Online Safety Policy

Produced by	Suzanne Wilson HCAT Safeguarding Lead
Approved by	Trustee Safeguarding and Health & Safety Committee
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Related Trust policies	• Anti-bullying • Attendance • Behaviour • Child Protection • Data Protection • Induction • RSHE • Staff Code of Conduct • Whistleblowing
Related national guidance	• DfE: Keeping Children Safe in Education • DfE: Teaching Online Safety in Schools • DfE: Meeting digital & technology standards in schools and colleges.
Availability	Accessible via individual school's website

Policy Statement

For clarity, the online policy uses the following terms unless otherwise stated:
Users - refers to all staff, pupils, Trustees, volunteers, and any other person working in or on behalf of the school, including contractors.
Parents – any adult with a legal responsibility for the child/young person outside the academy e.g. parent, guardian, carer.
Academy – any academy business or activity conducted on or off the site, e.g. visits, conferences, trips etc.

Safeguarding is a serious matter; in HCAT Schools we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding is an area that is constantly evolving and as such this policy will be monitored and reviewed every two years to ensure it remains fit for purpose.

The aim of this policy is twofold:

- To ensure the requirement to empower the whole academy community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed, and mitigated (where possible) to reduce any foreseeability of harm to the pupil or liability to the academy.

As part of the induction process, all new staff will receive information and guidance on the Online Safety policy, the schools acceptable use policies, plus the reporting procedures.
A copy of this policy and the Pupils Acceptable Use Policy will be sent home with pupils at the beginning of each academic year with a permission slip. Upon return of the signed permission slip and acceptance of the terms and conditions, pupil will be permitted access to academy's technology including the Internet.

Roles & Responsibilities

In our Trust, all members of our community have a duty to behave respectfully both online and offline. Technology will be used for teaching and learning and prepare our pupils for life after school.

Trustees

Trustees are accountable for ensuring that our academies have effective policies and procedures in place; as such they will:

- Review this policy at every two year and in response to any online safety incident to ensure that the policy is up to date, covers all aspects of technology use within the academy, to ensure online incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.
- Appoint Trustees to have overall responsibility for the governance of online safety across the Trust:
  - Keep up to date with emerging risks and threats through technology use.
  - Ensure there are assigned roles and responsibilities for reviewing school's filtering and monitoring systems annually,
  - Receive regular updates from the Trust's Safeguarding Lead regarding training, identified risks and any incidents.

Headteacher

The Headteacher has overall responsibility for online safety within our school. The day-to-day management of this will be delegated to a member of staff (Designated Safeguarding Lead), as indicated below.
The Headteacher will ensure that:

- There is a culture of safeguarding where online safety is fully integrated into whole-school safeguarding.
- Online safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. pupils, all staff, senior leadership team, other stakeholders, and parents.
- The designated Online Safety Officer has had appropriate training to undertake the day-to-day duties.
- All online incidents are dealt with promptly and appropriately, in accordance with related policies and procedures.
- Suitable risk assessments are undertaken so the curriculum meets the needs of pupils, including risk of pupils being radicalised.
- Data management and information security is compliant with GDPR.

Designated Safeguarding Lead/Online Safety Lead

The Designated Safeguarding Lead (DSL) should take the lead responsibility for safeguarding and child protection, including online safety, as per Keeping Children Safe in Education. However, the DSL may delegate certain online safety functions to other members of the Trust eg ICT Support Services.
The DSL will:

- Keep up to date with the latest risks to children whilst using technology, familiarising themselves with the latest research and available resources for school and home use.

- Ensure there is an effective approach to online safety which empowers the school to protect and educate in the use of technology and establish mechanisms to identify, intervene, and escalate any incident, where appropriate.
- Review this policy regularly and bring any matters to the attention of the Headteacher.
- Advise the Headteacher and Stakeholders on all online safety matters.
- Engage with parents and the school community regarding online safety matters at school and/or at home.
- Liaise with ICT technical support, or other agencies as required.
- Retain responsibility for online incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical online safety measures in the school (e.g. internet filtering software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT technical support.
- Make themselves aware of any reporting function with technical online safety measures, i.e. internet filtering reporting function; liaise with the Headteacher and Trust Safeguarding Lead to decide on what reports may be appropriate for viewing.

