Online Safety Policy

Online-Safety Policy

At Newbridge Primary School we are committed to safeguarding members of our school community online in accordance with statutory guidance and best practice. The purpose of this policy is to ensure the safety and wellbeing of pupils, staff and the school community.

This Online Safety Policy applies to all members of the school community (including staff, pupils, governors, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, internet, social media or mobile devices. It also applies to the use of personal digital technology on the school site (where allowed).

We will deal with associated online-safety incidents and associated behaviour in line with our behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that has taken place out of school.

Policy Development

This policy was formulated in consultation with the whole school community with input from:

• Members of staff - (through agenda items at staff meetings, training and consultation documents)
• Governors - (discussions at Governors meetings, training
• Parents/carers - (have been encouraged to contribute their views regarding the policy and will be invited to complete surveys to help the school improve how it addresses any issues of bullying)
• Children and young people - (through computing lessons)
• Other partners - SWGFL charity, DfE Teacher Standards, Education for a Connected Work Framework and NSPCC Learning

This policy is available:

       ✓ Online at https://www.newbridge.bathnes.sch.uk/
       ✓ From the school office

Roles and Responsibilities

To ensure the online safeguarding of members of our school community, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

Headteacher and senior/subject leaders

- The headteacher has a duty of care for ensuring the online safety of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is held by the Designated Safeguarding Lead (DSL) as defined in Keeping Children Safe in Education).
- The headteacher will ensure there is a system in place to allow for monitoring and updating of online safety and receive regular monitoring reports from the Online Safety Lead (OSL).

- The headteacher/senior leaders are responsible for ensuring that the DSL/OSL carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.

Governors

- Regular meetings with the DSL/OSL to report online safety incidents and check online safety provision in the curriculum.

Online Safety Lead

- Establish and review the school online safety policies.
- Promote awareness of online safety education across the school and the school community.
- Ensure that the online safety curriculum is planned, embedded and evaluated.
- Receive training and subsequently provide training and advice for staff and parents/carers.

Parent/Carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will therefore take every available opportunity to help parents understand these issues through monthly online safety newsletters, parents training, parents' evenings, letters and the website.

Definition of Online Safety

The DfE Keeping Children Safe in Education guidance suggests that:

> '*The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:*
> *content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.*
> *contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.*
> *conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying.*
> *commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.'*

Procedures

To ensure that the above definitions of online safety are addressed within school, we will conduct the following procedures.

Acceptable use expectations

Acceptable use expectations (see Appendix i and ii) will be shared with pupils, parents/carers and staff. These will outline, in age appropriate terminology, the school's expectations of the responsible use of technology. These will be regularly promoted during learning about online safety and when using digital technologies.

Communications technologies (including social media)

When communicating in a professional capacity, staff should ensure that only school technologies are used (some exceptions may apply e.g. contacting parents in an emergency when out of school grounds). Any digital communication between staff and parents/carers must be professional in tone and content. All emails to parents should be sent via enquiries@newbridge.bathnes.sch.uk, not staff personal email accounts. Parents/carers and pupils using communications technologies associated with school should behave responsibly, in line with the the acceptable use expectations (see Appendix i and ii).

Official school social media accounts must be approved by the headteacher. These accounts must comply with data protection, communications, digital image and video policies.

Pupils will be informed about the risks associated with social media within the online safety curriculum. Pupils and parents/carers will be advised that the use of social media spaces outside school is inappropriate for primary aged pupils. Communications via social media that happen outside of school and have an impact upon the safety and well-being of pupils will be investigated by the DSL (under the Educations and Inspections Act 2006). Any content received through communications technologies that is offensive, discriminatory, threatening, bullying or makes an individual feel uncomfortable must be reported to the DSL. Associated policies and acceptable use policies will be considered when dealing with such incidents.

Staff are expected to follow good practice when using personal social media regarding their own professional reputation and that of the school and its community. Expectations for teachers' professional conduct are set out in the DfE Teachers Standards.

The school uses Google Classroom to support communication between the school and parents/carers. Google Classroom enables teachers to update parents/carers on classroom learning, sharing information and images related to their education. Commenting and posting for parents/carers and pupils is disabled. Photographs of pupils are shared in line with policy and pupils full names are not published alongside photographs

Parents/carers are sent information to join a Google Classroom and whilst this is encouraged, it is not a requirement. Parents/carers consent is required to join a Google Classroom. For more information on Google Classroom Privacy Policy please see the link in Related Document/Guidance.

Teaching and Learning

Our online safety curriculum aims to equip pupils with the necessary tools to behave responsibly online and know where to seek support if they feel unsure or unsafe about something they have experienced online. The school will provide an online safety curriculum, in line with Education for a Connected Work Framework. A dedicated online safety lesson will be taught in all year groups, each term, as well as being reinforced across the curriculum, throughout the year. National initiatives such as Safer Internet Day and Anti-bullying week will be incorporated into the curriculum. The online safety curriculum will be reviewed regularly to ensure it remains relevant and up to date.

Reporting and responding

When incidents occur that breach the online safety policy, members of staff should make a record of the incident using MyConcern. Should the incident involve any illegal activity or the potential for serious harm, the incident must be escalated through the school's safeguarding procedures. Reviewing of incidents will feed into policy reviews and implementing changes as necessary.

