The Mease Federation Online Safety Policy 2022

Led by Dan Buckley
Champion for STEM Growth

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The Mease Federation is a union of two, small, rural Primary schools in villages that lie on the River Mease. **Mary Howard CE Primary School** and **St. Andrew's CE Primary School** are both church schools that are connected not only by the river, but by the ambition they both hold for all the children within the federation.

MOTTO

The Mease Federation's motto is **Believe** – believing in you, believing in each other and believing in our faith. *'I can do all things through Christ who strengthens me' (Philippians 4:13)*

VISION

At The Mease Federation we are aspirational for the future of all our pupils in that they will learn how to grow and develop into physically and mentally healthy, successful, spiritual and moral citizens. In our inclusive Christian schools, we support each other to thrive together as *'One Family Under God'*.

MISSION

At The Mease Federation we are a community of children, parents/guardians, staff, governors and neighbours who challenge and support each other to flourish. Our mission is to provide a safe space for our pupils to develop:

o   A life-long love of learning
o   Inquisitive, creative and critical thinking skills that they can use to solve problems
o   A willingness and ability to communicate with different audiences
o   Confidence and resilience in and out of school and their future workplace

INTENTIONS

At The Mease Federation our intentions are to motivate, appropriately challenge and support all the pupils to experience enjoyment through academic, personal and social achievement. We enable this to happen by providing:

o   High quality teaching
o   A varied and relevant curriculum
o   Collective Worship

VALUES

The Mease Federation has a strong commitment to Christian and Human Values that underpin our decisions and drive the curriculum, teaching, collective worship and wider opportunities we provide.

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Aims

The Mease Federation aims to:

⇨ Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
⇨ Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.
⇨ Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.
⇨ Safeguard pupils through the monitoring of the use of technology within school.
⇨ Safeguard pupils by ensuring that they are educated about E-Safety issues and appropriate behaviours so that they remain safe and legal online.

Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

Teaching online safety in schools

Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

Relationships and sex education

Child-on-Child Abuse

KCSIE (2022) states that technology is a component in many safeguarding issues and abuse can happen online, offline or both. Children can also abuse their peers online. This can include:

❯ Abusive, harassing or misogynistic messages
❯ Non-consensual sharing of indecent images (particularly in chat groups)
❯ Sharing of abusive images and pornography to those who don't want to receive such content.

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It also refers to the Department's guidance on [protecting children from radicalisation](#).
It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#).

The policy also reflects the National Curriculum computing programmes of study. Pupils at The Mease Federation will be taught about cybercrime as children whom are particularly skilled in computing and technology may be drawn into cybercrime either deliberately or inadvertently. KCSIE defines cybercrime as criminal activity committed using computers and/or the internet, this include hacking, 'denial of service' and creating or using malware such as viruses.

Roles and responsibilities

The Governing Board
The Governing Board has overall responsibility for monitoring this policy and holding the Executive Head Teacher to account for its implementation.

The **Lead Governor for Safeguarding** is **Rev John Grice**.

All governors will:
⇨ Ensure that they have read and understand this policy.
⇨ Agree and adhere to the terms of the school's Acceptable Use of Technology policy.
⇨ Review this policy at least every two years, and in response to any Online Safety incident to ensure that the policy is up to date.

The Executive Headteacher
The Executive Head Teacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school. Monitoring of this is delegated to:

The **Computing Lead Dan Buckley.**

The Executive Headteacher will:
⇨ Ensure that staff involved in teaching and monitoring online safety have had the appropriate training in order to undertake these duties.
⇨ Ensure that all online safety incidents, concerns or issues are dealt with promptly and appropriately.

The Designated Safeguarding Lead and Computing Lead
Details of the school's DSL and Deputy DSL are set out in our Safeguarding policy.

The DSL's and the Computing Lead take responsibility for online safety in school, in particular:

⇨ Supporting the Executive Headteacher and Governors in ensuring that everyone understands this policy and that it is being implemented consistently throughout the federation.
⇨ Working with the Executive Headteacher, IT Technician and other staff, as necessary, to address any online safety issues or incidents.

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⇨ Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.

