WYE FOREST FEDERATION ST.BRIAVELS AND REDBROOK CHURCH OF ENGLAND PRIMARY SCHOOLS

Name of Policy __Online Safety Policy___

Date_____14.12.20_____

Review Date_____Dec 2021_____

Signed_____(Executive Headteacher)

Signed_____(Chair of Governors WFF)

Date of Review:_____

Date of Review:_____

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Striving Together to Be the Best we can Be

Wye Forest Federation Internet Safety Policy

Vision Statement

Striving together to be the best we can be.

This Online safety policy has been developed, and will be reviewed and monitored, by our school online safety working group which comprises of:

- ICT Subject Leader
- PSHE Subject Leader
- Head teacher
- A governor representative – Link Safeguarding Governor.

Monitoring

The school will monitor the impact of the policy through an analysis of:

- Logs of reported incidents and responses
- Monitoring logs of internet activity and any network monitoring data
- Monitoring information about the teaching programme and coverage within the curriculum
- Regularly checking that pupils and staff are clear about how to report incidents and respond to them
- The content of the web site is regularly monitored by governors and senior leaders to ensure that it complies with this policy and the acceptable use policies.
- Any other web site that is linked to the school name is also regularly monitored to ensure that the school is always presented accurately and professionally as laid out in the staff conduct policy.

Scope of the Policy

This policy applies to **all** members of the school community (including volunteers, parents/carers, visitors and community users) who have access to or use school ICT systems inside and outside school. The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is relevant to incidents, including cyber-bullying, which may take place out of school, but are linked to membership of the school. The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, inform parents / carers of known incidents of inappropriate Online safety behaviour that take place out of school. The 2011 Education Act increased these powers with regard to searching for and of electronic devices and the deletion of data and related action can only be taken over issues covered by the school behaviour policy. Our behaviour policy states that, when dealing with online safety issues, electronic devices will only be searched and data deleted with parents. If parents are unavailable, the device will be kept securely until a parent can meet to conduct such a search with a senior leader.
This policy should be read alongside the acceptable use policies for staff and pupils, the anti-bullying policy and the behaviour policy.

Roles and Responsibilities

These are clearly detailed in Appendix 1 for all members of the school community.

- The governors have overall responsibility for ratifying the policy, ensuring that it is implemented and monitoring it.
- The Head teacher is responsible for ensuring the safety (including online safety) of members of the school community. The head teacher is also the designated person for child protection and is trained in online safety issues and aware of the potential for serious child protection issues to arise from sharing of personal data, access to illegal / inappropriate materials, inappropriate on-line contact with adults / strangers, potential or actual incidents of grooming and cyber-bullying.

Training and raising awareness

There is a planned programme of online safety training for **all** staff and governors to ensure that they understand their responsibilities. The following actions are undertaken to raise awareness: -

- An audit of the Online safety training needs of all staff is carried out annually (Sept)
- The Child Protection and ICT Leader receive regular updates through online safety updates from the government and through the computing at school communities.
- All staff, including support staff, receive an annual online safety update. (Sept)
- Any reported incidents and how they are addressed are discussed at staff meetings and used as an opportunity to test our processes and update staff on how to deal with issues.
- The ICT Leader provides advice/guidance and training as required to individuals and seeks LA advice on issues where appropriate.

Induction Processes

- All new staff and new governors receive online safety training as part of their induction programme.
- Parents of new reception children receive sign the acceptable use policy when their child starts school. There are also updates to this throughout the key stages.
- Parents of children who join school mid-year are made aware of the processes and their children are also introduced to the acceptable use policy which they sign.
- They are given a parent online safety package and signposted to the school website.