ICT Technical Support Staff

The technical support staff is responsible for ensuring that:
The IT technical infrastructure is secure; this will include at a minimum:

- Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
- Windows (or other operating system) updates are regularly monitored, and devices updated as appropriate.
- Any online safety technical solutions such as Internet filtering are operating correctly.
- Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the DSL and Headteacher.
- Passwords are applied correctly to all users regardless of age *(*NOTE: passwords for staff must be a minimum of 8 characters).

All Staff

Staff members are to ensure that:

- All details within this policy are understood. If anything is not understood, it should be brought to the attention of the DSL or Headteacher.
- Any online safety incident is reported to the DSL (and an online safety incident report is made) or in their absence, to the Headteacher. If you are unsure, the matter is to be raised with the DSL or the Headteacher to decide.
- Part 1 and Annex C of Keeping Children Safe in Education is read and understood.
- All online material is checked fully before using either within the classroom or remotely.
- The DSL is informed if this policy does not reflect practice, or if concerns are not acted upon promptly.

All pupils

The boundaries of use of ICT equipment and services in this academy are given in the pupil Acceptable Use Policy; any deviation or misuse of ICT equipment or services will be dealt with in accordance with the behaviour policy.
Online Safety is embedded into our curriculum; pupils will be given the appropriate advice and guidance by staff. Similarly, all pupils will be fully aware how they can report areas of concern whilst at school or outside of school. Our broad and balanced curriculum will give pupils an understanding of the benefits and opportunities, plus risk and dangers associated with the online world and know who to talk to if problems occur.

Parents and Carers

Parents play the most important role in the development of their children as such the academy will ensure that parents have the skills and knowledge, they need to ensure the safety of children outside the school environment. Through parents' evenings, school newsletters and the website, the academy will keep parents up to date with new and emerging online safety risks and will involve parents in strategies to ensure that pupils are empowered.
Parents must also understand the academy needs have to rules in place to ensure that their child can be properly safeguarded. As such parents will sign the pupil Acceptable Use Policy before any access can be granted to school ICT equipment or services.

Teaching & Learning

We acknowledge that our children and young people are growing up in an increasingly complex world. Living their lives on and offline. Whilst this presents many positive and exciting opportunities, we recognise it also presents challenges and risks, in the form of:

- Content – being exposed to illegal inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalization, and extremism.
- Contact – being subjected to harmful online interaction with other users, such as peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

- **Conduct:** online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g. consensual and non- consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Online safety is embedded throughout the curriculum and teaching is always appropriate to pupils' ages and developmental stages.
Pupils are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform, or app they are using. The online risks pupils may face online are always considered when developing the curriculum.

Special Educational Needs & Disability (SEND) & Vulnerable pupils.

The Trust recognises that, while any pupil can be vulnerable online, there are some pupils who may be more susceptible to online harm or have less support from family and friends in staying safe online, e.g. pupils with SEND and Looked After Children (LAC). Relevant members of staff from within each individual academy, e.g. the SENDCO and designated teacher for LAC, work together to ensure the curriculum is tailored so these pupils receive the information and support they need.