⇨ Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school Behaviour for Learning and Caring policy (incorporating anti-bullying).

⇨ Updating and delivering staff training on online safety.

⇨ Liaising with other agencies and/or external services if necessary.

⇨ Keeping up to date with the latest risks to children whilst using technology and the most recent research and available resources for school and home use.

Entrust IT services

The Mease Federation commission Entrust IT through a service level agreement. This SLA provides an IT technician to spend half a day in each school, each month. In addition, both schools can access ongoing support remotely.

The IT Technician and Entrust IT services are responsible for:

⇨ Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.

⇨ Conducting a full security check and monitoring the school's ICT systems on a regular basis.

⇨ Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

⇨ Supporting the DSL's and Computing Lead with online safety incidents.

Staff and volunteers

All staff, including contractors, agency staff, and volunteers are responsible for:

⇨ Maintaining an understanding of this policy.

⇨ Implementing this policy consistently.

⇨ Agreeing and adhering to the terms of the schools Acceptable Use of Technology policy.

⇨ Working with the DSL's and Computing Lead to ensure that any online safety incidents are recorded.

⇨ Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the federation's Behaviour for Learning and Caring policy, Child-on-Child Abuse policy and Safeguarding policy.

⇨ Providing support for pupils in the use of digital technologies, including giving them regular advice on how to stay safe and monitoring their internet use.

Parents / Carers / Guardians

Parents / Carers / Guardians are expected to:

⇨ Support this policy.

⇨ Notify a member of staff of any concerns or queries regarding this policy.

⇨ Ensure their child (KS2) has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2).

Parents / Carers / Guardians can seek further guidance on keeping their children safe online by viewing the online safety section of the school's website which contains references and links for useful organisations and websites.

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Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the school's Acceptable Use of Technology policy.

Educating pupils about online safety

Pupils will be taught about online safety (including use of social media) as part of the curriculum across all subjects, including Computing, Relationships and Health Education and our daily **CONNECT** time (**C**ommunication, **O**pen-mindedness, **N**urture, **N**ews, **E**mpathy, **C**almness, **T**ime). Pupils use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own safety and security. All pupils are continually reminded to speak to an adult if they have any online safety concerns and we have online safety information displayed around both schools.

In **Key Stage 1**, pupils will be taught to:
⇨ Use technology safely and respectfully, keeping personal information private.
⇨ Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage 2** will be taught to:

⇨ Use technology safely, respectfully and responsibly.
⇨ Recognise acceptable and unacceptable behaviour.
⇨ Identify a range of ways to report concerns about content and contact.

By the end of Year 6, pupils will know:
⇨ That people sometimes behave differently online, including by pretending to be someone they are not.
⇨ That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous.
⇨ The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them.
⇨ How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
⇨ How information and data is shared and used online.
⇨ How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

Educating parents / carers / guardians about online safety

The school will share this policy and raise awareness of internet safety in letters or other communications home and in information via our website. The Mease Federation will host a Computing Workshop for parents / carers / guardians each year, which will include online safety matters.
If parents/carers/guardians have any queries or concerns in relation to online safety, these should be raised in the first instance with the class teacher who will then liaise with the Computing Lead and DSL's.

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Training

⇨ All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.

⇨ All staff members will receive relevant updates as required (for example through emails, e-bulletins and staff meetings).

⇨ The DSL's and Computing Lead will attend safeguarding training at least every two years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

⇨ Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

⇨ Volunteers will receive appropriate training and updates, if applicable.

Monitoring arrangements

The Mease Federation uses **Smoothwall Monitor** which can detect misuse of all our online systems in both schools. This software is a real-time digital monitoring solution that flags incidents as they happen. It monitors both key strokes and screen views and alerts designated individuals when users try to view or type harmful content. Our monitoring through Smoothwall is undertaken by:

The **Office Support Manager Zoe Bolton**

The Office Support Manager ensures:

⇨ Online activity in both schools is checked every 24 hours.

⇨ Any incidents, concerns or issues are reported to the Executive Headteacher immediately.

⇨ Any online safeguarding incidents or concerns are recorded using our yellow safeguarding forms and shared immediately with the DSL's for further action.

