



## **Online Safety Policy 2023/24**

### **Shaftesbury School**

#### **Safeguarding Statement**

At Shaftesbury Primary School we have a culture of vigilance. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by, or invited to deliver services at Shaftesbury Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This includes online safeguarding. Online safeguarding is everyone's responsibility.

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 Shaftesbury Primary School's activities.

### **Legal framework**

This policy has been developed on the basis of legislation, policy and guidance that seeks to protect children in England. It has been written in line with Keeping Children Safe in Education 2023 along with other government documents and school policies such as:

- Teaching Online Safety in schools 2019
- Shaftesbury Primary School Safeguarding and Child Protection Policy 23/24
- Staff code of conduct
- Use of technology in the EYFS policy

In Shaftesbury Primary School 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 Shaftesbury 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
- Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Supporting and encouraging the young people using technology 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
  - 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
- 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)
- 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.

## **Why is internet use important?**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in the 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

## **How does internet use benefit education?**

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;

- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

### **How can internet use enhance learning?**

- The school's Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Authorised internet access**

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

- Parents will be informed that pupils will be provided with supervised Internet access.

### **World Wide Web**

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety co-ordinator or network manager and to LGFL.
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

### **Email**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher/adult if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group email addresses should be used in school
- Access in school to external personal email accounts may be blocked.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

- Staff are aware that all emails sent should be written formally and professionally.

## **Use of mobile technology**

### **Adults**

Adults at Shaftesbury understand that personal devices should not be used around children. Personal mobile phones should be used during break times and lunch times in appropriate and approved areas. Areas in which they can be used at break times and lunchtimes include the staff room, offices and classrooms, **provided children are not present at these times**. Mobile phones should not be used in classrooms, corridors or communal areas in the presence of children. Mobile phones are not permitted in certain areas of the school site e.g. toilets and changing rooms. Mobile phones should not be used during lessons or formal school time. They should be switched off or on silent at all times.

Staff are advised that mobile phones should be kept locked in lockers for security. Staff understand that if they are expecting an emergency call they must seek specific permission to use their phone at a time other than their break time or lunch time.

All visitors are expected to keep phones on silent and to follow this policy.

No images or videos should be taken on personal mobile devices.

### **Children**

The school accepts that some parents may wish for their child to have a mobile phone for their own safety. Pupils in Year 4, Year 5 and 6 understand that they are permitted to bring a



phone to school provided the parents/carers have informed the school of this and the reason in which they require them to do so i.e. travelling to and from school alone.

The child's mobile phone must be brought to the school's reception and given to a member of staff where it is kept safely and securely until the end of the day. Pupils can then collect their device after school. Children understand that under **no circumstances** should mobile phones be used during the school day, this breaches the school policy. If a child needs to contact their parents, the office staff will make the call using the school phone and if the child wishes to speak to their parent they will be allowed to speak using the school phone.

### **Social media**

All staff understand that they are role models and should promote positive online safety and model safe, responsible and positive behaviours in their own use of technology. All staff understand that they should not share other's images or details without permission and should refrain from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers. Staff should ensure they do not engage in online discussion on personal matters relating to members of the school community.

All staff at Shaftesbury Primary School understand they cannot add or be friends with pupils or ex-pupils on social media. Staff should have their settings on private so pupils/ex pupils and parents cannot access their accounts.

All staff understand that personal opinions should not be attributed to the school/academy and personal opinions must not compromise the professional role of the staff member, nor

bring the school into disrepute. All staff understand the importance of maintaining professional conduct and upholding their online reputation, that of the school and of the teaching profession.

### **YouTube**

You tube will only be used as a teaching tool at Shaftesbury. Children will not have access to Youtube and if seen accessing Youtube, a member of staff will ask the pupil to close the page. YouTube at no time should be accessed in front of pupils, and the teacher teaching that lesson must, watch all materials shown to pupils prior to the lesson. All links to the videos shown must be on plans prior to teaching the lesson.

### **Filtering**

The school will work in partnership with the Local Authority, LGFL and the Internet Service Provider to ensure filtering systems are as effective as possible.

The DSL is responsible for the Filtering and Monitoring at Shaftesbury.

### **Video Conferencing**

- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

### **Remote learning**

In the event of remote learning, children, adults and parents are informed of conduct expected online.

Adults must consider where they conduct live teaching. Personal rooms such as bedrooms are not appropriate. Adults are asked to consider the background and ensure nothing personal can be seen or heard.

Children should avoid using their bedroom, where this is not possible children should use the online platform (Google Classroom) to blur out the background.

The school will ensure it uses age appropriate platforms for remote learning. No personal accounts are to be used by children or adults.

### **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff will be issued with a school phone where contact with pupils is required.

### **Published Content and the School Web Site**

- The contact details on the Web site should be the school address, e-mail and telephone number.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

- Parents are asked to sign a photography policy indicating if they allow their children's images to be taken and used in the school environment, the school website, school publications and local press. Class teachers are then informed of children who do not have permission for their images to be taken.

## **Information System Security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

## **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Assessing Risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

- The school should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.

### **Handling online safety Complaints**

- The head teacher and DSL will deal with complaints of Internet misuse.
- Any complaint about staff misuse must be referred to the head teacher and DSL.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

### **Communication of Policy**

#### **Pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

#### **Staff**

- All existing and new staff will be given the School's Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## **Parents**

Parents' attention will be drawn to the School Online Safety Policy in newsletters, parental workshops, the school brochure and on the school website. Throughout the academic year, parents will receive advice and guidance on how to keep their children safe via online safety coffee mornings and workshops.

## **Photography, Videos and other Creative Arts**

To promote safer use of ICT, it is essential that when work with children involves the taking or recording of images this should safeguard the privacy, dignity and well-being of children.