Filtering and monitoring

Leaders have ensured that the Trust has age and ability appropriate filtering and monitoring in place, to limit pupil's exposure to online risks. The Trust is aware of the need to prevent "over blocking", as that may unreasonably restrict what pupils can be taught, with regards to online activities and safeguarding. Filtering and monitoring systems have been informed by a risk assessment, considering specific needs and circumstances and any changes to this approach will be risk assessed by staff with educational and technical experience and consent from the leadership team.
The Trust will ensure that a review of the filtering and monitoring system is undertaken at least annually by a member of the senior leadership, Designated Safeguarding Lead, and IT Technician to test the effectiveness of the system, plus address any shortfalls.
The Trust recognises that we cannot rely 100% on filtering and monitoring alone to safeguard pupils, therefore, effective classroom management and regular education about safe and responsible use are also essential.
HCAT use a hardware-based filtering system (Smoothwall – provided via a proxy through ERYC) that prevents unauthorized access to illegal websites. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The ICT Coordinator, Online safety Officer and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Headteacher.
All attempted breaches of our filtering systems are reported to the Designated Safeguarding Lead via the Smoothwall system. The Designated Safeguarding Lead will, where possible, ascertain further information and respond, record, and report accordingly. If the breach indicates that a child/young person may be at risk of significant harm, the DSL will respond immediately and may seek further advice and guidance from Children's Social Care and/or the police. Any incidents involving school staff will be reported to the Headteacher, and if necessary, the Local Authority Designated Officer (LADO) will be informed, along with Trust's Safeguarding Lead.

Incidents

It is vital that all staff recognise that online safety is a part of safeguarding.
The Trust commits to take all reasonable precautions to ensure online safety but recognises that incidents will occur both inside school and outside school (and that those from outside school will continue to impact on pupils when they come into school).
All members of the school are encouraged to report issues swiftly to allow the Designated Safeguarding Lead to deal with them quickly and sensitively. **(Appendix A – Flowchart)**
It is imperative that all incidents are recorded on CPOMS. Staff could use the form **(Appendix B)** if they feel using this format would capture all the information better however, if this method is used, the form must still be scanned and uploaded onto CPOMS.
Any suspected online risk or infringement should be reported to the designated safeguarding lead on the same day. However, if the risk is significant, the report should be reported, without delay, as evidence may need to be secured.
Any concern/allegation about staff misuse is always referred directly to the Headteacher unless the concern is about the Headteacher in which case the compliant is referred to the Chair of the Trust and the LADO (Local Authority's Designated Officer).
The school will actively seek support from other agencies as needed (i.e. the local authority -Children's Social Care, National Crime Agency, CEOP, Police, IWF). We will inform parents/carers of online safety incidents involving their children, and the Police where staff or pupils engage in or are subject to behaviour which we consider is particularly disturbing or breaks the law (procedures are in place for child sexual imagery, sexting, up skirting etc).

Behaviour

Online communication can take many forms, whether it is by email, text, webcam, or instant chat. It is essential that all staff and learners are aware of the academy policies that refer to acceptable behaviours when communicating online.

- the academy will ensure that all users of technologies sign and adhere to the standard of behaviours set out in the Acceptable Use Policy **(Appendices C)**
- the academy will not tolerate any abuse of its ICT network, infrastructure, or cloud-based systems, whether offline or online. All communications by staff and pupils should be always courteous and respectful.
- any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously.

Where conduct is found to be unacceptable, the academy will deal with the matter internally. Where conduct is illegal, the academy will report the matter to the police and other relevant external organisations as required/instructed.

Cyber Bullying

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

There are different types of cyberbullying including:

- Text messages — that are threatening or cause discomfort – also included here is "bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology).
- Picture/video-clips via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
- Mobile phone calls — silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
- Emails — threatening or bullying emails, often sent using a pseudonym or somebody else's name.
- Chatroom bullying — menacing or upsetting responses to children or young people when they are in web-based chatrooms.
- Direct messaging (DM) — unpleasant messages sent while children conduct real-time conversations online using Snapchat, Instagram, Twitter, Facebook messenger etc.
- Bullying via websites and social networking sites — use of defamatory blogs, personal websites and online personal "own web space" sites.

The best way to deal with Cyberbullying is to prevent it happening in the first place and to have clear steps to take when responding to it.

Online sexual harassment

Sexual harassment is likely to: violate a child's dignity, make them feel intimated, degraded, or humiliated and/or create a hostile, offensive, or sexualised environment.

Online sexual harassment, which might include:

- non-consensual sharing of sexual images and videos (often referred to as 'sexting', 'nudes', or 'dick pics');
- inappropriate sexual comments on social media.
- exploitation.
- coercion, or
- threats.

