

# St Johns C of E Infants School



## Internet Safety Policy

Reviewed Annually

Policy History	Date
Approved by Governors	Summer 2016
Review	October 2017
Review	October 2018
Review	March 2022
Review	
Review	
Review	

# St Johns C of E Infants School

E-safety is part of the school's safeguarding responsibilities. This policy relates to other policies including those for behaviour management, safeguarding and child protection, anti-bullying, computing, data protection and the use of photographic images.

Our E-safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by governors. The E-safety policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes, but is not limited to, workstations, laptops, mobile phones, tablets used on the school site.

The Internet Safety policy will be reviewed annually and will be under continuous revision in response to significant new developments in the use of technologies, new threats to Online Safety or incidents that have taken place.

## **The purpose of this policy is to:**

- Educate, Safeguard and protect all members of the school community in the use of computers and other devices and the internet.
- Work to empower the school community to use the internet as an essential tool for life-long learning.
- Identify approaches to educate and raise awareness of online safety throughout the school's community.
- Enable all staff to work safely and responsibly, to model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.
- Build both an infrastructure and culture of Online Safety.

St Johns C of E VC Infants School is a Rights Respecting School which means that everyone puts the rights of children at the heart of our school. Our rights are based on the United Nations Convention of the Rights of the Child. All children everywhere are born with these rights which cannot be taken away.

These rights are a 'promise to all children to respect, protect and fulfil their human rights'.

**Article 42:** 'Governments must make the convention known to children and adults'.

Through our Internet Safety policy we encompass the ethos of the following articles:

**Article 13:** 'Children have the right to get and share reliable information'.

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**Article 16:** ‘Children have a right to privacy’.

**Article 17:** ‘Children have the right to reliable information from the mass media. Television, radio and newspapers should provide information that children can understand’.

**Article 28:** ‘Children have a right to an education’.

**Article 29:** ‘Education should develop each child’s personality and talents to the full’.

**Article 31:** ‘All children have a right to relax and play, and join in a wide range of activities’.

**Article 36:** ‘Children should be protected from any activities that could harm their development’.

## **Online Safety Policy**

This policy applies to all members of the school community, including staff, pupils, volunteers, parents/carers, visitors and community users.

The school will manage Online Safety as described within this policy and associated behaviour and anti-bullying policies, and will inform parents and carers of known incidents of inappropriate Online Safety behaviour that take place in and out of school.

## **Schedule for Development, Monitoring and Review**

The implementation of the Online Safety policy will be monitored by an Online Safety working group, meeting regularly.

The impact of the policy will be monitored by the Online Safety working group by looking at:

- the log of reported incidents
- the internet monitoring log
- future developments

## **Roles and responsibilities**

The Head teacher and Governors oversee the safe use of technology when children and learners are in their care and take action immediately if they are concerned about bullying, or other aspects of the children’s well-being.

Role	Responsibility
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<p><b>Governors will:</b></p>	<ul style="list-style-type: none"> <li>● Delegate a governor to act as Online Safety link</li> <li>● Online Safety Governor works with the ICT co-ordinator and DSL to carry out regular monitoring and report to Governors</li> <li>● Hold the school to account to ensure that robust safeguarding, E-safety and on-line procedures and policies are in place and are being adhered to.</li> <li>● Undertake safeguarding and child protection training that includes on-line and E-safety training.</li> <li>● Read and adhere to this policy and to the school's Acceptable Use Policy.</li> </ul>
<p><b>Head Teacher and Senior Leaders will:</b></p>	<ul style="list-style-type: none"> <li>● Ensure that all staff receive suitable CPD to carry out their Online Safety roles including online risks of extremism and radicalisation</li> <li>● Create a culture where staff and learners feel able to report incidents</li> <li>● Ensure that there is a progressive Online Safety curriculum in place</li> <li>● Ensure that there is a system in place for monitoring Online Safety</li> <li>● Follow correct procedure in the event of a serious Online Safety allegation being made against a member of staff or pupil</li> <li>● Inform the local authority about any serious Online Safety issues</li> <li>● Ensure that the school infrastructure/network is as safe and secure as possible</li> <li>● Ensure that policies and procedures approved within this policy are implemented</li> <li>● Use an audit to annually review Online Safety with the school's technical support</li> </ul>

