E-Safety Policy

Date	Review Date	Coordinator	Nominated Governor
September 2019	September 2020	Catherine Khan	Louisa Jones

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989
- Computer Misuse Act 1990
- Education Act 1996
- Education Act 1997
- Police Act 1997
- Data Protection Act 2018
- Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We believe all pupils and other members of the school community have an entitlement to safe Internet access at all times.

We work hard to increase parents understanding of the internet and of the serious safeguarding issues and risks that there are for children online and how to keep them safe.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual

orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility of the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for e-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- the responsibility of involving the School Council in:

☐ determining this policy with the Governing Body;
☐ discussing improvements to this policy during the school year;
☐ organising surveys to gauge the thoughts of all pupils;
☐ reviewing the effectiveness of this policy with the Governing Body

▪ nominated a link governor to:

☐ visit the school regularly;
☐ work closely with the Headteacher and the coordinator;
☐ ensure this policy and other linked policies are up to date;
☐ ensure that everyone connected with the school is aware of this policy;
☐ attend training related to this policy;
☐ report to the Governing Body every term;
☐ annually report to the Governing Body on the success and development of this policy.

▪ responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

▪ ensure the safety and e-Safety of all members of the school community;
▪ work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
▪ work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:

☐ an effective range of technological tools
☐ clear roles and responsibilities
☐ safe procedures
☐ a comprehensive policy for pupils, staff and parents

▪ ensure all new programs will be installed onto the network or stand alone machines by local authority technicians or a reputable IT firm;
▪ ensure personal CD's and other data record devices may not be used in school;
▪ ensure everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence;
▪ ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
▪ embed e-Safety in all aspects of the curriculum and other school activities;
▪ investigate, record and report all infringements to e-safety by any member of the school personnel or by a pupil;
▪ deal with all complaints of Internet misuse by school personnel or pupils;
▪ ensure all pupils and school personnel must read and sign the 'Acceptable ICT Use Agreement' before using any school IT resource;
▪ ensure parents sign a consent form before their child has access to the Internet;
▪ ensure an up to date record is kept of all pupils and school personnel who have Internet access;

- inform parents if their child has misused the Internet;
- ensure a safe and secure username / password system is in place for all:

  - ☐ technical systems;
  - ☐ networks;
  - ☐ devices; and
  - ☐ email and Virtual Learning Environments.

- ensure secure passwords are regularly changed by using Password Generator (https://passwordsgenerator.net/);
- ensure passwords for new school personnel will be allocated by using Password Generator (https://passwordsgenerator.net/);
- ensure replacement passwords for existing school personnel will be allocated by using Password Generator (https://passwordsgenerator.net/);
- ensure all users are responsible for:

  - ☐ the security of their username and password;
  - ☐ not allowing other users to use this information to access the system;
  - ☐ reporting any suspicion or evidence that there has been a breach of security;
  - ☐ changing their password at regular intervals by using Password Generator (https://passwordsgenerator.net/).

- deal with all breaches of security;
- impose the appropriate sanctions to any infringement of e-Safety;
- will immediately suspend a member of the school personnel if they commit an exceptionally serious act of gross misconduct;
- will immediately suspend and report to the Police if images of child abuse are found on a computer belonging to a member of the school personnel;
- ensure any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider;
- ensure the school website complies with current DfE guidelines;
- ensure the following will not be published on the school website:

  - ☐ staff or pupils contact details;
  - ☐ the pictures of children without the written consent of the parent/carer;
  - ☐ the names of any pupils who are shown;
  - ☐ children's work without the permission of the pupil or the parent/carer.

- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:

  - ☐ monitoring learning and teaching through observing lessons
  - ☐ monitoring planning and assessment
  - ☐ speaking with pupils, school personnel, parents and governors

- annually report to the Governing Body on the success and development of this policy.

