

Great Moor Infant School

Online Safety Policy

September 2023



Introduction and Scope of the Online Safety Policy

This Online Safety Policy outlines the commitment of Great Moor Infant School to safeguard members of our school community online in accordance with statutory guidance and best practice.

This Online Safety Policy applies to all members of the school community (including staff, learners, governors, volunteers, parents and carers and other visitors) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

This policy can be read in conjunction with the safeguarding (including child protection), behaviour and anti-bullying policies.

We will inform parents/carers as appropriate of incidents of concerning online safety behaviour that take place out of school.

Policy development, monitoring and review

This Online Safety Policy has been developed by the Headteacher and DSL, Yvonne Dobson.

Schedule for development, monitoring and review

This Online Safety Policy was approved by the school governing body:	Insert date Autumn 2023
The implementation of this Online Safety Policy will be monitored by:	Yvonne Dobson Heidi Calvert Helen Pechey
Monitoring will take place at regular intervals:	Annually
The governing body will receive a report on the implementation of the Online Safety Policy generated by the monitoring group (which will include anonymous details of online safety incidents) at regular intervals:	Annually
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new technological developments, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	Autumn 2024
Should serious online safety incidents take place, the following external persons/agencies should be informed:	LA safeguarding officer – LADO Police

Process for monitoring the impact of the Online Safety Policy

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Filtering and monitoring logs – Smoothwall
- Pupil Voice
- Surveys/questionnaires of:
 - learners
 - parents and carers
 - staff

Online Safety Policy

The school Online Safety Policy:

- sets expectations for the safe and responsible use of digital technologies for learning, administration, and communication

- allocates responsibilities for the delivery of the policy
- is regularly reviewed in a collaborative manner, taking account of online safety incidents and changes/trends in technology and related behaviours
- establishes guidance for staff in how they should use digital technologies responsibly, protecting themselves and the school and how they should use this understanding to help safeguard learners in the digital world
- describes how the school will help prepare learners to be safe and responsible users of online technologies
- establishes clear procedures to identify, report, respond to and record the misuse of digital technologies and online safety incidents, including external support mechanisms
- is supplemented by a series of related acceptable use agreements
- is made available to staff at induction
- is published on the school website

Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

Headteacher and senior leaders

- The headteacher has a duty of care for ensuring the safety (including 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, as defined in Keeping Children Safe in Education.
- The headteacher and deputy headteacher are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher (DSL) and deputy Headteacher (DDSL) are responsible for ensuring that the other Deputy Designated Safeguarding Leads and staff carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.
- The Headteacher and deputy headteacher will work with the Safeguarding Governor and IT service providers in all aspects of filtering and monitoring.

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.

The safeguarding governor:

- regularly meets with the Headteacher/Designated Safeguarding Lead
- receives (collated and anonymised) reports of online safety incidents
- checks that provision outlined in the Online Safety Policy (e.g. online safety education provision and staff training is taking place as intended)
- keeps up to date with emerging risks and threats through technology use
- receives regular updates from the Headteacher in regards to training, identified risks and any incidents
- ensures that the filtering and monitoring provision is reviewed and recorded, at least annually in line with DfE Filtering and Monitoring Standards
- reports to governors group/meeting
- has received basic cyber-security training to enable the governors to check that the school meets the DfE Cyber-Security Standards
- has membership of the school Online Safety Group

The governing body will also support the school in encouraging parents/carers and the wider community to become engaged in online safety activities.

Designated Safety Lead (DSL)

At Great Moor Infant School the DSL is the Headteacher and there are three deputy designated leads including the deputy head teacher. The Online Safety Lead is responsible for supporting the Headteacher and deputy head teacher in this role.

The HT/DSL:

- holds the lead responsibility for online safety, within their safeguarding role
- receive relevant and regularly updated training in online safety to enable them to understand the risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online

- meets regularly with the Safeguarding governor to discuss current issues, review (anonymised) incidents and filtering and monitoring logs and ensuring that annual filtering and monitoring checks are carried out
- is responsible for receiving reports of online safety incidents and handling them, and deciding whether to make a referral by liaising with relevant agencies, ensuring that all incidents are recorded
- liaises with staff and IT providers on matters of safety and safeguarding and welfare (including online and digital safety)
- receive regularly updated training

