SAFE USE OF TECHNOLOGY POLICY

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Purpose and aims.

The internet and technology, such as computers, tablets, mobile phones, and games consoles, are an important part of society. Modern technologies have created a landscape of challenges and dangers that is constantly changing on a regular basis. In order to ensure that Great Hockham Primary School and Nursery provides a safe environment for students and staff, we adhere to the following principles:

- Online safety is an essential part of the school's safeguarding culture, and our school has a duty to ensure that all students and staff are protected from potential harm online ; and
- Online safety education is an important preparation for life. Students should be empowered to build resilience and to develop strategies to prevent, manage and respond to the risks they face online.

The purpose of the Sapientia Education Trust (SET) Safe Use of Technology policy is to:

- Safeguard and protect all members of the school's community online;
- Give clear direction to staff, supply staff, volunteers, visitors, and parents / carers about expected behaviour and our legal responsibility to the use of technology;
- Identify approaches to educate and raise awareness of online safety throughout the community; and
- Identify clear procedures to use when responding to online safety concerns.

The breadth of issues classified within online safety are considerable, but can be categorised into four areas of risk, as outlined in Keeping Children Safe in Education. These are:

- **content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism;
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- **conduct:** online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g., consensual, and non- consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

This policy should be read in alongside the relevant statutory legislation and guidance:

- Keeping children Safe in Education;
- Teaching Online Safety in Schools;

- Relationships, Sex and Health Education; and
- Filtering and monitoring standards (implementation of the DfE's 'Meeting digital and technology standards in schools and colleges' (the filtering and monitoring standards) that was updated in March 2023).

This policy should also be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy;
- Staff Code of Conduct;
- Behaviour policy; and
- Acceptable Use agreements.

Ethos

The child's welfare is of paramount importance.

Our school will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something which they have been affected by online or through the use of technology.

All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting any type of suspected abuse.

Everyone who encounters children, and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it does happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

All staff and regular visitors will, through training and induction, will receive online safety specific training which will allow them to know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will also be aware of the filtering (FortiGate and Smoothwall), and monitoring (Senso) systems deployed across the school.

We will not make promises to any child, and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

We ensure that safeguarding and child protection is at the forefront and underpins all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.

Where there is a safeguarding concern, the child's wishes, and feelings are considered when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be

treated seriously, and knowing they can safely express their views and give feedback.

Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values, and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). The Relationships Education, Relationship and Sex Education and Health Education (delivered in regularly timetabled lessons and reinforced throughout the whole curriculum) will cover relevant, topics in an age and stage appropriate way, through a planned, developmental curriculum enabling students to learn about their rights and responsibilities to behave and stay safe in a variety of contexts on and offline.

This will provide further reinforcement to help children identify risks, know when to seek support and develop the skills to ask for help from trustworthy, reliable sources.

This policy applies to all staff including teachers, support staff, external contractors, visitors, volunteers, and other individuals who work for, or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as students and parents / carers. It applies to the whole school including the Early Years Foundation Stage. It applies to access to school systems, the internet, and the use of technology, using devices provided by the school or personal devices.

The policy also applies to online safety behaviour such as cyber-bullying, which may take place outside the school, but is linked to membership of the school. The school will deal with such behaviour within this policy and associated behaviour and discipline policies, and will, where known, inform parents / carers of incidents of inappropriate online behaviour that take place out of school.

Roles and Responsibilities

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	**Lisa Hazard**	**head@hockham.set.education**
Headteacher	**Lisa Hazard**	**head@hockham.set.education**
IT Technician	**Neil Hastings**	**n.hastings@setrust.co.uk**
SET Director of Safeguarding and	**Michelle Atkinson**	**m.atkinson@setrust.co.uk**

Attendance		
SET Director of IT	**Karl Coleman**	**k.coleman@setrust.co.uk**

The Board of Trustees

The Board of Trustees at SET is accountable for ensuring the effectiveness of this policy and our compliance with it. Trustees will ensure they facilitate a whole school and Trust approach to safeguarding, including online safety.

Although The Trustees takes collective responsibility to safeguard (including online safety) and promote the welfare of our students.