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<p><b>The Designated Safeguarding Lead (DSL) will:</b></p>	<ul style="list-style-type: none"> <li>● Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.</li> <li>● Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the school community, as appropriate.</li> <li>● Ensure all members of staff receive regular, up-to-date and appropriate online safety training.</li> <li>● Maintain records of online safety concerns, as well as actions taken, as part of the schools safeguarding recording mechanisms.</li> <li>● Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.</li> <li>● Report online safety concerns, as appropriate, to the Deputy Safeguarding Leads, the Safeguarding and E Safety governor and the governing body.</li> <li>● Work with governors and staff to review and update online safety policies.</li> <li>● Meet regularly with the governor with a lead responsibility for safeguarding.</li> <li>● Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.</li> <li>● Ensure there are appropriate and up-to-date policies regarding online safety; including a Code of Conduct /Acceptable Use Policy for staff and governors.</li> <li>● Ensure that suitable and appropriate filtering and monitoring systems are in place.</li> <li>● Work with technical staff to monitor the safety and security of school systems and networks.</li> <li>● Ensure there are robust reporting channels for the school community to access regarding online safety concerns, including internal, local and national support.</li> <li>● Ensure that appropriate risk assessments are undertaken regarding the safe use of technology. Audit and evaluate online safety practice to identify strengths and areas for improvement.</li> </ul>
<p><b>Teaching and Support Staff will:</b></p>	<ul style="list-style-type: none"> <li>● Participate in any training and awareness raising sessions</li> <li>● Model the safe and effective use of technology</li> <li>● Monitor ICT activity in lessons, extracurricular and extended school activities</li> <li>● Demonstrate consistently high standards of personal and professional conduct especially in relation to use of social</li> </ul>

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	<p>networks, making sure that these are in line with school ethos and policies</p> <ul style="list-style-type: none"> <li>● Contribute to the development of online safety procedures.</li> <li>● Read and adhere to this E-safety Policy, the Safeguarding and Child Protection Policy, the ICT Code of Conduct /Acceptable Use Policy and the Staff Code of Conduct.</li> <li>● Take responsibility for the security of school systems and the data they use, or have access to.</li> <li>● Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.</li> <li>● Embed appropriate online safety education into the curriculum.</li> <li>● Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.</li> <li>● Identify online safety concerns and take appropriate action by following the school’s safeguarding policies and procedures.</li> <li>● Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.             <ul style="list-style-type: none"> <li>● Take personal responsibility for professional development in this area.</li> </ul> </li> </ul>
Pupils will:	<ul style="list-style-type: none"> <li>● Read, understand and sign the Pupil AUP and the agreed class internet rules</li> <li>● Understand that the Online Safety Policy covers actions out of school that are related to their membership of the school</li> <li>● Seek help from a trusted adult if they experience an on-line concern.</li> <li>● Engage in age appropriate online safety education opportunities under the direct supervision of school staff. Understand child-friendly online safety procedures during curriculum and teaching time.</li> </ul>
Parents and Carers will:	<ul style="list-style-type: none"> <li>● Endorse (by signature) the Pupil AUP</li> <li>● Inform the Head teacher of any Online Safety issues that relate to the school</li> <li>● Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.</li> <li>● Role model safe and appropriate use of technology and social media.</li> <li>● Abide by the school’s home-school agreement statements that relate to the use of social media and other e-safety issues.</li> <li>● Identify changes in behaviour that could indicate that their child is at risk of harm online. If appropriate parents should inform the school for extra support and advice.</li> <li>● Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies</li> </ul>
<p>Technical Support Provider will:</p>	<ul style="list-style-type: none"> <li>● Provide technical support and perspective to the school, especially in the development and implementation of appropriate online safety policies and procedures.</li> <li>● Implement appropriate security measures, including password policies and encryption, to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.</li> <li>● Ensure that the school's filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.</li> <li>● Report any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate.</li> <li>● Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSL, in accordance with the school's safeguarding procedures</li> </ul>
<p>ICT Co-Ordinator will:</p>	<ul style="list-style-type: none"> <li>● inform others of Online Safety incidents and how they have been resolved where this is appropriate</li> <li>● Lead the establishment and review of Online Safety policies and documents</li> <li>● Ensure that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.</li> <li>● Ensure all staff are aware of the procedures outlined in policies relating to Online Safety</li> <li>● Provide training and advice for staff</li> <li>● Attend updates and liaise with the LA Online Safety staff and technical staff</li> <li>● Meet with Senior Leadership Team and Online Safety Governor to regularly discuss incidents and developments</li> <li>● Coordinate work with the school's designated Safeguarding Lead</li> <li>● Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.</li> <li>● Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.</li> </ul>

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## Education of pupils

*Pupils to 'understand what constitutes unsafe situations and are highly aware of how to keep themselves and others safe in different situations including in relation to Online Safety'*

*School Inspection Handbook - Ofsted 2014*

A progressive planned Online Safety education programme takes place through discrete lessons and across the curriculum, for all children in all years, and is regularly revisited.