Role of the e-Safety Coordinator

The coordinator will:

- be responsible for the day to day e-Safety issues;
- undertake an annual e-safety audit in order to establish compliance with local authority guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- maintains a log of all e-Safety incidents;
- reports all e-Safety incidents to the Headteacher;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- organise e-Safety workshops for parents/carers in order to:

    ☐ increase their understanding of the internet;
    ☐ discuss the serious safeguarding issues and risks for children online and how to keep them safe;

- coordinate short e-Safety presentations developed by pupils that they will present at school events;
- regularly update the school website with e-safety information for parents;
- send e-safety text messages to parents every term;
- write a brief account of e-Safety in regular newsletters;
- develop a progressive internet safety curriculum for the whole school;
- ensure all new school personnel are aware of and sign the Acceptable Use Agreement;
- ensure all pupils understand the Online Acceptable Use Agreement before signing;
- ensure all parents are aware of and sign the Acceptable Use Agreement;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Responsible Internet Use' statement;
- not allow others to use their login details;

- report any suspicion or evidence that there has been a breach of security;
- teach pupils the importance of password security;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the e-Safety Coordinator;
- will ensure that the use of Internet derived materials complies with copyright law;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils must be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation;
- not take part in sending chain letters;
- report any unsuitable website or material to the e-Safety Coordinator;
- know and understand the school policy on the use of:

  - ☐ mobile phones
  - ☐ digital cameras
  - ☐ hand held devices;

- know and understand the school policy on the taking and use of photographic images and cyber bullying;
- not be allowed access to:

  - ☐ social networking sites except those that are part of an educational network or approved Learning Platform;
  - ☐ newsgroups unless an identified need has been approved.

- develop and present short e-Safety scenarios to parents at school events;

- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- hand in homework properly completed and on time;
- wear correct uniform
- liaise with the school council;
- take part in questionnaires and surveys

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- make their children aware of the e-Safety policy;
- be invited to attend e-Safety workshops in order to discuss the serious safeguarding issues and risks to children online and how to keep them safe;
- be encouraged to take an active role in the life of the school by attending:

  - ☐ parents and open evenings
  - ☐ parent-teacher consultations
  - ☐ class assemblies
  - ☐ school concerts
  - ☐ fundraising and social events

- be encouraged to work in school as volunteers;
- be encouraged to organise after school clubs or groups;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- hand in homework on time;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- ensure correct school uniform is worn.

Internet Filtering and Use

We have a contract with a reputed and national Internet provider to manage a secure and filtered Internet service which enables us to safely access and use the Internet and all email. The Internet filtering service will be annually reviewed.

Access to the Internet is designed to protect pupils and school personnel by blocking the following content:

- ☐ adult content containing sexually explicit images
- ☐ violent content containing graphically violent images
- ☐ hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- ☐ illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs
- ☐ criminal content relating to the promotion of criminal and other activities
- ☐ gambling content relating to the use of online gambling websites
- ☐ non educational websites such as social networking sites

All users access the Internet in accordance with the School's Acceptable Internet Use & Agreement and will inform the ICT coordinator if at any time they find they have accessed inappropriate Internet sites.

When inappropriate material has been accessed the Internet Service Provider will be contacted and if necessary the Police.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:

  - ☐ Facebook
  - ☐ Twitter
  - ☐ Virtual pin boards
  - ☐ School blog

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:

  ☐ All aspects of this policy
  ☐ Safeguarding and Child Protection
  ☐ Anti-Cyber bullying
  ☐ Acceptable Internet Use Agreement
  ☐ ICT
  ☐ Pupil Behaviour and Discipline
  ☐ Anti-bullying
  ☐ School Website
  ☐ Mobile Phone Safety and Acceptable Use
  ☐ Photographic and Video Images
  ☐ Internet Social Networking Websites
  ☐ Equal opportunities
  ☐ Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Acceptable Internet Use Agreement
- Anti-bullying
- Anti-Cyber Bullying

- ICT
- Internet Social Networking Websites
- Mobile Phone Safety and Acceptable Use
- Photographic and Video Images
- Prevent Duty - Dealing with Extremism and Radicalisation
- Pupil Behaviour and Discipline
- Safeguarding and Child Protection
- School Website

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:		**Date:**	
Chair of Governing Body:		**Date:**	