Online Safety Education Programme

Staff reinforce online safety messages across the curriculum. The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum for all year groups – PSHE and Computing curriculums
- Lessons are matched to need; age-related and build on prior learning
- Lessons have objectives leading to clear and evidenced outcomes
- Learner needs and progress are addressed through effective planning and assessment
- Safer Internet Day and Anti-bullying week are incorporated
- The curriculum is accessible to learners at different ages and abilities such as those with additional learning needs or those with English as an additional language
- Vulnerability is actively addressed as part of a personalised online safety curriculum e.g., for victims of abuse and SEND
- Learners are taught to understand the need for the learner acceptable use agreement and encouraged to adopt safe and responsible use both within and outside school
- Use of the planned sites are checked prior to lessons
- The online safety education programme is relevant and up to date to ensuring quality, progression in learning and outcomes

Teaching and support staff

School staff are responsible for ensuring that:

- they have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices
- they understand that online safety is a core part of safeguarding
- they have read, understood, and signed the staff acceptable use agreement (AUA) and adhere to it
- they immediately report any suspected misuse or problem to Yvonne Dobson (HT) or Gemma Healey (DHT) for investigation/action, in line with the school safeguarding procedures
- all digital communications with learners and parents/carers are on a professional level and only carried out using official school systems
- staff using Remote access to school servers from home must ensure the laptop, PC or other device they use is password protected and has sufficient and up to date virus and internet protection software installed and must not save any sensitive pupil information on these personal devices
- online safety issues are embedded in all aspects of the curriculum and other activities
- ensure learners understand and follow the Online Safety Policy and acceptable use agreements
- they supervise and monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies regarding these devices
- in lessons where internet use is pre-planned learners are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- there is a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred
- they model safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media
- undertake training as appropriate

IT Provider

The DfE Filtering and Monitoring Standards says:

“The IT service provider should have technical responsibility for:

- *maintaining filtering and monitoring systems*
- *providing filtering and monitoring reports*
- *completing actions following concerns or checks to systems”*

"The IT service provider should work with the senior leadership team and DSL to:

- *procure systems*
- *identify risk*
- *carry out reviews*
- *carry out checks"*

IT support is provided to Great Moor Infant School from AVA, Stockport. It is the responsibility of the school to ensure that the provider carries out all the online safety measures that the school's obligations and responsibilities require. It is also important that the provider follows and implements school Online Safety Policy and procedures.

Filtering and Monitoring

At Great Moor Infant School filtering and monitoring provision is agreed by senior leaders and governors, supported and advised by the Stockport AVA. It is reviewed annually and updated in response to changes in technology and patterns of online safety incidents/behaviours.

We are supported by the LA IT Provider to ensure that:

- the school technical infrastructure is secure and is not open to misuse or malicious attack
- the school meets the required online safety technical requirements as identified by the DfE Meeting Digital and Technology Standards in Schools & Colleges and guidance from local authority
- there is clear, safe, and managed control of user access to networks and devices
- they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- the use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported for investigation and action
- filtering is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person
- monitoring systems are implemented and regularly updated

Filtering

- The Local Authority use software to manage access to content across its systems for all users and on all devices using the schools internet provision.
- The filtering provided meets the standards defined in the DfE Filtering standards for schools and colleges and the guidance provided in the UK Safer Internet Centre Appropriate filtering.
- There are established and effective routes for users to report inappropriate content, recognising that no system can be 100% effective.
- the school has a mobile phone policy and where personal mobile devices have internet access through the school network, content is managed in ways that are consistent with school policy and practice.

Monitoring

The Local Authority recommends monitoring systems in place to protect the school, systems and users:

- School leaders monitor all network use across all its devices and services.
- Monitoring reports are provided weekly.
- Reports are urgently picked up, acted on and outcomes are recorded by the Designated Safeguarding Lead and DDSLs.
- All users are aware that the network (and devices) are monitored.
- There are effective protocols in place to report abuse/misuse.

Pupils

- Follow the rules (Pupil AUP - Acceptable Use Policy)
- Be helped to understand the need for the Pupil AUP
- Have equal access to use of the internet in a safe and secure environment
- Will be taught about responsible use of the Internet, World Wide Web and e-mail

Parents and carers

Parents and carers play a crucial key role in ensuring that their children understand the need to use the online services and devices in an appropriate way. They work in partnership with school reinforcing online safety messages provided to learners. Parents report any concerns regarding Online safety to school.

The school will take every opportunity to help parents and carers understand these issues through:

- publishing the school Online Safety Policy on the school website

- providing them with a copy of the learners' acceptable use agreement
- publish information about appropriate use of social media relating to posts concerning the school
- seeking their permissions concerning digital images
- parents'/carers' training, newsletters, website, social media and information about national/local online safety campaigns and literature

Professional Standards

- At Great Moor Infant School there is a requirement that professional standards will be applied to online safety as in other aspects of school life i.e., policies and protocols are in place for the use of online communication technology between the staff and other members of the school and wider community, using officially sanctioned school mechanisms.