Any reports of online sexual harassment will be taken seriously, and the school's Child Protection procedures will be followed, which may require notifying the police and Children's Social Care.

PLEASE NOTE - Staff should **never** view any devices with alleged child sexual images, but **must** inform the DSL immediately, plus record accurately what has been reported.

Radicalisation Procedures and Monitoring

We will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school and that suitable filtering is in place which considers the needs of pupils.

When concerns are noted by staff that a pupil may be at risk of radicalisation online then the Designated Safeguarding Lead will be informed immediately, and action will be taken in line with the Trust's Child Protection/Safeguarding Policy.

Searching devices

The Education Act 2006 allows staff to lawfully search electronic devices, without consent or parental permission, if they have **'good reason**' to suspect the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

If the member of staff conducting the search suspects, they may find an indecent image of a child (sometimes known as nude or semi-nude images), they should never intentionally view the image, and must never copy, print, share, store or save such images. When dealing with incident of this nature, the member of staff should confiscate the device, and refer the incident to the designated safeguarding lead (or deputy) as soon as possible.

In exceptional circumstances members of staff may dispose of the image or data if there is a good reason to do so. In determining whether there is a **'good reason' to erase** any data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. If the data or files are not suspected to be evidence in relation to an offence, a member of staff may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.

Further information please refer to the DfE guidance - Screening, Searching and Confiscation, July 2022

Mobile Technology

All staff	Personal mobile devices must be switched off or switched to 'silent' mode during lesson and not be used during any face-to-face time with the pupils. All personal devices of any kind must be kept in a secure place out of sight of children. If a member of staff breaches our policy, action may be taken in line with the Trust Disciplinary Policy.
The Marvell College - Students	The College recognizes that 3G, 4G and 5G technology does not go through the internet filtering system. Therefore, student use of mobile devices is not permitted. Any use of wireless mobile technology to intimidate threaten or cause harm to others will be taken seriously, and if appropriate, action taken in accordance with the College's Behaviour policy.
All primaries - Pupils	No child is allowed a personal device on-site during the school day. All mobile phones brought to school by pupils must be turned off and kept in the classroom or school office until the end of the school day. Sanctions will be applied if a pupil is in breach of the school's policy without good reason.
Parents, visitors, and contractors	We request that mobile devices are not used is any areas where children or young people are present. Should phone calls and/or texts need to be taken or made, these must be taken offsite, or in a location where learners are not present.

Security

Email Filtering – we use the in-built Microsoft Office 365 software that aims to prevent any infected email to be sent from the school, or to be received by the school. Infected is defined as an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message. Staff and pupils, where appropriate, can only receive and send emails internally to those addresses that end **@XXXX.hcat.org.uk**. or **@themarvellcollege.com**

Encryption – All school devices that hold personal data (as defined by the Data Protection Act 2018) are encrypted. No data is to leave the school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are encrypted. Any breach (i.e. loss/theft of device such as laptop or USB keydrives) is to be brought to the attention of the Headteacher immediately. The Headteacher will liaise with the Trust's Data Protection Officer to ascertain whether a report needs to be made to the Information Commissioner's Office.

(Note: Encryption does not mean password protected.)

Passwords – all staff and pupils will be unable to access any device without a unique username and password. Staff and pupil passwords will change on a termly basis or if there has been a compromise, whichever is sooner. The ICT Coordinator and IT Support will be responsible for ensuring that passwords are changed.

(Note: some devices may not be password enabled therefore you may need to indicate this).

Anti-Virus – All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. IT Support will be responsible for ensuring this task is carried out and will report to the Headteacher if there are any concerns. All USB peripherals such as keydrives (if you allow them) are to be scanned for viruses before use.