We also have a named Trustee, Roger Margand, who champions safeguarding across the Trust. The Board via the named Trustee:

- Has overall strategic responsibility for filtering and monitoring and need assurance that the filtering and monitoring standards are being met;
- Ensures that all staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring;
- Ensures that an appropriate senior member of staff, from the school is appointed to the role of designated safeguarding lead and they have lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). This should be explicit in the role holder's job description;
- Ensures filtering and monitoring provision is reviewed, which can be part of a wider online safety review, at least annually; and
- Supports the SET Central Team to procure and roll out effective filtering and monitoring systems which protect students and staff without applying unnecessary restrictions.

Sapientia Education Trust

SET will ensure that:

- This policy is effectively implemented through the Trust's safeguarding strategy;
- Audit and review the school's online safety provision;
- Headteacher and DSLs are provided with a written report containing actions and recommendations to ensure safeguarding standards are met;
- Ongoing training is made available to the safeguarding team;
- Provide support to all members of the safeguarding team;
- The safeguarding team are part of the SET DSL Network; and

- Remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

The SET Safeguarding team has the right to access individual student safeguarding records and filtering and monitoring reports for the purpose of quality assurance, support, guidance, and direction.

The Headteacher will:

- Has overall responsibility for online safety provision;
- Ensures that online safety is viewed as a safeguarding issue;
- Ensures all staff and students follow the school's policies and practices regarding online safety;
- Ensures that online safety is embedded within the whole school curriculum, which enables all students to develop an age-appropriate understanding of online safety;
- Supports the DSLs by ensuring they have sufficient training, time, support, and resources to fulfil their responsibilities;
- Ensures that all staff receive regular, up to date and appropriate online safety training;
- Ensure parents / carers receive regular updates in relation to keeping their children safe online;
- Receives regular reports from the DSL on online safety; and
- Ensures that online safety practice is audited and evaluated regularly in order to identify strengths and areas for improvement.

The Designated Safeguarding Lead (DSL) will:

- Takes lead responsibility for online safety across the school;
- Promotes an awareness of and commitment to online safety throughout the school community;
- Acts as the named point of contact on all online safety issues, and liaises with other members of staff or other agencies, as appropriate;
- Work with the Computing curriculum lead to keep the online safety component of the curriculum under review, in order to ensure that it remains up to date and relevant to students;
- Facilitates training and advice for all staff, keeping them informed of current research, legislation and trends regarding online safety and communicating this to the school community, as appropriate;
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident;
- Monitors student internet usage, acting where required;
- Regularly review the filtering reports to identify patterns and trends;
- Periodically reviews online safety related incidents to identify patterns and trends; and
- Reports regularly to the Head and other SLT members on online safety incident and trends, filtering and monitoring incidents and current issues.

IT Technicians will:

- Apply appropriate technical controls to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised;
- Keep up to date with the school's Safer Use of Technology policy and technical information in order to carry out their online safety role effectively and to inform and update others as relevant;
- Provide technical support to the DSL and leadership team in the implementation of technical online safety procedures;
- Ensure that the school's filtering settings are applied and updated on a regular basis, and ensures the school's monitoring system is operational;
- Undertake termly reviews of the technical elements of the schools filtering system to ensure they are operating effectively in line with the DSL's requirements;
- Report any filtering and monitoring breaches that occur outside of the schools reporting mechanism or other online safety issues to the DSL, Head, SET and other bodies, as appropriate; and
- Ensure that any safeguarding concerns are reported to the DSL, in accordance with the school's safeguarding procedures.

All school staff will:

- Read, adhere to, and promote the procedures outlined in the Safer Use of Technology policy, Acceptable Use Agreements and other relevant school policies and guidance;
- Take responsibility for the security of school systems and the data they use, or have access to;
- Model safe, responsible, and professional behaviours in their own use of technology;
- check websites thoroughly, and tools and apps for suitability before use in the classroom or recommending for use at home;
- Embed online safety in their teaching and other school activities.
- Use age appropriate language and visual aids to explain concepts, where necessary
- Supervise, guide, and monitor students carefully when engaged in activities involving online technology (including extra-curricular and extended school activities if relevant);
- Have an up-to-date awareness of a range of online safety issues and how they may be experienced by the children in their care;
- Identify online safety concerns and take appropriate action by reporting to the DSL / IT technician;
- Have a good understanding of the filtering and monitoring arrangements in place at the school;
- Flag inappropriate websites to the IT technician and DSL; and
- Attend and complete all mandatory training.