Training

Safeguarding and child protection training will cover aspects of online safety and will be provided to all staff on induction, and this training will be regularly updated (at least annually). Training regarding the online safety curriculum will be made available to all staff annually and will be regularly updated and reinforced. Updates on developments relating to online safety will be provided to staff by the Online Safety Lead. Access to Knowsley City Learning Centres online safety staff and governor training sessions will be provided three times a year, and parent sessions will be provided termly (content will remain fairly similar, but updated when required).

Filtering and monitoring

The school filtering and monitoring provision is agreed by senior leaders, governors and the IT Service Provider and is regularly reviewed (at least annually) and updated in response to changes in technology and patterns of online safety incidents/behaviours. The school manages access to content across all devices using the internet and records breaches, alerting them to the DSL.

Phones

Pupils are not permitted to bring their mobile phone to school, or for any after school activity. Parents and carers are requested not to use their phones whilst in the school building. Staff should only use their mobile phone in school in non-directed time. Staff cannot use their phone when pupils are present unless there is express permission to do so, or if leading a school trip.

Digital and video images

Publishing of digital images and videos must comply with data protection, communications, image and video policies and pupils' full names will not be used anywhere on websites, emails, social media or blogs. Pupils will be informed about the risks associated with the use of digital images and videos within the online safety curriculum.

Recording and Evaluation

All Online Safety incidents will be reported using MyConcern by the member of staff who deals with the incident which will then be reviewed by the headteacher and DSL.

Breaches in filtering and monitoring will be reported by the member of staff witnessing the incident to the OSL who will report to the IT Service Provider.

All incidents will be presented to the headteacher and to governors, and will help inform policy evaluation. This policy will be reviewed and updated annually.

Related Documents/Guidance

DfE Teachers Standards - https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers__Standards_Dec_2021.pdf

DfE Keeping Children Safe in Education - https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf

Education for a Connected Work Framework https://assets.publishing.service.gov.uk/media/5efa05b4e90e075c5492d58c/UKCIS_Education_for_a_Connected_World_.pdf

Educations and Inspections Act 2006 https://www.legislation.gov.uk/ukpga/2006/40/contents

Safer Internet Centre - https://saferinternet.org.uk/

Childnet - https://www.childnet.com/

London Grid for Learning - https://lgfl.net/safeguarding/resources?a=3

Children's Commissioner, TES and Schillings - https://www.tes.com/teaching-resources/digital-citizenship

ThinkUknow - https://www.ceopeducation.co.uk/

Ditch the label - https://www.ditchthelabel.org/

Get Safe Online (resources for parents) - https://www.getsafeonline.org/personal/article-category/safeguarding-children/

Internet matters - https://www.internetmatters.org/

Google Classroom Privacy Policy - https://workspace.google.com/terms/education_privacy/

Appendix

Acceptable Use Expectations
KS2 PUPILS

These statements can help keep myself and others safe & happy at school and at home.

1. *I learn online* – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.

2. *I behave the same way on devices as face to face in the classroom* – If I get asked to do anything that I would find strange in school, I will tell another teacher. I know just calling something fun or banter doesn't stop it hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

3. *I respect and look after the devices I use* – I will handle all devices carefully and only use them if I have permission. I will not try to alter the settings on any devices or try to install any software or programmes. I will tell an adult if a device is damaged or if anything else goes wrong. I will only use the devices to do things that I am allowed to do.

4. *I ask permission* – I only use the devices, apps, sites and games I am allowed to and when I am allowed to.

5. *I am a good friend online* – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult.

6. *I am a secure online learner* – I keep my passwords (and usernames) to myself and reset them if anyone finds them out. I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

7. *I am careful what I click on* – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults.

8. *I ask for help if I am scared or worried* – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

9. *I know it's not my fault if I see or someone sends me something bad* – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.

10. *I know online friends might not be who they say they are* – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.

11. *I never pretend to be someone else online* – it can be upsetting or even dangerous.

12. *I don't take photos or videos of people without them knowing or agreeing to it* – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

13. *I keep my body to myself online* – I never get changed or show what's under my clothes when using a device with a camera and I don't use live videos of myself without a trusted adults permission.

14. *I say 'no' online if I need to* – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

15. *I follow age rules* – 13+ games, apps and films aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.

16. *I am careful what I share and protect my online reputation* – I know anything I do can be shared and might stay online forever so will only use social media sites (Google Classroom) with permission and at the times that are allowed.

17. *I am part of a community* – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.

18. *I respect people's work* – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission.

19. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

20. *I accept the consequences of my actions* – If I make a mistake, I don't try to hide it but ask for help. I know that if I break these rules, I might not be allowed to use a computer or digital device in school.

These statements can help keep myself and others safe & happy at school and at home.

1. I only **USE** devices or apps, sites or games if I am allowed to

2. I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused of have done something by mistake

3. I look out for my **FRIENDS** and tell someone if they need help

4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult

5. I **KNOW** that online people aren't always who they say they are and things I read are not always **TRUE**

6. Anything I do online can be shared and might stay online **FOREVER**

7. I don't keep **SECRETS** 🚫 unless they are a present or nice surprise

8. I don't have to do **DARES OR CHALLENGES** ❌ , even if someone tells me I must.

9. I don't change **CLOTHES** or get undressed in front of a camera

10. I always check before **SHARING** my personal information or other people's stories and photos

11. I am **KIND** and polite to everyone

12. I will **LOOK AFTER** school computing equipment and tell an adult if something is broken or not working properly