

# Online Safety Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>Safeguarding team</b>	<b>Date: 3/10/24</b>
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<b>Last reviewed on:</b>	<b>October 2024</b>
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<b>Next review due by:</b>	<b>October 2025</b>
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# St Andrew's C of E Primary School

## Online Safety Policy

### **This policy statement will:**

- make it clear that, whenever, adults or children are using the internet in school, they understand that their safety and wellbeing, and that of the whole school community, is of prime importance;
- provide staff, volunteers and visitors with a clear understanding of the overarching principles that guide our approach to online safety;
- help ensure that, as a school community, we operate in line with our values and within the law in terms of how we use online devices.

This policy statement applies to all children, staff, volunteers and visitors at St Andrew's C of E Primary School whether they are in the school community as part of their regular education or work, or on a temporary basis.

This policy should be read alongside other St Andrew's policies and procedures covering child protection and safeguarding. These policies include, but are not restricted to, our Child Protection Policy, our Behaviour & Relationships Policy and our ICT and Internet Acceptable Use Policy.

This policy has two appendices:

- a **visual guide** to our online safety responsibilities and how we carry these out (Appendix 1); and
- our **Online Safety Agreement** for pupils and parents (Appendix 2).

### **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 and adults involved with our school are protected from potential harm online;
- we have a responsibility to help keep children safe online, whether or not they are using St Andrew's C of E 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;
- promoting child welfare and helping children develop a responsible approach to online safety is most effective if we at St Andrew's work in partnership with the children themselves, with their parents and carers and with other agencies.

### **We will seek to keep children and young people safe by:**

- providing clear and specific directions to staff, volunteers and visitors on how to behave online through ongoing training and our 'ICT and Internet Acceptable Use Policy';
- supporting and encouraging pupils to use the internet and social media – whether at school or at home – in a way that keeps them safe and shows respect for others;
- supporting and encouraging parents/ carers to do what they can to keep their children safe online;
- raising awareness of the Online Safety Agreement (see appendix) for use with young people and their parents/carers; this is signed by parents on admission to St Andrew's and re-given in KS2 where chrome books are used more regularly.
- 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;
- 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 school 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 information for visitors about online safety;
- providing information, support and training for staff and volunteers about online safety;
- examining and risk-assessing all 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.

### **Contact details**

Senior lead for safeguarding

and child protection:

Mrs Jo Holmes

## Appendix 1: Responsibilities and actions

STATEMENT OF POLICY	RESPONSIBILITY	ACTION / ARRANGEMENTS
<p><b>Identification of Online and Electronic Risk</b></p> <p>To effectively implement plans to keep children safe online it is important to identify the sources of potential risk.</p>	<p>Governing Body Head Teacher</p>	<p><b>Potential for online risk has been identified from, among others, the following areas:</b></p> <ul style="list-style-type: none"> <li>• Access to inappropriate web content</li> <li>• Bullying in the virtual environment</li> <li>• Inappropriate communications</li> <li>• Sexualisation among children (e.g. sexting)</li> <li>• Sharing of personal information/pictures</li> <li>• Grooming</li> <li>• Radicalisation</li> </ul>
<p><b>Reporting</b></p> <p>All incidents of online/ electronic risk should be immediately reported</p>	<p>Head Teacher</p>	<p>Incidents should be reported immediately to Head teacher or, in her absence, the Deputy Head.</p>
<p><b>Effective Channels of Communication</b></p> <p>It is important to know when children are exposed to a potential source of online risk</p>	<p>Head Teacher</p>	<p>A channel should be constructed to allow children to easily and privately raise any concerns they may have. Children are actively encouraged to share any worries or concerns they may have.</p>
<p><b>Physical Measures to Minimise Risk</b></p> <p>Effective physical safeguards will be put in place to minimise impact of the identified risks</p>	<p>Head Teacher</p>	<p><b>Website Blocking</b></p> <p>Up-to-date website blocking software will be installed on the school network to restrict, where possible, access to inappropriate web sites. The software will be maintained and kept up to date by an external agency. Its use and effectiveness will be regularly reviewed.</p> <p><b>Technology Brought in by Children</b></p> <p>Pupils are discouraged from bringing in to school any form of technology, and especially any that has a data connection which allows access to the internet. Such technology is, however, permitted in very controlled circumstances. For details see Appendix 2: Online Safety Agreement.</p> <p>The school assumes no responsibility (financial or otherwise) if any equipment is lost, damaged or stolen.</p>
<p><b>Training and Awareness – Staff</b></p>	<p>Head Teacher</p>	<p>Staff should receive training as follows:</p> <ul style="list-style-type: none"> <li>• Identifying children who may be at risk from the identified areas of risk.</li> <li>• How to communicate with a child who wishes to raise a concern.</li> <li>• Policing the use of school computers / brought in technology and how to identify inappropriate activity.</li> <li>• Inappropriate communication with children.</li> </ul>
<p><b>Training and Awareness – Children</b></p>	<p>Head Teacher</p>	<p>Children should receive training appropriate to their year group on how to keep safe on online and what is appropriate and what is not. This should be delivered:</p> <ul style="list-style-type: none"> <li>• in assemblies</li> <li>• in dedicated lesson time.</li> </ul>
<p><b>Awareness – Parents and Carers</b></p>	<p>Governing Body Head Teacher</p>	<p>Parents should be provided with information relating to e-safety and signposted as to where they can find out more. This should be communicated via the website, periodic e-mail communications, onsite meetings.</p>