Links with other policies

This online safety policy is linked to our:

⇨ **Safeguarding policy**

⇨ **Behaviour for Learning and Caring policy** (incorporating all forms of **anti-bullying**)
Cyber-bullying takes place online, such as through social networking sites, messaging apps, email or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. However, cyber-bullying also differs from other forms of bullying in that:

➢ Through various media, children can be cyber-bullied 24 hours a day.

➢ People who cyber-bully may attempt to remain anonymous.

➢ Anyone of any age can cyber-bully someone else of any age.

➢ Some instances of cyber-bullying may be unintentional, such as a text sent as a joke or an email to the wrong recipient.

To help prevent cyber-bullying, we will support pupils to understand what it is and what to do if they become aware of it happening to them or to others. We will teach them to know how they

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can report any incidents and that they are encouraged to do so, including where they are a witness rather than the victim.

The schools will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. This will take place in lessons, PSHE, through our Relationships and Health Education and during CONNECT time.

In relation to a specific incident of cyber-bullying, the schools will follow the processes set out in the federation's Behaviour for Learning and Caring policy. If illegal, inappropriate or harmful materials has been spread among pupils, the schools will use all reasonable endeavours to ensure the incident is contained. The DSL's and Executive Headteacher will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if necessary.

⇨ **The Mease Memorandum** (staff code of conduct)
Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the federation's terms of acceptable use. Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. (Any USB devices containing data relating to the school must be encrypted).

If staff have any concerns over the security of their device, they must seek advice from the federation's IT support services.

⇨ **Acceptable Use Policy**
All pupils and parents / carers / guardians are expected to sign an agreement regarding the acceptable use of the school's IT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Staff will be expected to follow the guidance within The Mease Memorandum (staff code of conduct) in addition to the acceptable use of the federation's IT systems.

How the federation will respond to issues of misuse
- Where a pupil misuses the IT systems or internet, parents / carers / guardians will be informed. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.
- Where a staff member misuses the IT systems or internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance staff disciplinary procedures.

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Use of digital and video images

⇨ Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images can only be taken on school equipment; the personal equipment of staff cannot be used for such purposes.

⇨ Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

⇨ Pupils are taught not to take, use, share, publish or distribute images of others without their permission.

⇨ Photographs / video of pupils published on the federation's website, or elsewhere, will be selected carefully and will comply with good practice guidance on the use of such images. Yearly written permission from parents / carers / guardians will be obtained and pupils' full names will not be used anywhere on a website, particularly in association with photographs.

⇨ When appropriate, at the start of all productions / presentations by pupils to family members, the lead adult will announce that they are '***welcome to take photos or videos, but that to safeguard our pupils this must be for private, personal use only and not to be placed on social media***'.

Appendix 1: EYFS and KS1 acceptable use agreement (pupils)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS
Class:
When I use the school's ICT systems (like iPads) and get onto the internet in school I will: • Ask a teacher or adult if I can do so before using them • Only use websites that a teacher or adult has told me or allowed me to use • Tell my teacher immediately if: ○ I click on a website by mistake ○ I receive messages from people I don't know ○ I find anything that may upset or harm me or my friends • Use school computers for school work only • I will be kind to others and not upset or be rude to them • Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly • Only use the username and password I have been given • Try my hardest to remember my username and password. Never share my password with anyone, including my friends. • Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer • Check with my teacher before I print anything • Log off or shut down a computer when I have finished using it **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

Signed (Class Teacher)	**Date:**
Pupil names	

To be discussed and agreed as a class.

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Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS
Name of pupil:
I will read and follow the rules in the acceptable use agreement policy **When I use the school's ICT systems (like computers) and get onto the internet in school I will:** • Always use the school's ICT systems and the internet responsibly and for educational purposes only • Only use them when a teacher is present, or with a teacher's permission • Keep my username and passwords safe and not share these with others • Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer • Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others • Always log off or shut down a computer when I'm finished working on it **I will not:** • Access any inappropriate websites including: social networking sites, chat rooms and gaming sites • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Log in to the school's network using someone else's details • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

Signed (pupil):	**Date:**

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

All KS2 pupils to sign individually.

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