Use of digital and video images

Staff are allowed to take digital/video images to support educational aims but must ensure that these are transferred to a secure area on the school network/encrypted laptop immediately on return to school (if from an off-site visit) and before the camera is removed from site (if taken on-site). Staff are encouraged to use school equipment to take digital images and should not use own devices unless given prior permission by the head teacher. Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the

individual or the school into disrepute. Any images collected shall only be shared, used, published, or distributed in a way that is agreed by parents, e.g. staff will show compliance with the consent form signed by every parent in the school. Images published on the school website will be selected carefully and will comply with good practice guidance, e.g. names shall not be published with images and all pictures will be within GDPR regulations.
The Data Protection Act 2018 does not apply to images of children taken purely for personal use by their parents/carers at an organised event. However, we do ask parents/cares to refrain from posting images on public forums, such as social media, so it does not adversely affect the safeguarding of pupils and staff.

Social networking

Our Trust is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents/carers and the wider school community. Should staff wish to use any form of social media, permission must first be sought from Senior Leader who will advise the Headteacher for a decision to be made. Any new social networking service will be risk assessed before use is permitted.
Before anything is uploaded, to the academy's social media site, the following **must** be applied:

- Permission slips (via the school photographic policy) must be consulted before any image or video of any child is uploaded.
- There is to be no identification of pupil using first name and surname; first name only is to be used.
- Where services are "comment enabled", comments are to be set to "moderated".
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license which allows for such use (i.e. creative commons).

Notice and take down policy.

Should it come to the academy's attention that there is a resource or image which has been inadvertently uploaded, and the school does not have copyright or permission to use, it will be removed within one working day.

CCTV

The school may use CCTV in some areas of school property as a security measure. Cameras will only be used in appropriate areas and there is clear signage indicating where it is in operation. It will be used for the purpose of securing the safety and wellbeing of the pupils, staff, and school together with its visitors. The Trust adheres to the Data Protection Act 2018, and guidance issued by the Information Commissioners Office (ICO).

Staff Training

Staff are trained to fulfil their roles in online safety, as part of their induction. In addition, schools ensure that all staff are provided with regular training to improve their knowledge and expertise in the safe and appropriate use of the internet, mobile and digital technologies.
All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential. Furthermore, 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 Trust policies (safeguarding, confidentiality, data protection etc.) and the wider professional and legal framework.

Remote Learning

In the event of a full or partial closure, the Trust is committed to ensuring pupils continue with their learning. Wherever possible, the Trust will continue to deliver live lessons using approved systems (eg Microsoft Teams).
Staff who interact remotely with pupil should continue to look out for signs that a child, or young person may be at risk. Any such concerns will be dealt with, as per the Trust's Child Protection policy and procedures, and where appropriate, referrals to Children's Social Care, and/or the Police will be made.

Guidance for safer working practice for those working with children and young people in education settings – February 2022

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used. Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams, and