Students will:

- Adhere to the school Acceptable Use Agreements;
- Respect the feelings and rights of others both on and offline, in and out of school;
- Take responsibility for keeping themselves and others safe online;

- Understand that any deviation or misuse of ICT equipment and/or services will be dealt with in accordance with the schools Behaviour policy;
- Be aware that all devices are monitored through online-safe systems and concerns shared with the safeguarding team;
- Staying safe online is embedded into the curriculum. Students will be given appropriate advice and guidance by staff and should ask questions or for support as needed; and
- Be fully aware how they can report any concerns they have regarding their own or others safety.

Parents and carers will:

- Read the school Acceptable Use Agreements and encourage their children to adhere to them;
- Support the school in online safety approaches by discussing online safety issues with their children and reinforcing appropriate, safe online behaviours at home;
- Model safe and appropriate use of technology and social media, including seeking permission before taking and sharing digital images of students other than their own children;
- Identify changes in behaviour that could indicate that their child is at risk of harm online;
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online;
- Use school systems, such as learning platforms, and other network resources, safely and appropriately; and
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

Our school will ensure that visitors (including supply, contractors and out of school provisions) will:

- Sign an Acceptable Use Agreement prior to being given individual access to the school network.

Education and Engagement

Education and engagement with Students

Our school curriculum includes age-appropriate lessons and activities on online safety for all students, intended to raise awareness, build resilience, and promote safe and responsible use of technology (online and off-line) by:

- Ensuring education regarding safe and responsible use precedes internet access;
- Including online safety across the curriculum, covering use both at school and home;
- Reinforcing online safety messages whenever technology or the internet is in use;
- Ensuring that the needs of students considered to be more vulnerable online, such as those with SEND or mental health needs, are met appropriately;

- Using support, such as peer education approaches and external visitors, to complement online safety education in the curriculum;
- Educating students in the effective use of the internet to research; including the skills of knowledge location, retrieval, and evaluation;
- Teaching students to be critically aware of the materials they read and shown how to validate information before accepting its accuracy;
- Teaching students to acknowledge the source of information used and to respect copyright when using material accessed on the internet;
- Supporting students in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making; and
- The school will support students to read and understand the Acceptable Use Agreement in a way which suits their age and ability by:
    - Discussing the ICT Acceptable Use Agreement Reinforcing the principles via display, classroom discussion etc.
    - Informing students that network and internet use will be monitored for safety and security purposes and in accordance with legislation; and
    - Recognising positive use of technology by students.

Training and engagement with staff

Our school will:

- Provide and discuss the Safer Use of Technology policy and staff Acceptable Use Agreement with all members of staff as part of induction;
- Provide staff with the SET Code of Conduct which includes expectations on personal use of social media;
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates;
- Make staff aware of the filtering and monitoring systems in place at the school;
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the students; and
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting students, colleagues, or other members of the school community.

Awareness and engagement with parents and carers

Parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies. Our school will build a partnership approach to online safety with parents / carers by:

- Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness sessions and highlighting online safety at other events such as parent /carers evenings;
- Informing parents / carers about what the school asks students to do online, and who they will be interacting with;
- Drawing parents' / carers attention to the school Safer Use of Technology policy and expectations in newsletters and on the website; and

- Requiring parents / carers to read the student Acceptable Use Agreement and discuss its implications with their children.

Reducing Online Risks

The internet is a constantly changing environment with new apps, devices, websites, and material emerging at a rapid pace. Our school will:

- Regularly review the methods used to identify, assess, and minimise online risks;
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted;
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material; and
- Ensure, through online safety education and the school Acceptable Use Agreement, that students know that the school's expectations regarding safe and appropriate behaviour online apply whether the school's networks are used or not.

