Online Safety Policy

Inspire ● Enrich ● Enjoy ● Succeed

Approved by:	Governing Body	**Date:** October 2022
Last reviewed:	September 2022	
Next review due by:	September 2023	

Compassion ● Forgiveness ● Hope ● Justice ● Respect ● Honesty ● Love

1. Aims

The Federation of Snape Community and Thornton Watlass CE Primary Schools aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors;
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology;
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2022, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The governing body:

The governing body has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation. The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is Mr. Steve Palmer (CofG & Safeguarding Governor).

All governors will:

- Ensure that they have read and understand this policy;
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2).

3.2 The Executive Headteacher (EHT):

The EHT is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The Designated Safeguarding Lead (DSL):

Details of the Federation's Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL's) are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school;
- Working with IT providers and school staff, as necessary, to address any online safety issues or incidents;
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy;
- Updating and delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs);
- Liaising with other agencies and/or external services if necessary;
- Providing regular reports on online safety in school to the governing body.

This list is not intended to be exhaustive.

3.4 The IT provider:

The IT provider, Schools ICT North Yorkshire County Council, are responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material;
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly;
- Conducting a full security check and monitoring the school's ICT systems on a fortnightly basis;
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files;
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy;

This list is not intended to be exhaustive.

3.5 All staff and volunteers:

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy;
- Implementing this policy consistently;
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems

and the internet (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendix 1);

- Working with the DSL or DDSL's to ensure that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the Federation's behaviour policy;

This list is not intended to be exhaustive.

3.6 Parents/ Carers:

Parents/ carers are expected to:

- Notify a member of staff or the head teacher of any concerns or queries regarding this policy;
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1);
- Parents/ carers can seek further guidance on keeping children safe online from the following organisations and websites:

What are the issues?, UK Safer Internet Centre: https://saferinternet.org.uk/

Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics

Parent factsheet, Childnet International: Parents and Carers resource sheet | Childnet

3.7 Visitors and members of the community:

Visitors and members of the community who use the Federation's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 2).

4. Educating pupils about online safety

- Pupils will be taught about online safety as part of the curriculum.
- Pupils will be taught to:
- Use technology safely and respectfully, keeping personal information private.
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.
- Use technology safely, respectfully and responsibly.
- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.

The safe use of social media and the internet will also be regularly covered in other subjects where relevant.

The Federation will use assemblies and national days, i.e. Internet Safety Day, to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents/ carers about online safety

The Federation will raise parents'/ carers' awareness of internet safety in letters or other communications home, and in information via our website. Regular support/ advice posters are emailed to parents/ carers and uploaded onto the Federation website from the National Online Safety. The Federation will also invite parents/ carers to Online safety information sessions in school. This policy will also be shared with parents/ carers.

If parents/ carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the Executive Headteacher/DSL or any of the DDSLs.

Concerns or queries about this policy can be raised with any member of staff.

6. Cyber-bullying

6.1 Definition:

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power (see also the school behaviour policy).

6.2 Preventing and addressing cyber-bullying:

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The Federation will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes, and the issue will be addressed in assemblies and awareness events/ days.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail). The Federation also sends information/leaflets on cyber-bullying to parents/ carers, and uploads these onto the Federation website, so that they are aware of the signs, know how to report it and know how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the Federation behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the schools will use all reasonable endeavors to ensure the incident is contained. The DSL will consider whether the incident should be reported to the police if it involves illegal material and will work with external services if it is deemed

necessary to do so.

6.3 Examining electronic devices:

Federation staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Child on Child Abuse

As per our Safeguarding Policy, this school recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual assaults, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls.

The school and its staff will take all possible actions to ensure child on child abuse cannot go unnoticed through discussion at age-appropriate level, education activities such as 'Warning Zone', opportunities for disclosure etc.

Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and pupils. Measures appropriate to the uniqueness of each situation would be put in place to minimise the threat to those concerned.

Any incidents or suspected incidents should be recorded on ScholarPack within the 'conduct' section.

8. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

9. Pupils using mobile devices in school

Only pupils in Year 6 may bring mobile devices into school. This is to be used for those pupils who walk home in order to promote positive safeguarding outside of school. Devices are to be switched 'off' and then handed in to their class teacher at the start of the day (they must not be left in bags) and returned to the pupil when leaving the school. Devices are not to be switched 'on' until pupils have left the school exit gate or front entrance.

Permissions for bringing devices to school must be signed by a parent/carer.

Pupils are not permitted to use mobile devices during:

- Lessons;
- Free time such as break times and/or lunchtimes;
- Clubs before or after school, or any other activities organised by the school;
- After school events such as discos, proms and fayres/fates;
- Offsite sporting events such as fixtures and/or tournaments.

Photographs using any mobile device is strictly prohibited.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix 1).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the Federation behaviour policy, which may result in the confiscation of their device.

10. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way, which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the

IT provider, Schools ICT NYCC.

Work devices must be used solely for work activities.

11. How the school will respond to issues of misuse

Where a pupil misuses the Federations's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures and code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The Federation will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

12. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including child on child abuse, cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through the virtual college, emails, e-bulletins and staff meetings).

The DSL and DDSL's will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Child Protection Policy and Manual.

13. Monitoring arrangements

The DSL and/or DDSL's log behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 4, which can be used as a template for any ScholarPack entries.

This policy will be reviewed annually by the Computing Lead and SLT. At every review, the policy will be shared with the governing board.

14. Links with other policies

This online safety policy is linked to our:

- Child Protection Policy and Manual
- Behaviour policy
- Staff disciplinary procedures
- Staff code of conduct policy
- Data protection policy and privacy notices
- Complaints procedure

Appendix 1: acceptable use agreement for pupils and parents/carers

<table>
<tr><th colspan="2">ACCEPTABLE USE OF THE FEDERATION OF SNAPE COMMUNITY & THORNTON WATLASS CE PRIMARY SCHOOLS' ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS</th></tr>
<tr><td colspan="2">Name of pupil:</td></tr>
<tr><td colspan="2">When using the school's ICT systems and accessing the internet in school, I will not:

• Use them for a non-educational purpose
• Use them without a teacher or teaching assistant being present, or without their permission
• Access any inappropriate websites
• Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
• Use chat rooms
• Open any attachments in emails, or follow any links in emails, without first checking with a teacher/ teaching assistant
• Use any inappropriate language when communicating online, including in emails
• Share my password with others or log in to the school's network using someone else's details
• Give my personal information (including my name, address or telephone number) to anyone without the permission of teaching staff or a parent/carer
• Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

• I will not use it during lessons; free time such as break times and/or lunchtimes; clubs before or after school, or any other activities organised by the school; after school events such as discos, proms and fayres/fates
• I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
• I agree that the school will monitor the websites I visit
• I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others
• I will always use the school's ICT systems and internet responsibly</td></tr>
<tr><td>Signed (pupil):</td><td>Date:</td></tr>
<tr><td colspan="2">Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</td></tr>
<tr><td>Signed (parent/carer):</td><td>Date:</td></tr>
</table>

Appendix 2: acceptable use agreement for staff, governors, volunteersand visitors

ACCEPTABLE USE OF THE FEDERATION OF SNAPE COMMUNITY & THORNTON WATLASS CE PRIMARY SCHOOLS' ICT SYSTEMS AND INTERNET AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature • Use them in any way which could harm the school's reputation • Access social networking sites or chat rooms • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software • Share my password with others or log in to the school's network using someone else's details	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit. I will take all reasonable steps to ensure that work devices are secure and password- protected when using them outside school, and keep all data securely stored in accordance with this policy, the school's GDPR policy and the school's Acceptable Use Policy. I will let the designated safeguarding lead (DSL) and/or deputy designated safeguarding leads (DDSL) aware if a pupil informs me they have found any material, which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	**Date:**

Appendix 3: STW's online safety training needs – self-audit for staff

Online safety training needs audit	
Name of staff member/volunteer:	**Date:**
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

Appendix 4: STW's online safety incident report log

Online safety incident report log				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**