other handheld devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

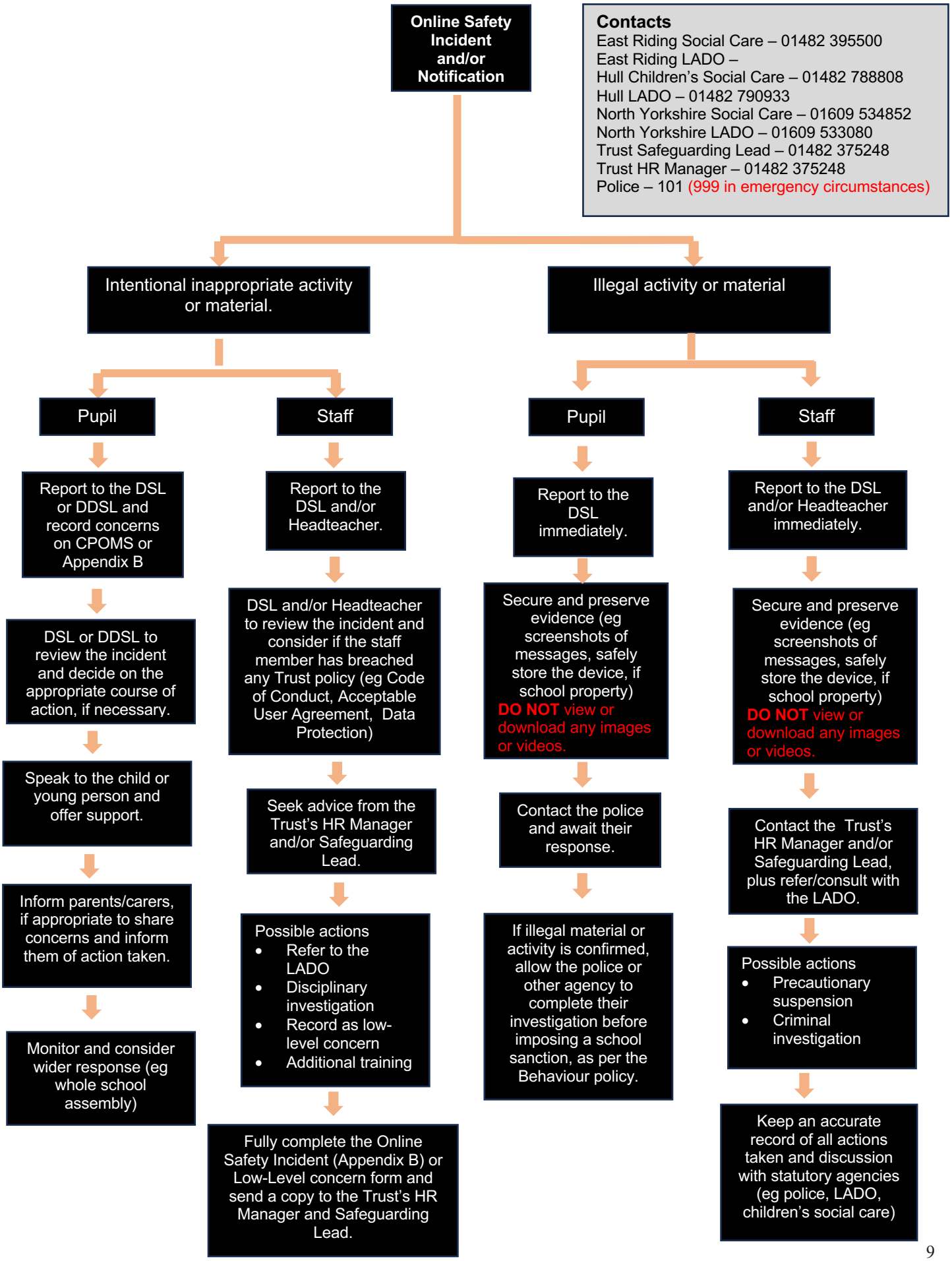
Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open, and this means that adults should:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work.
- not give out their personal details
- use only equipment and Internet services provided by the school or setting.
- follow their school / setting's Acceptable Use policy.
- ensure that their use of technologies could not bring their employer into disrepute 12 transparent and avoid any communication which could be interpreted as 'grooming behaviour.'

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

Appendix A

Responding to Online Safety Incidents Flowchart



Appendix B

Online Safety Incident Log

Name of person reporting incident:				
Date of report:				
Where did the incident take place:	Inside school?		Outside school?	
Date of incident(s):				
Time of incident(s):				

Who was involved in the incident(s)?	Full names and/or contact details
Children/young person	
Staff member(s)	
Parent(s)/carer(s)	
Other, please specify	

Type of incident(s) (indicate as many as apply)			
Accessing age-inappropriate websites, apps, and social media		Accessing someone else's account without permission	
Forwarding/spreading chain messages or threatening material		Posting images without permission of all involved	
Online bullying or harassment (cyberbullying)		Posting material that will bring an individual or the school into disrepute	
Racist, sexist, homophobic, religious, or other hate material		Online gambling	
Sexting/Child abuse images		Deliberately bypassing security	
Grooming		Hacking or spreading viruses	
Accessing, sharing, or creating pornographic images and media		Accessing and/or sharing terrorist material	
Accessing, sharing, or creating violent images and media		Drug/bomb making material	
Creating an account in someone else's name to bring them into disrepute		Breaching copyright regulations	
Breach of Acceptable Use Agreement		Other, please specify:	

Full description of the incident	What, when, where how?

