



# YTT DIGITAL SAFEGUARDING POLICY

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## OVERVIEW

### PURPOSE

The Digital Safeguarding Policy is a cornerstone of Yesterday-Today-Tomorrow's (YTT) commitment to providing a safe and supportive environment for its beneficiaries, particularly children and vulnerable adults. As our interactions increasingly migrate to digital platforms, the risks associated with online engagement also escalate. This policy serves as a proactive framework aimed at minimizing these risks while maximizing the potential for positive and impactful digital experiences.

At its core, the Digital Safeguarding Policy underscores the importance of protecting beneficiaries from potential harm that may arise through digital communications. The policy is designed to establish comprehensive guidelines for all staff, volunteers, and associated personnel, ensuring that every interaction on YTT's digital platforms adheres to the highest standards of safety. By clearly defining responsibilities and expectations, the policy empowers all members of the organization to prioritize the well-being of beneficiaries in every digital engagement.

The significance of this policy is particularly pronounced for children and vulnerable adults, who may be more susceptible to online threats such as cyberbullying, exploitation, or abuse. By fostering a culture of vigilance and empowerment, YTT aims to equip its personnel with the tools and knowledge necessary to recognize and address potential risks effectively. This includes training staff on appropriate online behavior, secure communication methods, and strategies for identifying signs of distress or harmful interactions.

Moreover, the Digital Safeguarding Policy emphasizes the necessity for transparent communication with beneficiaries and their guardians. By obtaining informed consent and providing resources on online safety, YTT enhances the protective measures in place, allowing beneficiaries to navigate digital spaces with greater confidence. This approach not only safeguards individuals but also reinforces trust in YTT's commitment to their safety and well-being in an increasingly digital world.

## SCOPE

This Digital Safeguarding Policy applies to all individuals associated with Yesterday-Today-Tomorrow (YTT) who engage with the organization's digital platforms or communicate with beneficiaries through digital means. The policy encompasses a wide range of personnel, including:

**Staff:** All employees of YTT, regardless of their role or level of responsibility, are expected to adhere to the guidelines set forth in this policy. This includes both direct service providers and administrative personnel who may interact with digital communications.

**Volunteers:** Individuals who donate their time and expertise to YTT are also covered under this policy. Volunteers must be familiar with the safeguarding principles and practices to ensure that their interactions with beneficiaries are safe and appropriate.

**Contractors:** Any external contractors or service providers engaged by YTT to manage or operate digital platforms, including website developers, social media managers, and technical support personnel, are required to comply with the policy. Their role in maintaining the safety and integrity of YTT's digital presence is critical.

**Associated Personnel:** This term includes any other individuals who may have access to YTT's digital platforms, such as interns, trainees, or temporary staff. All associated personnel must understand their responsibilities in safeguarding beneficiaries during digital interactions.

The policy's scope extends to various forms of digital communication, including, but not limited to, social media, websites, mobile applications, email communications, and virtual events. Additionally, it applies to the use of personal devices for business purposes, ensuring that all interactions uphold YTT's safeguarding principles. By clearly defining who is covered under this policy, YTT reinforces its commitment to protecting beneficiaries in every aspect of its digital engagement.

## DEFINITIONS

To foster a common understanding of key concepts within the Digital Safeguarding Policy, the following definitions are provided:

**Digital Safeguarding:** Digital safeguarding refers to the measures and practices implemented to protect individuals, particularly children and vulnerable adults, from harm, abuse, and exploitation in digital environments. It encompasses the proactive identification of risks, the establishment of secure communication practices, and the promotion of safe online interactions to ensure the well-being of all beneficiaries engaging with digital platforms.

**Digital Platforms:** Digital platforms are online services that facilitate communication and interaction. This includes a variety of channels such as social media networks, websites, mobile applications, email services, and virtual events. These platforms serve as crucial points of engagement for beneficiaries and must be designed and operated with safety and security in mind.

**Beneficiaries:** Beneficiaries are individuals who receive assistance, support, or engagement from YTT through its digital services. This term primarily refers to children and at-risk adults who may be more vulnerable to online threats. Ensuring their safety and well-being is a central focus of YTT's Digital Safeguarding Policy.

**Cyberbullying:** Cyberbullying is defined as the act of harassing, intimidating, or humiliating individuals through digital means, including social media, messaging, or online forums. It can take various forms, such as spreading rumors, sending threatening messages, or sharing humiliating content. The effects of cyberbullying can be detrimental to mental health and overall well-being, making it imperative for YTT to address and mitigate such risks within its digital interactions.

