



# **ONLINE SAFETY POLICY**

**Version 3**

**20<sup>th</sup> November 2017**

<b>Contents</b>	<b>Page</b>
Introduction	3
Scope	3
Review/Ownership	4
Version Control	4
Responsibilities of the Senior Leadership Team	4
Responsibilities of the Online Safety Leaders	4
Responsibilities of Teachers and Support Staff	5
Responsibilities of Technical Staff (MINT)	5
Responsibilities of Children	6
Responsibilities of Parents and Carers	6
Responsibilities of the Governing Board	6
Liaison with the Wider Community	7
Teaching and Learning	7
Dealing with Online Safety Incidents	8
Inappropriate Material	9
Preventing Violent Extremism	9
Cyberbullying	10
Social media	10

## Introduction

ICT is an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children and adults. However, a large proportion of online content is not consistently policed and could potentially pose a level of risk to users.

At Sandal Castle Primary School, we accept our responsibility to educate children on Online Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

## Scope

This policy has been written in line with up to date guidance from the Department for Education as set out in the document “Keeping Children Safe in Education” (DfE, 2016).

This policy applies to the whole school community including Sandal Castle Primary School’s Senior Leadership Team, school Governing Board, all staff employed directly or indirectly by the school and all pupils. The policy covers all online activity within school (both school owned and personal devices) and online activity outside of school where that activity has a direct impact or influence on children’s behaviour or wellbeing in school or relates to school owned technology.

Sandal Castle Primary School’s Senior Leadership Team and school Governing Board will ensure that the any relevant or new legislation that may impact upon the provision for Online Safety within school will be reflected within this policy.

Within school and within the scope of this policy, the term “Online Safety” applies to all technology with the capacity to access the internet.

### Review/Ownership

The school has appointed two Online Safety Leaders who will be responsible for document ownership, review and updates.

### Version Control

<b>Title</b>	Sandal Castle Primary School Online Safety Policy
<b>Version</b>	3
<b>Date</b>	20 <sup>th</sup> November 2017
<b>Author(s)</b>	S. Reynolds and R. Wadsworth
<b>Approved by Headteacher</b>	
<b>Approved by Governing Board</b>	
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<b>Modification History</b>			
<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Revision Author</b>
1	27 <sup>th</sup> March 2016	Initial policy written	N Russell A Carter
2	29 <sup>th</sup> March 2017	Update in line with current legislation	S Reynolds R Wadsworth
3	20 <sup>th</sup> November 2017	Update to wording in line with 360° Safe requirements.	S Reynolds R Wadsworth

### Responsibilities of the Senior Leadership Team

- The Headteacher and Senior Leadership Team are ultimately responsible for online safety provision for all members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Leaders.

### Responsibilities of the Online Safety Leaders

- Promote awareness and commitment to Online Safety throughout school.

- To be the first point of contact in school on all Online Safety matters.
- To take day-to-day responsibility for online Safety within school and to have a leading role in establishing and reviewing the school online safety policies and procedures.
- To ensure that all members of staff receive an appropriate level of training in online safety issues.
- To ensure that Online Safety education is embedded across the curriculum.
- To ensure that Online Safety is promoted to parents and carers.
- To ensure that an Online Safety incident log is kept up to date.

#### Responsibilities of Teachers and Support Staff

- To read, understand and help promote the school's Online Safety policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy (see Appendix).
- To develop and maintain an awareness of current Online Safety issues and guidance.
- Model safe and responsible behaviours in their own use of technology.
- To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
- To maintain a professional level of conduct in personal use of technology at all times.

#### Responsibilities of Technical Staff (MINT)

- To read, understand, contribute and help promote the school's Online Safety policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy.
- To support the school in providing a safe technical infrastructure to support learning and teaching, including providing suitable filtering and monitoring systems.
- To report any Online Safety related issues that come to their attention to the Online Safety Leader(s).
- To ensure that provision exists for misuse detection and malicious attack.
- To take responsibility for the security of the school ICT system.
- To ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.

#### Responsibilities of Children

- See Pupil Acceptable Use Policy.

#### Responsibilities of Parents and Carers

- To help and support the school in promoting Online Safety.
- To read, understand and promote the school acceptable use policy for children with their child/children.

