to the following protocol when contacting young people on social networking sites.

- Will only become “friends” with a young person at their request, church staff and volunteers cannot send a friend request to young people.
- Will only use social networking sites to contact young people with regards to Church or youth group activities.
- Will only contact young people through social networking sites with the written permission of parents/guardians.
- Language must be kept clear and unambiguous.
- Avoid the use of abbreviations such as lol or lmao. These can have more than one meaning and may be inappropriate.
- Will not use social networking sites to contact young people after 10pm or before 8am.
- If a young person is contacted by social networking site another member of church staff or a volunteer must be informed of the content and context of the conversation.

- Will abide by any guidelines put in place by the social networking site (eg. Age of users)
- Will keep all interactions and uses of social networking, whether with a young person or not, appropriate as a member of the Church.

8. Image messaging services (Snapchat etc.)

Members of the church will not be contacted by image messaging services concerning church news and events.

Members of Church staff and volunteers will not have young people as contacts in imaging messaging services. Services such as Snapchat do not keep a record of conversations and images, and therefore we will avoid using them at all times.

If a member of Church staff or a volunteer is contacted via an image messaging service by a young person they will abide by the following protocol:

- They will not reply to the message and must inform a member for church staff or another volunteer that they have been contacted in this way by a young person.
- When they next see the young person concerned explain why they did not reply and that they shouldn't be contacted in this way.
- If a safeguarding concern arises they will follow standard safeguarding procedure.

9. Concern may arise when members of the church who do not work with young people or vulnerable adults, but who are friends with them on a social media site, share websites which are inappropriate for those under the age of 18.

If this occurs the following procedure will be followed:

- A member of the PCC will speak to the person concerned to ascertain if the action was intentional.

- If it was unintentional, for example the result of hacking or malware, then training will be offered on internet safety and privacy.
- If it was intentional then the person concerned will be asked to remove any young people from the church they have as contacts on the social media site.

10. Responding to concerns about radicalisation

The use of the internet as a tool for radicalisation has become more widespread over recent years. As a church we recognise the risk of radicalisation to our young people through contact via social media and video sharing sites. If we believe a young person has been exposed to material of this nature we will:

- contact the police through <https://www.gov.uk/report-terrorism> to report the content.
- Contact the parents of the young person to make them aware of it.
- Take any further action deemed necessary.

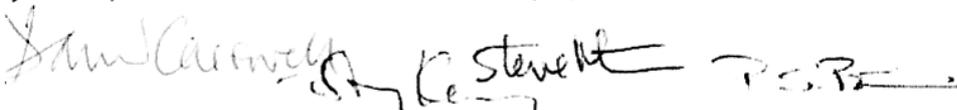
If we believe that a person within the church or a member of the volunteer team working with young people has shared something of this nature we will:

- Speak to the person concerned regarding the material to ascertain why they shared it.
- If necessary, suspend them from working with young people until this has been resolved.
- If appropriate report the contact to <https://www.gov.uk/report-terrorism>

Clifton Parish's PCC and ECC agree to abide on the points in this policy and ensure that the church staff and volunteers also abide by this policy.

Policy adoption

This policy is adopted and will be reviewed annually by the PCC of Clifton Parish.

Signed: 
Print Name: David Casswell Tim Kelly Steve Purton Phil Bunting
(incumbent) (churchwardens) (steward)

Dated: 26th September 2016

Tim Kelly resigned. New church warden elected 9th October 2016:


Andy Goodwin

Review date: 26th September 2017