By clearly defining these terms, YTT aims to ensure that all personnel involved in its digital operations have a shared understanding of the concepts central to the organization's commitment to safeguarding beneficiaries. This clarity is essential for effective implementation of the Digital Safeguarding Policy and for fostering a safe digital environment.

## POLICY STATEMENT

Yesterday-Today-Tomorrow (YTT) is unwavering in its commitment to creating a safe digital environment for all beneficiaries who engage with our platforms. As digital communications become integral to our services, we recognize the unique challenges they present. The anonymity and reach of the internet can expose individuals, especially children and vulnerable adults,

to various risks, including cyberbullying, exploitation, and harassment. Therefore, it is imperative that we adopt a proactive approach to safeguarding our beneficiaries in the digital realm.

To address these challenges, YTT has implemented a series of proactive measures aimed at ensuring the safety and well-being of all individuals who interact with our digital platforms. First and foremost, we prioritize the training of our staff and associated personnel on digital safeguarding practices, ensuring they are equipped to recognize and respond to potential threats. This training encompasses the identification of harmful behaviors, secure communication practices, and the importance of maintaining appropriate boundaries in online interactions.

Moreover, YTT is committed to designing digital platforms that are not only user-friendly but also prioritize safety features. This includes incorporating child-friendly interfaces, enabling parental controls, and regularly reviewing our platforms to identify and mitigate risks. By embedding safety at the design stage, we create environments where beneficiaries can engage with confidence.

Transparency is also a cornerstone of our policy. We actively communicate with beneficiaries and their guardians regarding online safety, securing informed consent prior to any digital interaction. This dialogue empowers beneficiaries, providing them with the knowledge necessary to navigate the digital landscape safely. YTT continuously seeks feedback from users, utilizing insights to refine our safeguarding practices and adapt to the ever-evolving digital landscape.

Through these initiatives, YTT demonstrates its unwavering dedication to maintaining a safe digital environment, ensuring that all beneficiaries can engage with our services free from harm and exploitation.

## RESPONSIBILITIES

The responsibilities related to digital safeguarding are shared between Yesterday-Today-Tomorrow (YTT) and its staff, each playing a crucial role in ensuring the safety and well-being of beneficiaries while engaging with digital platforms.

## YTT RESPONSIBILITIES

**Staff Training:** YTT is committed to providing comprehensive training for all staff and associated personnel on digital safeguarding practices. This training is tailored to fit the roles of participants and includes information on recognizing emerging threats and adopting best practices for online safety.

**Design Safe Platforms:** YTT prioritizes the design and implementation of digital platforms that mitigate risks of harm. This involves ensuring that user interfaces are child-friendly, incorporating safety features such as content filters, and providing clear reporting mechanisms for beneficiaries who may encounter issues.

**Monitoring and Review:** Regular monitoring and evaluation of digital platforms are essential responsibilities for YTT. The organization conducts periodic audits and assessments to identify potential risks and ensure compliance with safeguarding policies, integrating feedback from beneficiaries to refine practices continuously.

## STAFF RESPONSIBILITIES

**Respect Privacy:** Staff must prioritize the privacy of beneficiaries by adhering to data protection regulations, including GDPR. This involves careful handling of personal data, ensuring that it is collected, stored, and used appropriately.

**Secure Communications:** Staff are responsible for utilizing secure and appropriate communication channels when interacting with beneficiaries. This may include using encrypted messaging services to protect against unauthorized access and ensuring that all communications are professional and respectful.

**Identifying Risks:** Vigilance in identifying potential online risks is a vital responsibility for staff. They should be proactive in recognizing signs of cyberbullying, grooming behaviors, or other harmful activities, and must report any concerns to the designated Digital Safeguarding Focal Point without delay.

In fulfilling these responsibilities, both YTT and its staff contribute to a robust digital safeguarding framework that prioritizes the safety and well-being of all beneficiaries engaged with the organization's services.

## DIGITAL SAFEGUARDING PROCEDURES

To ensure the safety and well-being of beneficiaries engaging with Yesterday-Today-Tomorrow (YTT) through digital platforms, a set of comprehensive safeguarding procedures has been established. These procedures encompass a code of conduct for staff behavior online, clear reporting mechanisms for concerns, and incident response protocols designed to address any safeguarding issues that may arise.

### CODE OF CONDUCT FOR STAFF BEHAVIOR ONLINE

The code of conduct outlines the expected behavior of all staff, volunteers, and associated personnel when interacting with beneficiaries online. Key elements include:

**Professionalism:** Staff must maintain a professional demeanor in all online communications, treating beneficiaries with respect and courtesy.