School activities may involve recording images. These may be undertaken as part of the curriculum, extra school activities, to celebrate achievement or for publicity, such as the local newspaper, website, and promotional literature. Parents are asked to sign a photography policy to give the school permission to take photographs or video children. We always write to the parents to inform them if images are to be used for external purposes like a local or national newspaper or for YouTube etc. We give parents the opportunity to opt out of this by putting it in writing by a certain date.

Staff need to be aware of the importance of only using the schools equipment when photographing or videoing children. Staff should not use their own personal cameras or phones to record or take pictures of children.

Adults should:-

- Use equipment provided or authorised by the organisation.
- Report any concerns about inappropriate or intrusive images found.

- Ensure the school has parental permission to take and/or display photographs.
- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that all images are available for scrutiny in order to screen for acceptability.
- Be able to justify images of children in their possession.
- Avoid making images in one to one situations.

Adults should not:-

- Display or distribute images without consent.
- Use mobile phones to take images.
- Take, display or distribute images of children unless they have consent to do so.
- Take or store images of children on personal cameras or mobile phones.
- Take images in secret or images in situations that could be construed as being secretive.

Any images of children will be saved on the school server for one term and then will be deleted.

### **Concerning images**

Adults who are made aware of any incidents of inappropriate images of children on devices will need to follow the schools safeguarding reporting procedure **immediately**. This could include children's own mobile phones.

Adults should ensure they **do not** view, download, or share the imagery or ask a child to download or share the image. This is illegal. Adults should ensure they do not share information with

other members of staff or identify the young person involved. Adults should confiscate the device and give it to the safeguarding lead along with the referral. The safeguarding lead will then make the necessary referrals to the police or local MASH team.

If the safeguarding lead is not available the deputy safeguarding lead should be informed. In their absence, the referral should be given along with the device to the head teacher.

There are no circumstances that will justify adults possessing indecent images of children. Accessing, making and storing indecent images of children is illegal. Adults who are involved in this activity will be viewed as a threat to children and will be subject to a criminal investigation that if proven will result in them being barred from working with children.

Adults should not use equipment belonging to the setting to access pornography, nor should personal images containing such images be brought into the workplace.

Adults should ensure children are not exposed to inappropriate images or websites. Appropriate controls should be in place to prevent this, through filtering and passwords.

Where indecent images are found, this must be reported immediately to the DSL and Head Teacher who will then alert the Police and/or the Local Authority Designated Officer (LADO).

### **Annual Staff Training**



At Shaftesbury Primary School, all staff undertake annual Online Safety Training where they trained to understand online risks and how they should respond and refer when informed of any concerning incidents.

The Online Safety Co-ordinator undertakes advanced training to ensure they can lead the area successfully. Staff are aware and are reminded in training that they need to be able to educate and offer support to children and if incidents happen outside of school, we have a duty of care to investigate and must do so immediately.

### **The Prevent Duty**

Protecting pupils from the risk of Radicalisation is part of Shaftesbury's safeguarding duties. We build pupils resilience to radicalisation by promoting fundamental British Values which are: Care, Courtesy, Commitment, Co-operation and Consideration. We teach children how to stay safe online through Online Safety lessons, PSHCE lessons, assemblies and special weeks (Safer Internet Week). We explain to children that they should tell a trusted adult if someone is trying to encourage them to do dangerous things when online.

If a member of staff has a concern about a particular pupil they should follow the school's normal safeguarding procedure and make an internal referral.

The DSL will make the referral to the Channel Police Practitioner.

### **Sexual Harassment**

Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline. Sexual harassment violates a pupil's dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or an offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence.

In order to prevent peer-on-peer abuse and address the wider societal factors that can influence behaviour, at Shaftesbury we endeavour to educate our pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE/RSE.

At Shaftesbury Primary School we ensure our pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons, RSE and group sessions. Such content will be age and stage of development specific, and tackle issues such as the following:

- Healthy relationships
- Respectful behaviour
- Gender roles, stereotyping and equality
- Body confidence and self-esteem
- Prejudiced behaviour
- That sexual violence and sexual harassment is always wrong
- Addressing cultures of sexual harassment

All staff are aware that peer-on-peer abuse can be manifested in many different ways, including sexting and gender issues, such as pupils being sexually touched or assaulted, alongside pupils being subjected to hazing/initiation type of violence which aims to cause physical, emotional or psychological harm.

Sexual harassment online may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos. As set out in [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence.
- Sharing of unwanted explicit content;
- Upskirting (which is a criminal offence)
- Sexualised online bullying
- Unwanted sexual comments and messages, including, on social media
- Sexual exploitation; coercion and threats.

If a child has been harmed, is in immediate danger or is at risk of harm, the DSL/DDSLs must be notified immediately. who

will either make a referral to Newham Children's Social Care (MASH) or call the police.

Through the Online Safety curriculum pupils are taught about positive conduct and behaviour online. They are taught to recognise acceptable and unacceptable behaviour. Pupils are taught and encouraged to demonstrate the schools 5C values and the British Values when online. This is embedded in our schemes of work.

Children are taught how to identify online risks including online bullying and inappropriate conduct. Children are taught that they should not respond to upsetting messages, to block the individual/individuals, report to the website or app, report the incident to someone they trust and to keep evidence of messages.

Staff are aware they need to be able to educate and offer support of online sexual violence and harassment.

For further information please refer to:

**Managing Sexual Violence and Sexual Harassment  
between Children Policy  
(Peer on Peer abuse)**

## **Contact details Online safety co-ordinator**

Name: Ms Hussain

Phone: 02084720761

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Friday 1<sup>st</sup> September 2023