## Appendix 1

### Online Safety Statement

This statement and agreement form is part of the school's enrolment/admissions agreement signed in Reception.

All children in Key Stage 2 will revisit this agreement as part of their curriculum for online safety. Parents/carers and children will be asked to re-sign.

#### **At St Andrew's C of E Primary School we recognise that:**

- it is important for children to use the internet for education and also for entertainment and personal development;
- we have a duty – shared with parents – to teach children to use the internet responsibly;
- safeguards need to be in place to ensure that children are kept safe online (this includes filtering and monitoring to ensure when the internet is accessed, it is safe for children);
- families vary in their attitude to the adoption of electronic devices between the ages of 5 and 11;
- we have a duty to control the use of children's personal devices in school.

Taking all these points into account, for pupils at St Andrew's C of E Primary School, the use of personal devices with the capacity to store and/or transfer data and those which connect to the internet is prohibited. This includes, but is not restricted to, items such as electronic toys, tablets, watches, phones, laptops and computers.

This agreement is part of our overarching code of behaviour (behaviour and relationships policy) and it fits within our Child Protection and Safeguarding Policy and our Online Safety Policy.

**Children:** Please read the following agreement and discuss it with your parents/carers.

**Parents/Carers:** Please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the class teacher.

## Appendix 2

### Online Safety Agreement

These points relate to my use of devices in school.

- Any device (e.g. smart phone, smart watch) that I carry with me to and from school, I will give to the teacher in school on arrival. It will be stored safely and returned to me at the end of the school day. I will not use this device on school grounds (either before I've handed it in or after I've picked it up). My online behaviour will meet the points below.
- I will have a laptop assigned for my use in class. I will not damage this laptop. Any deliberate damage incurred may result in a charge for replacement. My online behaviour will meet the points below.

These points relate to all my online behaviour, at home and at school.

- I will be responsible for my behaviour on educational sites, social media platforms, games and apps.
- I will not deliberately browse, download or upload any material which could be thought offensive or illegal. If I come across any of this material I will immediately tell my parent/carer or my teacher.
- I will not communicate with anyone in a way that could be thought threatening, bullying or offensive.
- I will not send anyone material that could be thought threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not send any photos of myself or anyone else without first checking with my parent / carer or teacher.
- I will not reveal my passwords to anyone apart from my parent/ carer or my teacher.
- I will not arrange to meet anyone I know online without discussing this with my parent/ carer or teacher. If I am worried about anything I see or hear online, or if anything doesn't feel right, I know I can talk to someone about it.

My trusted adults are:

\_\_\_\_\_

I understand that my internet use at St Andrew's will be monitored and logged and can be made available to my teacher, the Headteacher and my parent/carer.

I understand these rules are designed to keep me safe.

Pupil signature (date) \_\_\_\_\_

We have discussed this Online Safety Agreement and \_\_\_\_\_ [child's name] agrees to follow the rules set out above.

Parent/carer signature (date) \_\_\_\_\_