**Boundaries:** Direct messaging or engaging with minors without appropriate oversight is strictly prohibited. Staff should avoid sharing personal contact information outside of official communication channels.

**Inappropriate Content:** Staff are forbidden from engaging in or promoting any online activities that may exploit or harm beneficiaries, including sharing inappropriate content or participating in discussions that could be damaging.

### REPORTING MECHANISMS FOR CONCERNS

In the event of any safeguarding concerns arising from digital interactions, a robust reporting mechanism is in place:

**Immediate Reporting:** All safeguarding concerns must be reported immediately to the designated Digital Safeguarding Focal Point. This includes incidents such as inappropriate communications, exposure to harmful content, or reports of cyberbullying.

**Confidentiality Assurance:** Reports will be handled with the utmost confidentiality, shared only on a need-to-know basis, ensuring the privacy of both the reporting individual and the accused party.

## INCIDENT RESPONSE PROTOCOLS

YTT is committed to responding promptly and effectively to all reported safeguarding incidents:

**Investigation:** Upon receiving a report, YTT will initiate an investigation, ensuring fair procedures for all parties involved. The investigation will be thorough and sensitive to the needs of the affected individuals.

**Survivor-Centered Approach:** The response will prioritize the safety and well-being of the individuals involved, with support services, including counseling and psychological assistance, offered as necessary.

**Documentation and Review:** All incidents and responses will be documented, with periodic reviews conducted to assess the effectiveness of the safeguarding procedures and to identify areas for improvement.

By implementing these procedures, YTT reinforces its commitment to maintaining a safe digital environment for all beneficiaries, ensuring that their interactions with the organization are free from harm and exploitation.

## CONFIDENTIALITY

Confidentiality is a fundamental principle in the handling of safeguarding concerns at Yesterday-Today-Tomorrow (YTT). Protecting the privacy of individuals who report concerns is essential to fostering an environment where beneficiaries feel safe to speak up without fear of retaliation or exposure. YTT recognizes that many safeguarding issues may involve sensitive information, and therefore, all staff and associated personnel must adhere to strict confidentiality protocols to ensure that information is managed appropriately.

When a safeguarding concern is reported, it is vital that details are kept confidential and disclosed only on a need-to-know basis. This means that only those directly involved in the investigation or response process will have access to the information. YTT is committed to ensuring that all individuals involved—whether they are the reporter, the accused, or witnesses—are treated with respect and their privacy is safeguarded throughout the process. This commitment extends to ensuring that personal data is collected, stored, and processed in compliance with legal obligations, including the General Data Protection Regulation (GDPR).



In managing data related to safeguarding concerns, YTT will implement comprehensive data protection measures. This includes secure storage of records, limited access to sensitive information, and regular audits to ensure compliance with data protection standards. The organization will also ensure that all staff members are trained on data protection principles and understand their responsibilities in maintaining confidentiality.

Moreover, YTT acknowledges the importance of transparent communication with beneficiaries regarding how their data will be handled. This includes informing them of their rights concerning data privacy and the procedures in place to protect their information. By prioritizing confidentiality and data protection, YTT aims to create a safe space for beneficiaries to express concerns, thereby enhancing trust in the organization and its commitment to safeguarding their well-being.

## COMMUNICATION WITH BENEFICIARIES

In today's digital landscape, effective communication with beneficiaries, particularly minors, is essential to ensuring safety and fostering trust. Yesterday-Today-Tomorrow (YTT) recognizes the importance of obtaining informed consent from parents or guardians before engaging with minors through digital platforms. This process involves clearly outlining the nature of the digital interactions, the types of data that may be collected, and how that information will be utilized. By securing parental consent, YTT establishes a protective barrier that not only promotes transparency but also empowers guardians to be involved in their children's digital experiences.

When it comes to sharing information with beneficiaries, YTT is committed to ensuring that any communication respects privacy and adheres to relevant data protection regulations, such as the General Data Protection Regulation (GDPR). All beneficiaries will be informed about what personal data is collected, how it will be used, and their rights regarding that data. This includes the ability to withdraw consent at any time, thereby reinforcing a culture of respect and agency among beneficiaries.