Within this:

- key Online Safety messages are reinforced through assemblies, Safer Internet Week (February), anti-bullying week (November) and throughout all lessons
- pupils are taught to keep themselves safe online and to be responsible in their use of different technologies.
- pupils are guided to use age appropriate search engines for research activities. Staff are vigilant in monitoring the content of the websites visited and encourage pupils to use specific search terms to reduce the likelihood of coming across unsuitable material
- in lessons where internet use is pre-planned and where it is reasonable, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches
- pupils are taught to be critically aware of the content they access online, including recognition of extreme and commercial content. They are guided to validate the accuracy and reliability of information
- pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- pupils will write and sign an AUP for their class [*which might be agreed class rules*] at the beginning of each school year, which will be shared with parents and carers
- pupils are educated to recognise and respond appropriately to 'different forms of bullying, including cyber-bullying'
- Including online safety in the Personal, Social and Health Education (PSHE) and Computing programmes of study, covering use both at school and home.

## Education and information for parents and carers

Parents and carers will be informed about the ways the internet and technology is used in school. They have a critical role to play in supporting their children with managing Online Safety risks at home, reinforcing key messages about Online Safety and regulating their home experiences. The school supports parents and carers to do this by:



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The school will build a partnership approach to online safety with parents and carers by:

- o Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings or transition events.
- o Drawing their attention to the school online safety policy, procedures and expectations.
- o providing clear Acceptable Use Policy(AUP) guidance which they are asked to sign with their children and regular newsletter and website updates;
  
- o raising awareness through activities planned by pupils;
  
- o inviting parents to attend activities such as assemblies or other meetings as appropriate;
  
- o providing and maintaining links to up to date information on the school website

## **Training of Staff and Governors**

There is a planned programme of Online Safety training for all staff and governors to ensure they understand their responsibilities, as outlined in this, and the AUPs. This includes:

- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates. This training will be part of the annual safeguarding and child protection training or part of regular safeguarding updates throughout the year. The training will cover the potential risks posed to pupils as well as professional practice expectations.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the school community.
- Make staff aware that school systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with school's policies when accessing school systems and devices.
- Make staff aware that their online conduct out of school, including personal use of social media, could have an impact on their professional role and reputation within school.
- Providing information to supply and student teachers on the school's Online Safety procedures
- The Online Safety Leader receiving regular updates through attendance at SWGfL and LA training sessions and by reviewing regular Online Safety newsletters from the LA
- This Online Safety Policy and its updates being shared and discussed in staff meetings and in Governor meetings
- Staff and governors are made aware of the UK Safer Internet Centre helpline 0844 381 4772

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## **Online bullying**

Online bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.

The school will follow procedures in place to support anyone in the school community affected by online bullying.

Pupils and staff are made aware of a range of ways of reporting concerns about online bullying e.g. telling a trusted adult, Childline Phone number 0800 1111.

Pupils, staff, parents and carers will be encouraged to report any incidents of online bullying and advised to keep electronic evidence.

All incidents of online bullying reported to the school will be recorded by the school.

The school will follow procedures to investigate incidents or allegations of online bullying. Pupils, staff and parents and carers will be required to work with the school to support the approach to online bullying and the school's Online Safety ethos.

## **Reducing Online Risks**

St Johns C of E Infant School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:

- Regularly review the methods used to identify, assess and minimise online risks.
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
- Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.

All members of the school community are made aware of the school's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the school's Acceptable Use Policy and codes of conduct and highlighted through a variety of updates and training approaches

## **Prevent**

The school works to ensure children are safe from terrorist and extremist material when accessing the internet on the premises. Appropriate levels of filtering are in place through a managed filtering service which includes terms related to terrorism. Children are educated to evaluate information accessed with a reporting procedure that identifies inappropriate sites so that action, including blocking can be put into place.

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## **Data Protection**

The schools Data Protection Policy provides full details of the requirements that need to be met in relation to the Data Protection Act 1998.