Filtering and Monitoring

We use FortiGate for our firewall services, Smoothwall for filtering internet access and Senso to monitor school owned devices. These services protect students and staff while they are online on a school device or using their own device on a BOYD network. These systems are routinely monitored by appropriate trained staff and will flag concerns when they are identified. The effectiveness of these systems is regularly reviewed by our staff to ensure they capture the current risks faced by children online. This information is used to inform a whole school approach to online safety.

The system logs all internet access on our school devices, and these logs can be accessed by the DSL for monitoring purposes. Flagged terms will also trigger alerts which are shared appropriate with the DSL and Headteacher, who may investigate. Concerns identified will be managed according to the nature of the issue.

All members of staff should be aware that they cannot rely on filtering and monitoring alone to safeguard students: effective classroom management and regular education about safe and responsible use is essential.

All users are informed that use of school systems is monitored and that all monitoring is in line with data protection, human rights, and privacy legislation.

Dealing with Filtering breaches

Our school has a clear procedure for reporting filtering breaches:

- If students discover unsuitable sites, they will be required to alert a member of staff immediately;
- The member of staff will report the concern (including the URL of the site if possible) to the DSL;

- The breach will be recorded and escalated as appropriate; and
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as Internet Watch Foundation (IWF), the Police or Child Exploitation and Online Protection (CEOP).

Safer Use of Technology

Classroom Use

The school uses a wide range of technology. This includes access to:

- Computers, laptops, and other digital devices;
- Internet which may include search engines and educational websites;
- Learning platforms;
- Cloud services and storage;
- Email and messaging;
- Games consoles and other games-based technologies;
- Digital cameras, web cams and video cameras;
- Virtual reality headsets; and
- Phones.

Supervision of students will be appropriate to their age and ability;
All devices should be used in accordance with the school's AUAs and with appropriate safety and security measures in place.
Members of staff should always check websites thoroughly, and tools and apps for suitability before use in the classroom or recommending for use at home.
Staff and students should consider copyright law before using internet-derived materials and should, where appropriate, comply with license terms and/or acknowledge the source of information. Not complying with copyright law can have a financial and reputational impact on both the school and SET, if not adhered to in full.

Use of Personal Devices and Mobile Phones

The school recognises that personal communication through mobile technologies is an accepted part of everyday life for students, staff, and parents/carers, but technologies need to be used safely and appropriately within our school.

Expectations

Electronic devices of any kind that are brought onto site are the responsibility of the user at all times. Our school accepts no responsibilities for the loss, theft, damage, or breach of security of such items on school premises.

All members of the community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school *Behaviour* or *Safeguarding and Child Protection* policies.

Staff Use of Personal Devices and Mobile Phones

Members of staff will ensure that the use of personal phones and devices takes place in accordance with the law, as well as relevant school policy and procedures, these include: *Safeguarding and Child Protection, Code of Conduct* and *Acceptable Use Agreements*.

Images of students (other than a member of staff's own children) must not be taken and stored on personal devices.

Mobile phones are only permitted to be used in the event of an emergency. During the school day, including when breakfast and after-school clubs are taking place, mobile phones should be kept out of sight.

Students' Use of Personal Devices and Mobile Phones

Our school has a clear procedure for this as follows:

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: *Anti-Bullying*, *Behaviour* and *Safeguarding and Child Protection*;
- Students will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences;
- Student's mobile phones are expected to be handed into the office on arrival at school and collected from the office at the end of the day.
- If a student needs to contact their parents / carers, during school hours, they will do so via our school reception.
- Parents / carers are advised to contact their child via our school reception during school hours;
- Mobile phones will not be used by students during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff;
- Mobile phones and personal devices (such as smart watches) must not be taken into examinations. Students found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the student's grade in that examination, or all examinations being nullified;
- If a student breaches the school policy, the phone or device will be confiscated and will be held in a secure place:
    - Searches for and of mobile phone or personal devices will only be carried out in accordance with the relevant government guidance and school policies;
    - Schools are not required to inform parents / carers before a search takes place or to gain consent for a search for a prohibited item, or item which a member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person;

- A search without consent will only be conducted by a member of staff of the same sex as the student being searched and authorised by the Head. There will also be a member of staff acting as a witness who will also, if possible, be of the same sex. A student's possessions will only be searched in the presence of the student and a witness;
- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police;
- If there is a suspicion that material on a student's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation; and
- The confiscation and searching of a phone or other digital device will normally be carried out in consultation with a senior member of staff.