Moreover, promoting digital literacy is a critical component of YTT's strategy to educate beneficiaries about online safety. YTT aims to equip its beneficiaries with the knowledge and skills necessary to navigate the digital world confidently. This includes organizing workshops and providing informational materials that cover essential topics such as recognizing harmful content, understanding the implications of cyberbullying, and knowing how to report concerns effectively. By fostering an environment of

awareness and education, YTT empowers beneficiaries to take an active role in their online safety, making informed decisions that protect their well-being.

Through these protocols, YTT not only enhances the safety of its digital interactions but also builds a foundation of trust with beneficiaries and their families, establishing a safe and supportive online community.

## CONCLUSION

Yesterday-Today-Tomorrow (YTT) remains steadfast in its commitment to ensuring the digital safety and well-being of all individuals engaging with its platforms. The Digital Safeguarding Policy serves as a comprehensive framework that prioritizes the protection of beneficiaries, particularly children and vulnerable adults, from potential risks associated with digital interactions. Through a proactive approach, YTT strives to create an environment where every individual can engage confidently and securely in online spaces.

Central to YTT's mission is the continuous improvement of its safeguarding practices. The organization recognizes that the digital landscape is ever-evolving, presenting new challenges and risks that require ongoing attention and adaptation. By regularly reviewing and updating its policies, YTT ensures that its digital safeguarding measures remain relevant and effective. Feedback from beneficiaries, staff, and external stakeholders plays a crucial role in this process, allowing YTT to refine its strategies and address emerging threats proactively.

Furthermore, adherence to the principles outlined in the policy is essential for fostering a culture of safety and accountability within YTT. By equipping all staff and associated personnel with the necessary training and resources, YTT empowers them to take an active role in safeguarding beneficiaries during digital interactions. This collective responsibility enhances the overall effectiveness of the policy, ensuring that the safety and well-being of beneficiaries remain at the forefront of all digital engagements.

Through its unwavering commitment to digital safety, YTT not only protects its beneficiaries but also builds trust within the community it serves. By fostering transparency, open communication, and a culture of vigilance, YTT reinforces its dedication to creating a secure digital environment for all users. The organization is committed to continuously evolving its practices to meet the challenges of the digital age, ensuring that every interaction is grounded in safety and respect.

## REVIEW

The annual review of the Digital Safeguarding Policy is a critical process designed to ensure that Yesterday-Today-Tomorrow (YTT) remains responsive to the evolving digital landscape and the unique challenges it presents. This review involves a systematic evaluation of the policy's effectiveness, relevance, and adherence to safeguarding principles, with the goal of identifying areas for improvement and enhancement.

The review process begins with the collection of feedback from various stakeholders, including staff, beneficiaries, parents or guardians, and external partners. This feedback is gathered through surveys, focus groups, and one-on-one interviews, providing a comprehensive understanding of the policy's impact and any concerns that may have arisen during the year. Stakeholders are encouraged to share their experiences, insights, and suggestions regarding the implementation of the policy and its associated procedures.

Once feedback is collected, YTT's Digital Safeguarding Focal Point will compile and analyze this information to identify common themes and areas of concern. This analysis will serve as the foundation for discussions during the annual review meeting, where key staff members and representatives from various departments will convene to evaluate the findings and make recommendations for potential updates to the policy.

In addition to stakeholder feedback, the review process will also include an assessment of relevant data and incident reports related to digital safeguarding. This may involve examining trends in reported incidents, identifying emerging risks, and evaluating the effectiveness of response protocols. By incorporating both qualitative and quantitative data, YTT can develop a well-rounded perspective on the policy's current state and its effectiveness in protecting beneficiaries.

Following the review, a summary report will be generated, outlining the key findings and recommendations for policy updates. This report will be shared with all staff and stakeholders to promote transparency and accountability. Any necessary revisions to the policy will be implemented promptly, with updated training and communication provided to ensure that all personnel are aligned with the new guidelines.

Through this comprehensive annual review process, YTT reaffirms its commitment to safeguarding its beneficiaries in the digital realm, ensuring

that its policies remain robust, relevant, and effective in addressing the challenges of an ever-changing digital environment.

## CONTACT INFORMATION

For any queries or to report concerns regarding digital safeguarding, please reach out to the designated YTT Digital Safeguarding Focal Point.

**Contact Name:** Claire de Chassey

Claire is responsible for managing safeguarding issues related to YTT's digital platforms and ensuring that all reports are handled with confidentiality and care. If you have any concerns about the safety of beneficiaries or require further information about YTT's digital safeguarding practices, do not hesitate to contact Claire directly. Your communication will be treated with the utmost seriousness and confidentiality, as we prioritize the safety and well-being of all individuals engaging with our services.