Holy trinity C of E Primary School
Safety Online Policy

Internet technology helps pupils learn creatively and effectively. It encourages collaborative learning and the sharing of good practice amongst all school stakeholders. This Safety Online policy encourages appropriate and safe conduct and behaviour during this process.

Pupils, staff and all other users of school-related technologies will work together to agree standards and expectations relating to usage in order to promote and ensure good behaviour.

These agreements and their implementation will promote positive behaviour at school. This can transfer directly into each pupil's adult life and prepare them for experiences and expectations in the workplace and their personal lives. The policy is not designed to be a blacklist of prohibited activities; it is a list of areas to discuss, teach and inform. It will develop positive behaviour and knowledge leading to safer internet use and year-on-year improvement, with a measurable impact on Safety Online. The positive effects of the policy are intended to be seen online and offline in school and at home, and ultimately beyond school and into the lives of pupils.

The Safety Online policy covers the use of

- Mobile phones and devices when used on and off the school site
- Pupils' and staff's personal ICT equipment when used in school and which makes use of school networking, file-serving or internet facilities
- External access to internal school networking such as webmail, network access, file-serving (document folders) and printing
- School-related external internet including, but not limited to, the school website, extranet, e-learning platforms, blogs, social media websites
- iPods and iPads within school
- School-based intranet and networking
- School-based ICT systems and equipment
- Prevention of extremism and radicalisation

Prevent (with reference to 'Preventing Radicalisation' Document)

The internet provides children and young people with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering system used at our school blocks inappropriate content, including extremist content.

Where staff, students or visitors find unblocked extremist content, they must report it to a senior member of staff.

We are aware that children and young people have access to unfiltered internet when using their mobile phones; staff are alert to the need for vigilance when students are using their phones.

Reviewing and evaluating Safety Online and ensuring good practice – introduction

Safety Online policy results from a continuous cycle of evaluation and review based on new initiatives and partnership discussion with stakeholders and outside organisations, technological and internet developments, current Government guidance and school-related Safety Online incidents. The policy development cycle develops good practice within the teaching curriculum and wider pastoral curriculum. Regular assessment of strengths and weaknesses helps to determine inset provision for staff and Local Academy Councillors and guidance for parents, pupils and local partnerships.

The Safety Online team will monitor and evaluate the Safety Online policy. This is be supported by:

- Child protection officer Mrs Amanda Baines
- Pupils, e.g. a member of the student council
- Community stakeholders, e.g. nurseries, youth groups, sports clubs, faith groups/representatives
- Parents and guardians, e.g. PTA, parent Local Academy Councillors, looked-after children/social care representatives
- Local Academy Councillor(s) Computing Local Academy Councillor: Mr Michael Johnson
- External IT contractors, e.g. web developer, e-learning provider Curriculum Network Support: OneIT; Admin Network Support: Northgate; Web Developer: MSO; Northern Grid for Learning (NGFL) Simon Finch
- ICT technical support and network manager Rob Newton (OneIT)
- In the event of a Safety Online incident, the following people will be informed within school and in external agencies and stakeholder organisations.
    - School Safety Online coordinator: Mrs Amanda Baines and Mr Jonathon Bull
    - Safeguarding officer: Mrs Amanda Baines

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- Teaching staff
- Mrs Amanda Baines (Headteacher), Mr Jonathon Bull (Deputy Headteacher), Mrs Deborah Wheeldon (Deputy Headteacher)
- Safety Online co-ordinator/officer Mrs Amanda Baines and Mr Jonathon Bull

When will your Safety Online policy and acceptable use policies be reviewed?
- At or prior to the start of each academic year

Additionally, the policy will be reviewed promptly upon:
- Advice from the police
- Safety Online incidents in the community or local schools which might impact on the school community
- Significant changes in technology as used by the school or pupils in the wider community
- New guidance by Government/LEA/safeguarding authorities
- Serious and/or frequent breaches of the acceptable internet use policy or other in the light of Safety Online incidents

Where will the Safety Online policy review be documented?
- In the school development plan

The school will draw up an Safety Online calendar detailing training, meetings, reviews, evaluations, teaching and learning provision, parental involvement, wider community involvement and Local Academy Councillor involvement over an academic year.
Staff, parent and pupil Safety Online audits and pupil questionnaires will inform Safety Online learning and staff training requirements. This will gauge the impact and effectiveness of the Safety Online provision and determine future Safety Online targets.

Policy review schedule
The Safety Online team and Safety Online co-ordinator/officer will include evidence of evaluations of the impact of the Safety Online policy in reports. Such evidence includes:
- Safety Online audits of staff, support staff, parents, Local Academy Councillors and other stakeholders
- AfL teaching questionnaires
- Reports to Local Academy Councillors

The governing body/proprietor will receive a report on the progress, evaluation, impact and effectiveness of the Safety Online policy annually. This report will include suitably redacted Safety Online incident accounts, detailing how they have been resolved, and the counter measures that were implemented.