The school will:

- at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- use personal data only on secure password protected computers and other devices
- ensure that users are properly 'logged-off' at the end of any session in which they are accessing personal data
- store or transfer data using approved services such as remote access, the Somerset Learning Platform (SLP), encryption and secure password protected devices
- make sure data is deleted from the device or SLP once it has been transferred or its use is complete

## **Communication (including use of Social Media)**

A wide range of communications technologies have the potential to enhance learning. The school will:

### ***with respect to email***

- ensure that the school uses a secure business email system for communication
- ensure that personal information is not sent via unsecure email
- ensure that governors use a secure email system
- ensure that any digital communication between staff and pupils or parents and carers is professional in tone and content
- make users aware that email communications will be monitored by the school
- inform users what to do if they receive an email that makes them feel uncomfortable, is offensive, threatening or bullying in nature

## **Managing the Safety of the School Website**

- The school will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE) and OFSTED.
- The school will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff, pupils' and governors' personal information will not be published on our website. The contact details on the website will be the school address, email and telephone number.
- The administrator account for the school website will be secured with an appropriately strong password.
- The school will post appropriate information about safeguarding, including online safety, on the school website for members of the community.

## **Managing Email**

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- Access to school email systems will always take place in accordance with data protection legislation and in line with this policy, and staff codes of conduct/Acceptable Use Policy.
  - The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider.
  - Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
  - School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the school community will immediately tell the DSL if they receive offensive communication, and this will be recorded in the school safeguarding files/records.
- The use of personal email addresses by staff for any official school business is not permitted. All members of staff are provided with a specific school email address, to use for all official communication.

## ***with respect to mobile phones***

- St Johns C of E Infant School recognises that personal communication through mobile technologies is an accepted part of everyday life for staff, governors, volunteers and parents/carers, but technologies need to be used safely and appropriately within school.
- inform staff that personal mobile phones should only be used at break, lunchtimes and in restricted areas when they are not in contact with pupils', unless they have the permission of the Head Teacher
- inform staff that they are not allowed to use personal devices to take photographs or video in school for any purpose without the express permission of the Senior Leadership Team
- inform all that personal devices should be password protected
- advise staff not to use their personal mobile phone to contact pupils, parents and carers. If necessary to use personal phone staff to ensure that caller ID is turned off.
- provide a mobile phone for activities that require them
- inform visitors of the school's expectations regarding the use of mobile phones
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
  - All members of St Johns C of E Infant School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage. The school accepts no responsibility for the loss, theft or damage of such items on school premises.
  - All members of St Johns C of E Infant School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.

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The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the school's codes of conduct and acceptable use policies.

- All members of St Johns C of E Infant School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school Behaviour or Safeguarding and child protection policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during lesson time
  - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
  - Not use personal devices during teaching periods, unless written permission has been given by the Headteacher, such as in emergency circumstances.
  - Ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers. Unless agreed with the Head Teacher and Caller ID is blocked or number withheld.
  - Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Lead.
- Staff and governors will not use personal devices, such as: mobile phones, tablets or cameras:
  - To take photos or videos of pupils and will only use school-provided equipment for this purpose.
  - Directly with pupils, and will only use work-provided equipment during lessons/educational activities.
- If a member of staff or a governor is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted

## ***with respect to publishing work***

- the contact details on the Website should be the school address, email and telephone number. Staff or pupils personal information will not be published
- written permission from parents/ carers will be obtained before photographs of pupils are published on the school website
- pupils work can only be published with the permission of the pupil and parents

## ***with respect to social networking and personal publishing***

- the school will block/ filter access to social networking sites
- newsgroups will be blocked unless a specific use is approved

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- pupils will be advised never to give out personal details of any kind which may identify them or their location
- pupils and parents will be advised that they use of social network spaces outside school is not appropriate for primary aged children

## Social Media

- The expectations' regarding safe and responsible use of social media applies to all members of St Johns C of E Infant School community.
- The term social media may include, but is not limited to: blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of St Johns C of E Infant School community are expected, at all times, to engage in social media in a positive, safe and responsible manner,
- The use of social media during school hours for **personal** use **is not** permitted.
- Concerns regarding the online conduct of any member of St Johns C of E Infant School community on social media should be reported to the DSL and will be managed in accordance with the school's Anti-bullying, Allegations Against Staff, Behaviour and Safeguarding and Child protection policies.

## Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff, governors and volunteers as part of induction and will be revisited and communicated via regular training opportunities for staff.
- Safe and professional behaviour will be outlined for all members of staff, governors and volunteers as part of the school's codes of conduct and acceptable use policies.
- All members of staff, governors and volunteers are advised that their online conduct on social media can have an impact on their role and reputation within school. Civil, legal or disciplinary action may be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include but is not limited to
  - Setting the privacy levels of their personal sites as strictly as they can.
  - Being aware of location sharing services.
  - Opting out of public listings on social networking sites.
  - Logging out of accounts after use.
  - Keeping passwords safe and confidential.
  - Ensuring staff do not represent their personal views as that of the school.
- Members of staff are encouraged not to identify themselves as employees of St Johns C of E Infant School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members and governors.

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- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with schools policies and the wider professional and legal framework.
  - Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues will not be shared or discussed on social media sites.
- Members of staff will notify the DSL immediately if they consider that any content shared on social media sites conflicts with their role in the school.
- All members of staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles.
  - Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the Headteacher.
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstances whereby prior approval has been given by the Headteacher.

Any communication from pupils and parents received on personal social media accounts will be reported to the schools Designated Safeguarding Lead.

## **Official School Use of Social Media**

- The official use of social media sites, by the school, only takes place with clear educational or community engagement objectives, with specific intended outcomes.
  - The official use of social media as a communication tool has been formally risk assessed and approved by the Headteacher.
  - The Headteacher, the Assistant Headteacher and the Administration Officer have access to account information and login details for the social media channels.
- Official school social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only.
  - Staff use school provided email addresses to register for and manage any official school social media channels.
  - Official social media sites are suitably protected and, where possible, run and/or linked to/from the school website.
  - Public communications on behalf of the school will, where appropriate and possible, be read and agreed by at least one other colleague.
- Parents, carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with pupils and written parental consent will be obtained, as required.

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The school will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

## *Staff expectations*

- If members of staff are participating in online social media activity as part of their capacity as an employee of the school, they will:
  - Adhere to the school's Staff Code of Conduct and ICT Acceptable Use Policy.
  - Be professional at all times and aware that they are an ambassador for the school.
  - Disclose their official role and/or position, but make it clear that they do not necessarily speak on behalf of the school.
  - Be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
  - Always act within the legal frameworks they would adhere to within the workplace, including: Libel, Defamation, Confidentiality, Copyright, Data protection and Equalities laws.
  - Ensure that they have appropriate written consent before posting images on the official social media channel.
  - Not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
  - Not engage with any direct or private messaging with current, or past, pupils, parents and carers.
- Inform the Designated Safeguarding/ Headteacher of any concerns, such as criticism, inappropriate content or contact from pupils.

## **Assessment of risk**

Methods to identify, assess and minimise risks will be reviewed regularly. As technology advances the school will examine and adjust the Online Safety Policy. Part of this consideration will include a risk assessment:

- looking at the educational benefit of the technology

However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor Somerset County Council can accept liability for the material accessed, or any consequences resulting from internet use.

## **Youth Produced Sexual Imagery or "Sexting"**



# St Johns C of E Infants School

- St Johns C of E Infant School recognises youth produced sexual imagery (known as “sexting”) as a safeguarding issue; therefore all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will follow the advice as set out in the non-statutory UKCCIS guidance: ‘Sexting in schools and colleges: responding to incidents and safeguarding young people’ and KSCB guidance: “Responding to youth produced sexual imagery”.
- St Johns C of E Infant School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of ‘sexting’ by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- The school will ensure that all members of the community are aware of sources of support regarding pupil produced sexual imagery.

## Dealing with ‘Sexting’

- If the school are made aware of an incident involving the creation or distribution of pupil produced sexual imagery, the school will:
  - Act in accordance with our Safeguarding and child protection policy and the relevant Somerset Safeguarding Child Partnership’s procedures.
  - Immediately notify the Designated Safeguarding Lead.
  - Store the device securely.
    - If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
  - Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
  - Inform parents and carers, if appropriate, about the incident and how it is being managed.
  - Make a referral to Specialist Children’s Services and/or the Police, as appropriate.
  - Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
  - Implement appropriate sanctions in accordance with the school’s Behaviour policy, but taking care not to further traumatise victims where possible.
  - Consider the deletion of images in accordance with the UKCCIS: ‘Sexting in schools and colleges: responding to incidents and safeguarding young people’ guidance.
    - Images will only be deleted once the school has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
  - Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

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- The school will take action regarding pupil produced sexual imagery, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- The school will not:
  - View any images suspected of being pupil produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so. In this case, the image will only be viewed by the Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
  - Send, share, save or make copies of content suspected to be an indecent image of children i.e. pupil produced sexual imagery and will not allow or request pupils to do so.