Name all social media involved	Specify: Twitter, Facebook, Whatsapp, Snapchat, Instagram etc
Evidence of the incident	Specify any evidence provided but do not attach

Immediate action taken following the reported incident:	
Incident reported to Designated Safeguarding Lead /Headteacher	
Advice sought from the Trust's Safeguarding Lead	
Referral to the Local Authority Designated Officer (LADO)	
Referral made to Children's Social Care	
Incident reported to police and/or CEOP	
Online safety policy to be reviewed/amended	
Parent(s)/carer(s) informed, please specify.	
Incident reported to social networking site	
Other actions e.g. warnings, sanctions, and/or support	
Response in the wider community e.g. letters, newsletter item, assembly, curriculum delivery	

Summary of investigation and outcome (for monitoring purposes).	

Completed by:

Date:

Signed: Role:

Appendix C

Acceptable Use Policy – Staff

Note: All Internet and email activity is subject to monitoring

You must read this policy in conjunction with the Online Safety Policy. Once you have read and understood both you must sign this policy sheet *(it may be easier and tidier to have a separate single sheet that all staff sign).*

Internet access - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues. Inadvertent access must be treated as an Online Safety incident, reported to the Online Safety officer and an incident sheet completed.

Social networking – is allowed in school in accordance with the Online Safety policy only. Staff using social networking for personal use should never undermine the school, its staff, parents, or children. Staff should not become "friends" with parents or pupils on personal social networks.

Use of Email – staff are not permitted to use school email addresses for personal business. All email should be kept professional. Staff members are reminded that school data, including emails, is open to Subject Access Requests under the Freedom of Information Act.

Passwords - Staff should keep passwords private. There is no occasion when a password needs to be shared with another member of staff or pupil, or IT support.

Data Protection – If it is necessary for you to take work home, or off site, you should ensure that your device (laptop, USB pendrive etc.) is encrypted. On no occasion should data concerning personal information be taken offsite on an unencrypted device.

Personal Use of School ICT - You are not permitted to use ICT equipment for personal use unless specific permission has been given from the Headteacher who will set the boundaries of personal use.

Images and Videos - You should not upload onto any internet site or service images or videos of yourself, other staff, or pupils without consent. This is applicable professionally (in school) or personally (i.e. staff outings).

Use of Personal ICT - use of personal ICT equipment is at the discretion of the Headteacher. Permission must be sought stating the reason for using personal equipment; a risk assessment will be carried out by IT support and the Online Safety Officer.

Viruses and other malware - any virus outbreaks are to be reported to the school or college IT Support Service, as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

Online Safety – like health and safety; online safety is the responsibility of everyone to everyone. As such you will promote positive online safety messages in all use of ICT whether you are with other members of staff or with pupils.

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Trust's most recent Online Safety policy.

NAME: SIGNATURE:

SCHOOL: DATE:

Acceptable Use Policy – Pupils (EYFS & Key Stage 1)
Our Charter of Good Online Behaviour

- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I will be sensible when using the iPad to play learning games.
- I only send messages online which are friendly.
- I always tell a trusted adult if something online makes me feel unhappy or worried.

Name: Date:

Parent/Carer:

Acceptable Use Policy – Pupils (Key Stage 2)
Our Charter of Good Online Behaviour

Note: All Internet and email activity is subject to monitoring

Safe
- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately tell an adult.

Trust
- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult

Responsible
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I understand that personal devices are or are not permitted.
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone

Understand
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that my use internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away

Signed (Pupil): **Signed (Parent/carer):**

Date:

Acceptable Use Policy – Pupils (Key Stage 3&4)
Our Charter of Good Online Behaviour

Note: All Internet and email activity is subject to monitoring

I Promise – to only use the academy ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting.

I Promise – to show respect for the work that other people have done.

I will not – use other people's work or pictures without permission to do so.

I will not – damage the ICT equipment if I accidentally damage something I will tell my teacher.