Who does Safety Online affect? Who is responsible for Safety Online and what are their roles?
School management and Safety Online
School senior management is responsible for determining, evaluating and reviewing Safety Online policies. This encompasses teaching and learning, use of school IT equipment and facilities by pupils, staff and visitors. It also includes agreed criteria for acceptable use by pupils, school staff and Local Academy Councillors of internet-capable equipment for school-related purposes or in situations which will impact on the reputation of the school, and/or on school premises.
Safety Online provision is always designed to encourage positive behaviours and practical real-world strategies for all members of the school and wider school community.
Evidence base:
- Staff inset provision audit and record
- Regularly updated Safety Online policy, child protection policy and logged and evaluated Safety Online incidents
- Minutes from Safety Online-related meetings with staff, SLT, parents association, Local Academy Councillors and wider school community stakeholders
- Safety Online calendar
- School development plan

The school Safety Online officer or co-ordinator
The school's designated Safety Online officers, Mrs Amanda Baines and Mr Jonathon Bull, report to the SLT and Local Academy Councillors and co-ordinates Safety Online provision across the school and wider school community. The team liaises with SLT, the school's designated child protection officer and other senior managers as required.
The school Safety Online officer has a specific job description and person specification detailing the role, remit, qualifications and qualities required for the post. This specification is updated according to the school cycle for reviewing job descriptions.

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Safety Online co-ordinator job description
- The Safety Online co-ordinator is responsible for promoting best practice in Safety Online within the wider school community, including providing and being a source of information for parents and partner stakeholders.
- Although all staff are responsible for upholding the school Safety Online policy and implementing safer internet practice, Mrs Amanda Baines and Mr Jonathon Bull are responsible for monitoring internet use by pupils and staff onsite, and on school machines such as laptops used off-site.
- The school Safety Online co-ordinator audits and assesses inset requirements for staff, support staff and Local Academy Councillor Safety Online training, ensuring that all staff are aware of their responsibilities and the school's Safety Online procedures. The co-ordinator is the first port of call for staff requiring advice on Safety Online matters.
- The school Safety Online co-ordinator maintains a log of submitted Safety Online reports and incidents.
- The school Safety Online co-ordinator is responsible for Safety Online issues on a day-to-day basis and liaises with LA contacts, filtering and website providers, and school ICT support.

The school's Safety Online co-ordinator leads the school Safety Online team: The co-ordinator:
- Is responsible for monitoring, reporting and evaluating incidences of inappropriate internet use.
- Is the first point of contact in an Safety Online incident and is responsible for monitoring and reviewing Safety Online incident logs.
- Is responsible for acting as a point of contact for support and advice on Safety Online issues.
- Is responsible for promoting Safety Online awareness for parents and wider stakeholders.
- Is responsible for ensuring Safety Online is embedded in the curriculum, e.g. in schemes of work, assemblies and themed weeks.
- Is responsible for ensuring staff receive information about current trends.
- Is responsible for managing Safety Online training for all staff.
- Is responsible for ensuring acceptable use policies/school internet rules are in place, agreed by staff, pupils and parents and are monitored, evaluated and reviewed.
- Is responsible for ensuring the Safety Online policy is adhered to.
- Is responsible for ensuring that the Safety Online policy links with other appropriate school policies, e.g. anti-bullying, child protection, computing, PSHE.
- Is responsible for evaluating and reviewing the school's Safety Online policy, updating at least annually.
- Is responsible for promoting a school and community-wide Safety Online culture and promoting the school's Safety Online vision to all stakeholders.
- Is responsible for completing regular Safety Online audits and maintaining the Safety Online calendar in conjunction with the senior leadership team and/or head.

Person specification and training requirement for Safety Online officer/co-ordinator, Local Academy Councillors' responsibility for Safety Online:
ICT support staff and external contractors
At least one Local Academy Councillor is responsible for Safety Online. The school Safety Online officer/co-ordinator will liaise directly with the Local Academy Councillor about reports on Safety Online effectiveness, incidents, monitoring, evaluation and developing and maintaining links with local stakeholders and the wider school community.
The Safety Online officer/co-ordinator will be responsible for auditing Local Academy Councillor Safety Online training and inset requirements.