## Online Child Sexual Abuse and Exploitation

- St Johns C of E Infant School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- St Johns C of E Infant School recognises online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The school will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.

## Dealing with Online Child Sexual Abuse and Exploitation

- If the school are made aware of incident involving online sexual abuse of a child, the school will:
  - Act in accordance with the school's Safeguarding and child protection policy and the relevant Somerset Safeguarding Children Partnership's procedures.
  - Immediately notify the Designated Safeguarding Lead.
  - Store any devices involved securely.
  - Immediately inform Surrey police via 101 (or 999 if a child is at immediate risk)
  - Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
  - Inform parents/carers about the incident and how it is being managed.
  - Make a referral to Specialist Children's Services (if required/ appropriate).

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- Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
- Review the handling of any incidents to ensure that best practice is implemented.
- Review and update any management procedures, where necessary.
- The school will take action regarding online child sexual abuse, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- If the school is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Somerset Safeguarding Children Partnership and/or Avon and Somerset Police.
- If the school is made aware of intelligence or information which may relate to child sexual exploitation on or offline, it will be passed through to Avon and Somerset Police by the Designated Safeguarding Lead.
- If pupils at other schools are believed to have been targeted, the school will seek support from Surrey Safeguarding Children Partnership and/or Avon and Somerset Police first to ensure that potential investigations are not compromised.

## **Indecent Images of Children (IIOC)**

- St Johns C of E Infant School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- The school will take action regarding IIOC on school equipment and/or personal equipment, even if access took place off site.
- The school will take action to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.
- If the school is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Somerset Safeguarding Children Board and/or Avon and Somerset Police.
- If made aware of IIOC, the school will:
  - Act in accordance with the school's child protection and safeguarding policy.
  - Immediately notify the school Designated Safeguard Lead.
  - Store any devices involved securely.
  - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Avon and Somerset police or the LADO.
- If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, the school will:
  - Ensure that the Designated Safeguard Lead is informed.
  - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - Ensure that any copies that exist of the image, for example in emails, are deleted.
  - Report concerns, as appropriate to parents and carers.

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- If made aware that indecent images of children have been found on the school devices, the school will:
  - Ensure that the Designated Safeguard Lead is informed.
  - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk).
  - Ensure that any copies that exist of the image, for example in emails, are deleted.
  - Inform the police via 101 (999 if there is an immediate risk of harm) and children's social services (as appropriate).
  - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
  - Report concerns, as appropriate to parents and carers.
- If made aware that a member of staff is in possession of indecent images of children on school devices, the school will:
  - Ensure that the DSL/Headteacher is informed.
  - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the school's Safeguarding and child protection, Managing of Allegations and Concerns and Whistleblowing policies.
  - Quarantine any devices until police advice has been sought.

## **Cyberbullying**

- Cyberbullying, along with all other forms of bullying, will not be tolerated at St Johns C of E Infants School
- Full details of how the school will respond to cyberbullying are set out in the Anti-bullying policy.

## **Online Hate**

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at St Johns C of E Infant School and will be responded to in line with the school's Anti-bullying, Behaviour, Safeguarding and Child Protection and Whistleblowing policies.
- All members of the community will be advised to report online hate in accordance with relevant school policies and procedures.
- The Police will be contacted if a criminal offence is suspected.

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- If the school is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Surrey Safeguarding Children Partnership and/or Surrey Police.

## **Online Radicalisation and Extremism**

- The school will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school.
- If the school is concerned that a child or parent/carer may be at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Safeguarding and Child Protection Policy.
- If the school is concerned that member of staff may be at risk of radicalisation online, the DSL/ Headteacher will be informed immediately and action will be taken in line with the Safeguarding and Child Protection and Management of Allegations and Concerns Policies.

## **AUP Possible wording**

### **Acceptable use of the School Computers.**

- **We will not tell other people personal things about ourselves.**
- **We will always be polite and friendly when we write messages on the internet.**
- **We will only use the internet when we have been given permission by an adult that we trust.**
- **We will take care of the school computers and computing equipment.**
- **We will tell an adult that we trust if we see something on the internet that upsets us.**