#### Responsibilities of the Governing Board

- To read, understand, contribute to and help promote the school's Online Safety policies and guidance.

- To develop an overview of the benefits and risks of the internet and common technologies used by pupils.
- To support the work of the Online Safety Committee in promoting and ensuring safe and responsible use of technology in and out of school.
- Ensure appropriate funding and resources are available for the school to implement their Online Safety strategy.

### Liaison With The Wider Community

The School is committed to addressing issues occurring within the wider community which impact on the online safety of it's pupils, families and staff. Incidents which are brought to the attention of the school will be dealt with in line with the procedures set out on page 8.

The Senior Leadership Team and Online Safety Leaders will engage in professional discussion and development with external organisations, in order to ensure that Online Safety provision in school meets local and national standards.

### Teaching and Learning

We strongly believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our school community, lies in effective education.

We know that the internet and other technologies are embedded in our pupil's lives, not just in school but outside as well, and we believe we have a duty to help prepare our children to safely benefit from the opportunities the internet brings.

- We will provide a series of specific Online Safety related lessons each year as part of the ICT/ PSCHE curriculum.

- We will celebrate and promote Online Safety through a planned programme of assemblies and whole school activities, including promoting Safer Internet Day each year.
- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area e.g. online radicalisation.
- We will discuss, remind or raise relevant Online Safety messages with children routinely whenever suitable opportunities arise during all lessons.
- We will ensure that the use of internet derived materials by staff and pupils complies with copyright law and teach pupils to understand the importance of this.
- Pupils will be supported 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.

### Dealing With Online Safety Incidents

- Incidents should be logged in the class Incident Log and/or on CPOMS (dependent on the nature of the concern) and reported immediately.
- Complaints or concerns relating to Online Safety should be referred to the Headteacher, Designated Safeguarding Lead or Online Safety Leaders.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Children and parents will be informed of consequences for children misusing the internet /school network etc. (See Acceptable User Policy.)

- Incidents occurring outside school which impact upon members of the school community will be dealt with as above. In the event that the involvement of outside agencies is necessary, appropriate referrals will be made.
- The school will signpost advice, support or outside agency involvement where appropriate.

### Inappropriate Material

- All users should be made aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to a member of staff and then referred to the Online Safety Leaders.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the Online Safety Leader and depending on the seriousness of the offence; investigation by the headteacher/LA, immediate suspension, possibly leading to dismissal and involvement of the police for very serious offences.
- Where Police involvement is necessary, it is the responsibility of the person discovering the activity to make the report in person.
- Users are made aware of sanctions relating to the misuse or misconduct by annual review of this policy.

### Preventing violent extremism

If a member of staff identifies causes for concern linked to possible radicalisation to violent extremism, they will alert the designated senior person immediately. If, when more information is gathered there is an immediate risk or emergency then the emergency services would be contacted. If there was no immediate risk but action is required then discussion with the nominated local police officer would take place and this would then determine the further response.

In terms of being aware of potential risks and signal events which can impact on our pupils and our school community the schools makes every attempt to:

- Ensure that the school are aware of and manage potential risks to pupils and the wider school community effectively
- Respond effectively to events, locally, nationally and globally, which could have an impact on individual pupils and on the school community.
- Regularly review emergency plans and procedures to prepare for future events and risks.

### Cyberbullying

We will strive to keep our children safe from cyberbullying in the following ways:

- SLT and designated staff undertake the NSPCC 'Keeping Children Safe Online' annual training.
- All teaching staff will be given training to help them understand, prevent and respond to cyberbullying.
- All children will be educated about cyberbullying; what it is, the impacts of it and what they should do if they find themselves a victim of it. This will form part of the PSHE and ICT curriculums.
- Parents will be given information and guidance regarding cyberbullying to make them aware of their responsibilities outside of school. (Hectors World, CEOP, Thinkyouknow)
- An online platform to report incidences of online bullying, either in or outside of school is provided to children and parents if they wish to use it (Make A Noise).
- Any incidents of cyberbullying will be dealt with in line with the school anti-bullying policy.

## Social Media

Children will not be permitted to use social media within school and will be taught safe practice in the event that they are using/will use social media unsupervised outside of school. However, it will be strongly recommended to children by staff that age limits within social media are respected for their own protection.