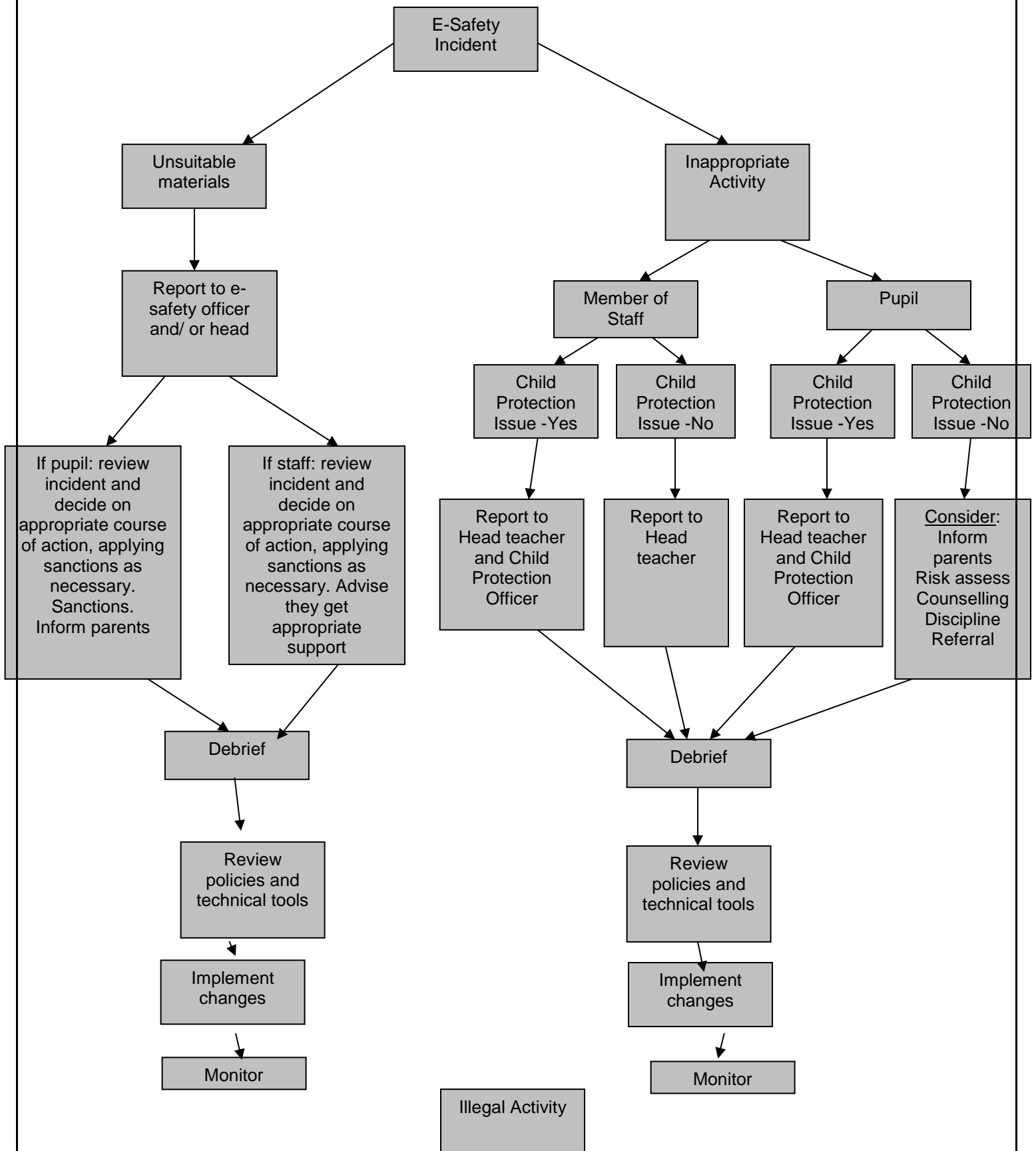
Reporting and Responding

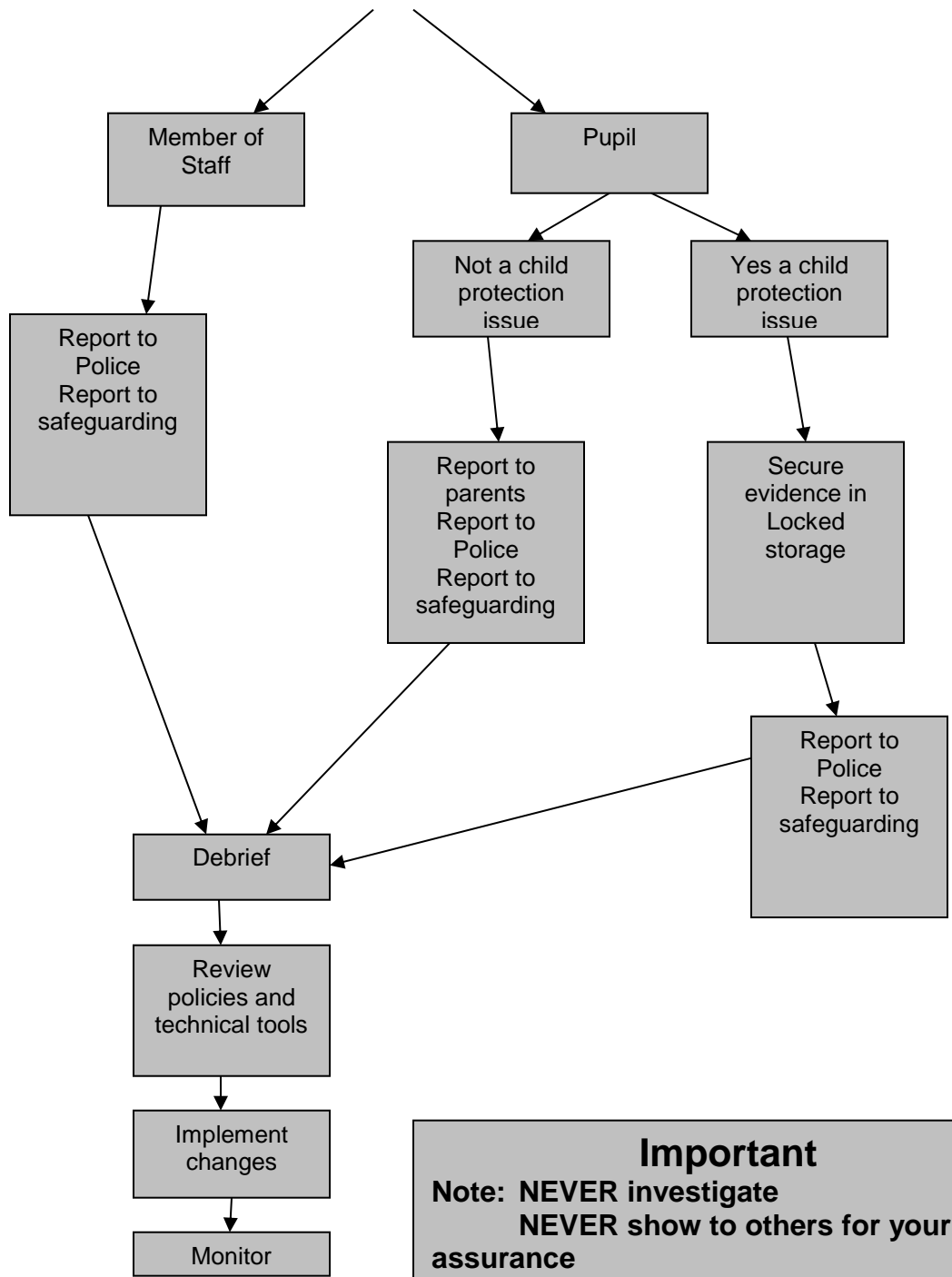
Great Moor Infant School will ensure:

- there are clear reporting routes which are understood and followed by all members of the school community which are consistent with the school safeguarding procedures, and with the whistleblowing, complaints and managing allegations policies
- all members of the school community will be made aware of the need to report online safety issues/incidents
- reports will be dealt with as soon as is practically possible once they are received
- the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Online Safety Lead have appropriate skills and training to deal with online safety risks
- if there is any suspicion that the incident involves any illegal activity or the potential for serious harm the incident must be escalated through the agreed school safeguarding procedures

Where incidents are reported they are dealt with as soon as possible in a proportionate manner. We are committed to ensuring that incidents of misuse will be dealt with through behaviour/disciplinary procedures.

Flowchart for referral process for any E-safety incident or illegal activity





Important
Note: NEVER investigate
NEVER show to others for your own assurance
DO NOT let others handle evidence
– Police only