



Apple Tree Farm Services CIC

E-Safety Policy

This policy should be read alongside **Apple Tree Farm CIC** 's policies and procedures on adult and child protection and safeguarding.

Apple Tree Farm CIC works with children and families as part of its activities. These include farming activities, pastoral support, weekend, and holiday respite.



Purpose and Aims

The purpose of this policy statement is to:

- ensure the safety and wellbeing of adults, children and young people is paramount when adults, young people or children are using the internet, social media, or mobile devices
- provide staff and volunteers 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.

The policy statement applies to all staff, volunteers, adults, children and young people and anyone involved in **Apple Tree Farm CIC's** activities.

Legal framework

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

- [On-line abuse](#)
- [Bullying](#)
- [Child Protection](#)

We believe that:

- vulnerable adults, children and young people should never experience abuse of any kind
- vulnerable adults, children and young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

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 vulnerable adults, children, and young people in our organisation are protected from potential harm online
- we have a responsibility to help keep vulnerable adults, children, and young people safe online, whether or not they are using **Apple Tree Farm CIC's** network and devices
- working in partnership with vulnerable adults, 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
- all individuals, 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.

Find out more about:

- [Safeguarding children who come from Black, Asian and minorities ethnic communities](#)
- [Safeguarding d/Deaf and disabled children and young people](#)
- [Safeguarding LGBTQ+ children and young people](#)
- [Safeguarding children with special educational needs and disabilities \(SEND\)](#)

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

- appointing an online safety coordinator – this will be Brenda Leonard
- 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 or 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 or young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and 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 images of children, young people and families are used 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
- 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 or cyberbullying, emotional abuse, sexting, sexual abuse, and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders, and our organisation into account
- reviewing the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

Related policies and procedures

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

- child protection
- procedures for responding to concerns about a child or young person's wellbeing
- dealing with allegations of abuse made against a child or young person
- managing allegations against staff and volunteers
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- photography and image sharing guidance

Contact details

Online safety co-ordinator

Name: **Brenda Leonard**

Phone/email: ***brenda@appletofarmservices.co.uk***

Senior lead for safeguarding and child protection

Name: **Brenda Leonard**

Phone/email: **t: 01769 560095 e: *brenda@appletofarmservices.co.uk***

NSPCC Helpline 0808 800 5000

We are committed to reviewing this policy every three years or sooner if necessary.

This policy was last reviewed on: 14/05/2026

Signed: 

Date: 14/05/2026