

KETTLESHULME ST JAMES
CE (VA) PRIMARY SCHOOL

ONLINE
SAFETY
POLICY

AUTUMN 2024
Review Date –Autumn 2025
Non - Statutory Policy – Strategy and
Resources Committee

Roles and Responsibilities

Headteacher:

The Headteacher has a duty of care for ensuring the day-to-day safety (including Online) of all members of the school community.

The role of the Headteacher will include:

- ensuring that all members of the school community understand and acknowledge their responsibilities in the event of a serious online allegation being made
- ensuring that all relevant staff receive suitable training to enable them to carry out their safeguarding responsibilities within the remit of the Online Safety Policy
- ensuring that the Online Safety Policy is accessible to the wider school community
- meeting at regular intervals with the Computing Lead to ensure the implementation of this policy
- ensuring the relevant parties (Safeguarding Governor and Strategy and Resources Committee) receive regular monitoring reports from the Computing Lead
- ensuring there are opportunities to communicate up to date Online Safety information to the wider school community

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Anti-Bullying and Positive Behaviour and Exclusion Policy.

Governors:

- Governors are responsible for the approval of this Online Safety Policy and for reviewing its effectiveness. This will be carried out by the Governing board, receiving regular information about online incidents and monitoring reports and attending training for online safety where appropriate.

The role of the Safeguarding Governor (in conjunction with the Strategy and Resources Committee) will include:

- meetings with the Computing Lead / Headteacher
- monitoring of reports of Online Safety concerns
- ensuring robust technical support is in place to keep systems safe and secure
- regular monitoring of filtering
- reporting to the Governing Board

Safeguarding Lead

The Safeguarding Lead is responsible for taking any necessary action.

They will be trained in online issues and acknowledge and understand the potential for serious child protection / safeguarding issues that arise from, but not limited to

- sharing of personal data
- accessing illegal / inappropriate materials
- exposure to inappropriate online content
- inappropriate contact with adults/strangers
- potential or actual incidents of grooming

- sexting (sharing nude or semi-nude imagery or videos)
- cyber-bullying

Computing Lead

The Computing Lead is responsible for the management of online issues and take a leading role in establishing and reviewing the school Online Safety Policy.

The role of the Computing Lead includes:

- providing advice for staff and signposting relevant training and resources
- liaising with relevant outside agencies
- liaising with relevant technical support teams
- collating and reviewing reports of Online Incidents
- meeting regularly with Headteacher (and where necessary Safeguarding Governor) to discuss issues and subsequent actions
- taking action in response to issues identified
- communicating up-to-date Online Safety information to the wider school community

School Staff

It is essential that all staff

- understand and acknowledge their responsibilities as outlined in this policy
- have read and understood our Social Media Policy
- keep up to date with the Online Safety Policy as part of their CPD
- have an up-to-date awareness of online matters pertinent to the children that they teach/have contact with
- report concerns and log incidents
- ensure that all digital communications with the school community are on a professional level and only carried out using official school approved systems
- apply this Online Safety Policy to all aspects of the curriculum
- deliver one online safety unit at least annually, in addition to assemblies, one off lessons etc
- are good role models in their use of all digital technologies
- are vigilant in monitoring how pupils use digital technologies and access online content whilst in their care

It is accepted that from time to time, for purposeful/appropriate educational reasons, pupils may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that our technical staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so should be auditable with clear reasons for the need.

Technical support

The school's technical infrastructure must be secure and actively reduces the risk of misuse or malicious attack.

To facilitate this, school has purchased support from Matthew Hartley of Iridium Cloud, who is our Information Technology Consultant.

The role includes:

- ensuring that detected risks and/or misuse is reported to the Headteacher at school
- ensuring that schools are informed of any changes to guidance or any planned maintenance
- school technical systems will be managed and reviewed annually in ways that ensure that the school meets recommended technical requirements
- all users will have clearly defined access rights to school technical systems and devices

- all school network users will be assigned an individual username and password at the appropriate level of access needed for their role
- ensuring internet access is filtered for all users. Illegal content is filtered by the broadband or filtering provider
- content lists are regularly updated and internet use is logged and regularly monitored
- there is a clear process in place to deal with requests for filtering changes
- provide a platform where school should report any content accessible in school but deemed inappropriate
- ensuring appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software.

Pupils

The children's learning will progress through a broad, effective and relevant curriculum.

A pupil's learning journey will be holistic in that it will include, but is not limited to their online reputation, online bullying and their health and wellbeing.

It is essential that all pupils should:

- be able to recognise when something makes them feel uncomfortable and know how to report it
- accept their responsibility to respond accordingly to any content they consider as inappropriate
- understand the importance of being a responsible digital citizen and realise that the school's Online Safety Policy applies to their actions both in and out of school
- know that school will take action in response to any breach of the Online Safety Policy

Parents / Carers / Responsible adults

Parents play an essential role in the education of their children and in the monitoring / regulation of the children's on-line usage. Due to the ever-evolving digital world, adults can sometimes be unsure of how to respond to online risks and issues. They may also underestimate how often pupils encounter potentially harmful and inappropriate online material.

Therefore, it is essential that all adults should:

- promote safe and responsible online practice and must support the school by adhering to relevant school policies in relation to digital and video images taken whilst on school premises or at school events
- understand, acknowledge and ensure that their child adheres to school procedure relating to their use of personal devices whilst on school grounds

To support the school community, school will provide information and awareness through, but not limited to:

- letters, newsletters, website links, publications, external agencies
- Notification of high profile events / campaigns e.g. Safer Internet Day

Useful Information

Safeguarding

In the event of a safeguarding infringement or suspicion...

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported
- Conduct the procedure using a computer that will not be used by pupils and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the investigation, but also that the sites and content visited are closely monitored and recorded (to provide further protection)
- Record any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed and signed (except in the case of images of child sexual abuse – see below)
- If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the police immediately. Other instances to report to the police would include: incidents of 'grooming' behaviour the sending of obscene materials to a child adult material which potentially breaches the Obscene Publications Act criminally racist material other criminal conduct, activity or materials. Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed report should be retained by the Safeguarding Lead / Computing Lead for evidence and reference purposes.

Data Protection

Personal and sensitive data will be recorded, processed, transferred and made available according to the Data Protection Act 2018. Schools are audited regularly regarding how they handle their data, for further information please refer to the school's Data Protection Policy.

Communications

When using communication technologies, the school considers the following as good practice:

- The Office 365 school email service is safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school
- Users must immediately report, to the Headteacher or Computing Lead– in accordance with school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and pupils or parents / carers (email, chat) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications
- Pupils should be taught about online issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies

- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

Social Media

The school's use of social media is to promote the ethos of the school. It is the responsibility of all staff to ensure that the content they upload is for professional purposes only, be compliant with the school's Social Media Policy and protect the identity of pupils. Parents give consent, annually, using School Spider to state which level of permission they wish to give for the usage of photographs/videos of their child(ren).