I will not – share my password with anybody. If I forget my password, I will let my teacher know.

I will not – use other people's usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online; I will treat everybody the way that I want to be treated.

I understand – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school; or my parents/carers if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents/carers will be told.

Signed (Parent):

Signed (Pupil):

Date:

Online Risk Assessment

Activity	Risk	Who	Likelihood	Impact	Score	Mitigating Actions
Exposure to inappropriate online content.	• Commercial – adverts, spam, sponsoring, personal information. • Extremist – violent/hateful content. • Sexual – pornography or unwelcome sexual content. • Values – bias, racist, misleading information or advice, fake news	Pupils & Staff	1	3	3	Filtering system Reporting mechanism ICT Support Service Annual testing of filtering system Acceptable User Policy (AUP) Parental engagement
Inappropriate online content	• Aggressive – bullying, harassing, or stalking. • Sexual – harassment and grooming. • Values – self-harm, welcome persuasions	Pupils & Staff	1	3	3	Online Safety policy Filtering system Annual testing of filtering system Appropriate monitoring Reporting mechanism Computing curriculum PSHE & RSHE curriculum
Inappropriate online behaviour	• Commercial – illegal downloading, hacking, gambling, financial scams, terrorism. • Aggressive – bullying, harassment • Sexual – peer harassment, creating or uploading inappropriate material. • Values – providing misleading information, fake news.	Pupils & Staff	2	1	2	Child Protection policy Online Safety policy, including AUP. Staff Code of Conduct Filtering system Appropriate monitoring Reporting mechanism PSHE & RSHE curriculum Computing curriculum
Harmful contract risks	• Contractual arrangements that may be unfair or exploitative, or which may pose security, safety, or privacy risks.	Pupils & Staff	2	2	4	Filtering system Appropriate monitoring Reporting mechanism PSHE & RSHE curriculum Technology and infrastructure security
Cyber and information security	• Data Protection – data loss or compromised. • Security intrusion – information or access is compromised eg hack or malware.	Staff	2	3	6	Online Safety policy, including AUP. Staff Code of Conduct Data Protection policy Anti-virus protection installed & regularly updated. Two factor authentication NCSC Cyber security training
Pupil laptops	• Pupils taking laptops home – access to unfiltered content by removing or circumnavigating the filtering system.	Pupils	3	3	9	Acceptable User policy Filtering system Appropriate monitoring
Safeguarding	• Staff capability to recognise, respond and report issues or concerns.	Staff	1	3	3	Child Protection policy Safeguarding training plus refresher. Online Safety policy Online Safety training, at induction plus refresher.
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Table of changes

Date	Change or inclusion
September 2022	Following the revised publication of KCSiE, and Screening, Searching and Confiscation, the following areas have been changed or added: • Teaching and Learning • Filtering and monitoring • Incidents • Cyber bullying • Searching devices • Staff training
September 2023	Following the release of the Filtering & Monitoring Standards and revised KCSiE:2023, the following sections have been added or amended: • Ensuring Trustees assigned roles and responsibilities for reviewing school's filtering and monitoring systems annually. • Inclusion of the 4 Cs in Teaching and Learning. • Added that Trust school's will review their filtering and monitoring systems annually as a minimum. • Updated the Mobile Technology section to include staff and visitors. • Added an Online Safety Incident Flowchart. • Updated the Acceptable User policies for staff and all Key Stages. • Updated the risk assessment.

Online Safety Policy
School Specific Key Information

School	Withernsea Primary School
Telephone number	01964 612800
Email	admin.withernsea@hcat.org.uk
Headteacher	James Hartmann
Online Safety Lead	Claire Wright
Computing Lead	Martin Lindgren
Designated Safeguarding Lead	Claire Wright
Deputy Designated Safeguarding Lead	James Hartmann
IT Service Provider	I Link IT Ltd
Filtering Provider	Smoothwall
Trust Safeguarding Lead	Suzanne Wilson Suzanne.wilson@hcat.org.uk

For more useful information relating to Online Safety please visit our website
Withernseaprimary.org.uk