Visitors' Use of Personal Devices and Mobile Phones

Our school has a clear procedure for this as follows:

- Parents / carers, and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with this policy and the SET Code of Conduct;
- The school will ensure appropriate signage and information is provided to inform parents / carers, and visitors of expectations of use; and
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Headteacher of any breaches of school policy.

Managing Personal Data Online

Personal data will be collected, processed, stored, and transferred and made available online in accordance with the *General Data Protection Regulations* and the school Privacy Notice

Social Media

Expectations:

- The term social media includes (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of our school community are expected to engage in social media in a positive, safe, and responsible manner, at all times.

Staff use of social media

The safe and responsible use of social networking, social media and personal publishing sites is discussed with all members of staff as part of staff induction. All staff are required to read and sign the Staff Code of Conduct and Acceptable Use Agreement.
Staff should use social media in a safe and responsible manner at all times. If member of staff's use of social media is considered to be derogatory, discriminatory, bullying, threatening, defamatory, offensive, intimidating, harassing, brings the Trust into disrepute or breaches the Dignity at Work policy then the Trust may take action under the Trust Disciplinary procedure.

Members of staff must not interact with students via social media. Members of staff must also not encourage or initiate social contact with students once the member of staff has ceased working at the Trust or the student has left the school.

Students' Personal use of social media
Our school has a the following procedure:

- Safe and appropriate use of social media will be taught to students as part of online safety education, via age-appropriate sites and resources:
- The school is aware that many popular social media sites state that they are not for children under the age of 13. The school will not create accounts specifically for children under this age:
- The school will manage student access to social media whilst using school-provided devices and systems on site:
- Inappropriate or excessive use of social media during school hours or whilst using school devices may result in disciplinary or legal action and/or removal of internet facilities: and
- Any concerns regarding students' use of social media, both at home and at school, will be dealt with in accordance with this policy and the schools Safeguarding and Child Protection policy. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.

Responding to Online Safety Incidents and Concerns

All members of our school community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery, self-generated images of sexual abuse as a result of online grooming, cyberbullying, and illegal content.

All members of our community must respect confidentiality and the need to follow the official school procedures for reporting concerns.

Incidents will be managed depending on their nature and severity, according to the Behaviour and Safeguarding and Child Protection policy.
Where there is suspicion, that illegal activity has taken place, the school will contact the Police using 101, or 999 if there is immediate danger or risk of harm.

If an incident or concern needs to be passed beyond our school community (for example if other local schools are involved or the public may be at risk), the school will speak with the Police and/or the Local Authority first, to ensure that potential investigations are not compromised.

Concerns about Students' Welfare procedure:

- The DSL will be informed immediately of any online safety incident that could be considered a safeguarding or child protection concern;
- The DSL will ensure that online safeguarding concerns are escalated and reported to relevant agencies; and
- Where appropriate, the school will inform parents / carers of any incidents or concerns involving their child, as and when required.

Cyber Bullying and Online Sexual Harassment

This section must be reviewed alongside the school's Anti-bullying Policy / Behaviour policy and the Safeguarding and Child Protection Policy.

Cyber bullying is a form of bullying whereby an individual is the victim of harmful or offensive posting of information or images online.

Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments, and messages, including, on social media and sexual exploitation, coercion, and threats. We recognise that both staff and students may experience cyber bullying or online sexual harassment and are committed to preventing and reducing online harms through clear policies, expectations, and education.

We will regularly educate staff, students, and parents / carers on the importance of the safe use of technology, including online, as well as being considerate to what they post online. We strive to ensure a learning and teaching environment which is free from harassment and bullying, for all staff and students, and any infringement of this should be reported to the leadership of the academy in line with our Behaviour and Safeguarding and Child Protection policy.