Teaching and teaching support staff
Teaching and teaching support staff ensure that they are aware of the current school Safety Online policy, practices and associated procedures for reporting Safety Online incidents.
All staff must ensure that they have read, understood and signed (thereby indicating an agreement) the acceptable use policies relevant to internet and computer use in school.
All staff must follow the school's social media policy regarding external off-site use, personal use (being mindful of bringing the school into disrepute), possible contractual obligations, and conduct on internet school messaging or communication platforms, e.g. email, VLE messages and forums and the school website.
All teaching staff must rigorously monitor pupil internet and computer use in line with the policy. This includes the use of personal technology such as cameras, phones and other gadgets on the school site.
Teaching staff should promote best practice regarding avoiding copyright infringement and plagiarism.
Internet use and suggested websites should be pre-vetted and documented in lesson planning.

Child protection officer

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The Child Protection Officer is able to differentiate which Safety Online incidents are required to be reported to CEOP, local police, LADO, social services and parents/guardians. The individual will also determine whether the information from such an incident should be restricted to nominated members of the leadership team.

The child protection officer knows how to deal appropriately with incidents including (but not limited to):
- Allegations against members of staff
- Computer crime, e.g. hacking of school systems
- Allegations or evidence of 'grooming'
- Allegations or evidence of cyber bullying in the form of threats of violence, harassment or a malicious communication.

The Child Protection Officer is responsible for acting 'in loco parentis' and liaising with websites and social media platforms such as Twitter and Facebook to remove instances of illegal material or cyber-bullying.

Pupils
Pupils are required to use school internet and computer systems in agreement with the terms specified in the school's acceptable use policies. Pupils are expected to sign the policy to indicate agreement, and/or have their parents/guardians sign on their behalf.
Pupils are aware of how to report Safety Online incidents in school, and how to use external reporting facilities, such as the CEOP report abuse button.
Pupils are aware that their internet use out of school on social networking sites such as Facebook is covered under the acceptable use policy if it impacts on the school and/or its staff and pupils in terms of cyber-bullying, reputation or illegal activities.

Parents and guardians
It is hoped that parents and guardians will support the school's stance on promoting good internet behaviour and responsible use of IT equipment both at school and at home.
The school expects parents and guardians to sign the school's acceptable use polices, indicating agreement regarding their child's use and also their own use with regard to parental access to school systems such as extranets, websites, forums, social media, online reporting arrangements, questionnaires and the VLE.

Parents
The school will provide opportunities to educate parents with regard to Safety Online, including:
- Twilight courses or a series of presentations run by the school for parents and wider school community stakeholders.
- Parents' evenings, open days, transition evenings, or other events to take advantage of occasions when there are large numbers of parents in school.
- Safety Online information delivered to parents directly, including: letters, newsletters, the school extranet and the school website.

Guidance for other users
Other users such as school visitors, wider school community stakeholders or external contractors are expected to agree to a visitor's AUP document or a tailored AUP document specific to their level of access and usage.
External users with significant access to school systems including sensitive information or information held securely under the Data Protection Act should be CRB-checked. This includes external contractors who might maintain the school domain name and web hosting, which would facilitate access to cloud file storage, website documents and email.

How does the school provide Safety Online education?
Possible curriculum opportunities:
- Safety Online events, e.g. Safer Internet Day and Anti-Bullying Week.
- Safety Online as part of pastoral care including: form time activities; assemblies; year group presentations; tutorial opportunities.
- Safety Online as a computing teaching unit including (but not limited to): how to judge the validity of website information; how to remove cyber-bullying; computer usage and the law; how to spot and remove viruses; why copyright is important.

This provision will be evidenced in the following school documents:

Wider school community and stakeholders
Possible information dissemination opportunities:
- Presentations run by the school for parents and wider school community stakeholders.
- Open days or other events to take advantage of occasions when there are large numbers of visitors in school.
- Safety Online information delivered to stakeholder directly, including: letters; newsletters; school website.

Staff – inset and training

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Safety Online information delivered to stakeholder directly, including: letters; newsletters; school website.

This provision will be evidenced in the following school documents:

A planned calendar programme of Safety Online training opportunities to be made available for staff including: on-site inset; whole staff training; online training opportunities (for example NAACE courses); external CPD courses; accredited CPD and co-ordinator training.

This provision will be evidenced in the following school documents:

The Safety Online policy will be updated and evaluated by staff at the beginning of each academic year and timetabled into the INSET day schedule.

The Safety Online co-ordinator/officer should be the first port of call for staff requiring Safety Online advice.

Local Academy Councillors – training

Possible training and information dissemination opportunities:

- Local Academy Councillors should also be given access to staff inset training and to specific Local Academy Councillor training provided externally (for example by the LEA, NAACE online or the NGA).
- Presentations run by the school for parents and wider school community stakeholders.
- Open days or other events to take advantage of occasions when there are large numbers of visitors in school.
- The Safety Online co-ordinator/officer should be the first port of call for staff requiring Safety Online advice.

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