



Use of YMCA Awards online systems policy

Policy statement

YMCA Awards takes its responsibilities for online safety extremely seriously and believes that all users should be aware and agree to acceptable use of our online systems.

This policy aims to:

- ensure the safety and wellbeing of learners is paramount when using YMCA Awards' online systems
- protect and promote the welfare of the children, young people and vulnerable adults who engage with us
- communicate our approach to acceptable use of our online systems in a clear and transparent way
- demonstrate compliance with relevant statutory guidelines
- ensure that responsibilities are clear, and that people understand how to report concerns with behaviour on our online systems.

As an organisation, we must ensure that we operate in line with our values and within the law. We understand the power of the internet, social media and online platforms for supporting education. However, we also recognise that safeguards must be in place to ensure individuals are able to use them without harm.

Scope

This policy applies to all users that engage with YMCA Awards online systems, including learners and centre staff.

The welfare and security of all users is the responsibility of all YMCA Awards staff and our approved centres. Therefore, each individual should be familiar with and take responsibility for the implementation of this policy within their own areas of work.

Related policies, procedures and templates

- Central YMCA Online Safety Policy
- Central YMCA Learner ICT Policy

Monitoring Process

All users of YMCA Awards systems should be aware and agree to acceptable use of our platforms before signing up/logging in.

User activities on our networks are logged and monitored to identify and investigate any technical or security related problems and provide evidence in the event of suspected or reported misconduct, or criminal investigations.

Online safety agreement

YMCA Awards system users must understand that they are responsible for their behaviour when using the internet, including our online platforms. This includes the resources you access and the language you use.

We expect all users of our systems to **agree not to**:

- Deliberately upload material that could be considered offensive or illegal including inappropriate images/videos.
- Send anyone messages or material that could be considered threatening, bullying, offensive or illegal.
- Give out any personal information online, such as names, phone numbers or addresses/email addresses.
- Reveal passwords to anyone.

Centres should have their own internal online safety policies and procedures. However, if a learner encounters any material that breaches our expectations outlined above, they are expected – as a minimum – to report it to their centre who will escalate to YMCA Awards. Similarly, if a centre encounters such material, they are expected to report it to YMCA Awards.

YMCA Awards may take actions outlined in their malpractice and maladministration policy against users who fail to follow this agreement.