Leintwardine Endowed C.E. Primary School
Online Safety Policy

Approved by:		Head	Date: 4.9.23
Last reviewed on: September 2023 AMENDMENTS To include filtering and monitoring guidelines in line with KCSIE September 2023			
Next review due by: September 2025			

The purpose of this policy statement

Leintwardine Endowed CE Primary School works with children and families. We work together to ensure that children leave our school with an education that is both broad and deep. We acknowledge that technology is a crucial tool in the provision of this education and that we must educate children in the safe and purposeful use of this technology.

The purpose of this policy statement is to:

 • ensure the safety and wellbeing of 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, children and young people and anyone involved in Leintwardine Endowed CE Primary School's activities

Legal framework

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

• online abuse - learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse

• bullying - learning.nspcc.org.uk/child-abuse-and-neglect/bullying

• child protection - learning.nspcc.org.uk/child-protection-system

We believe that:

• children and young people should never experience abuse of any kind

• children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

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 children, young people and adults involved in our organisation are protected from potential harm online

• we have a responsibility to help keep children and young people safe online, whether or not they are using Leintwardine Endowed CE Primary School's network and devices

• all children, 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

• working in partnership with 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.

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

• appointing an online safety coordinator [this role is shared by the computing coordinator and our designated child protection lead]

• providing clear and specific directions to staff and volunteers on how to behave online through our Acceptable Use Policy and Code of Conduct (Appendix item)

• 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/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/young person

• reviewing and updating the security of our information systems regularly

• ensuring that user names, 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 – Record Keeping and Retention Policy

• 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 – This form is sent to parents by email when their child starts school

• 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)   (This is recorded on CPOMS)

• providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/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 as a whole into account

• reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

• Seeking advice from the 'Professionals Online Safety Helpline' provided by the UK Safer Internet Centre if required (0344 381 4772 or helpline@saferinternet.org.uk)

Roles and Responsibilities:

• Children and their families will use the Internet and our equipment in line with our code of conduct agreements and should report any issues to a member of staff as soon as possible

• Staff will use the Internet and our equipment in line with our 'Acceptable Use Policy Staff Governors and Volunteers' and should report any concerns they have for themselves to either the computing coordinator or DSL. Any concerns regarding a child should be reported using the school's reporting system and discussed with the computing coordinator and DSL

Incidents that should be reported include –

- Suspicion that unsuitable materials have been accessed
- Staff being able to access unsuitable material
- If staff are teaching topics that could create unusual activity on the filtering logs
- They think that there are unreasonable restrictions that affect teaching and learning or administrative tasks
- They notice abbreviations or misspellings that allow access to restricted materials
- The computing coordinator and DSL will be responsible for ensuring that training for staff, e-safety lessons for pupils and communication with parents is timely, purposeful and regular.
- The Governing Body of Leintwardine Endowed Primary School will be responsible for ensuring that this policy is followed by monitoring: training for all staff, the e-safety curriculum for all pupils, that reporting arrangements are in place and being used by staff, that we are communicating effectively with parents and carers; and by ensuring that this policy is reviewed regularly and is fit for purpose.#
- The schools ICT provider (DandD) will review the current filtering and monitoring with the SLT annually, through a review process.

Associated policies:

- Record Keeping and Retention Policy
- Mobile Device Policy
- Parent/ Carer Code of Conduct
- Acceptable use of the internet agreement – given in new starters pack
- Acceptable Use Policy Staff Governors and Volunteers