Teaching and Learning

Online safety is now a statutory part of the programme of study for all key stages. Rules and technical solutions are not infallible and we are aware that outside school children will be using unfiltered internet provision. We believe it is crucial to educate children about how to behave responsibly online and how to keep themselves and others safe. Children and young people need the help and support of the school and parents to recognise and avoid online safety risks. There is a planned and progressive scheme of work for online safety which is taught at every year group. This is based around 1Decision PSHE scheme. The scheme covers:

- Internet safety
- Cyberbullying
- Security and Privacy
- Relationships and communication
- Self-image and digital footprint

The scheme of work is delivered as part of computing, PSHE and other lessons.
Regular opportunities are taken to reinforce online safety messages in lessons and to teach pupils to be critically aware and consider the accuracy of the information they access online. Online safety messages are also reinforced through other subjects and through a planned programme of other

activities such as assemblies and events. Older pupils are taught to acknowledge the source of information and respect copyright. Pupils are helped to understand the AUP, recognise online safety risks, adopt safe practices, report any issues and keep evidence to support reporting (for older children). Staff model safe practice in use of technologies and mobile devices and guide students to appropriate sites and follow practices for dealing with unsuitable material found in internet searches. Where pupils undertake searching of the internet, staff monitor the content of the websites they are visiting. If they identify pupils who may be vulnerable, for example, who are not adopting safe practices or completing inappropriate searches this should be logged on CPOMS and reviewed in online safety discussions.
If there are educational reasons why a blocked site is needed for learning, then staff can request that this be made available to technical staff. Where this is done this clearly logged with reasons given for this access.
Children new to the school are provided with an overview of expectations when they start.

The following aspects also contribute to our curriculum provision:

- Staff check understanding when teaching about online safety.
- Annual online safety events such as Safer Internet Day are also used to raise awareness.
- NSPCC resources are used to inform our practice.

Rules for Keeping Safe

These are reinforced through the following:

- Pupils sign an acceptable use agreement and this is also communicated to parents who we hope will reinforce the messages at home.
- Pupils are helped to understand the pupil acceptable use policy and school rules for online safety and encouraged to act accordingly.
- Staff act as good role models in their own use of ICT.
- Staff are aware that there may be some children that are more vulnerable than others to being approached online and endeavour to ensure that these children understand the issues involved through our PSHE and ICT curriculum.
- Online behaviour is dealt with in accordance with our behaviour policy. There are sanctions and rewards in place for this.

Education – parents / carers and the community

Parents and carers have an essential role in educating their children and monitoring their behaviour online, however they may have a limited understanding of the risks and issues and underestimate the dangers or be unsure how to deal with them. The school aims to raise awareness and support parents through:

- Curriculum activities
- Letters and newsletters including information on any online safety issues that have been raised in school (anonymously recorded) and how to address these
- Parents / carers information evenings
- Events such as Safer Internet Day
- Providing information and web links about where to access support on the website

Parents of children new to the school are provided with an overview of expectations linked to relevant policies including online safety when their child starts school.

Education – staff and volunteers

All staff receive online safety training so that they understand the risks and their responsibilities. This includes:

- An audit of online safety training needs of staff is carried out annually.
- All new staff receive online safety training and training on relevant policies and expectations as part of their induction programme.
- The ICT lead receives regular updates and external training to support them to do their role.
- Policies relevant to online safety and their updates are discussed in staff meetings.
- The ICT lead provides regular guidance and training to support individuals where required.

Training – governors

Governors take part in online safety training and awareness raising sessions, particularly those governors who are involved with technology and safeguarding. This is offered through:

- Attendance at local authority or regional events
- Attendance at relevant staff training
- Short reminders and updates in governing body meetings
- Regular newsletter information and access to website information

Self-evaluation and Improvement

The school undertakes annual self-evaluation in order to inform actions to continually improve online safety provision through the following:

- Local authority safeguarding audit
- Surveys with pupils and staff

Technical Issues

The local authority provides technical and curriculum guidance for online safety issues for **all** Gloucestershire schools. The Federation also have technical support from EdIT concepts who liaise with IT Leads and Executive Head Teacher on implementing latest online safety procedures and programmes.

Password Access to Systems

All our systems are accessed via an individual staff log ins. Users are told that passwords must never be shared for any IT system and that they are responsible for any actions taking using their log in.

Internet Provider and Filtering

Exa networks provide the broadband for the Federation. This includes supplying and updating the filtering system currently using Surfprotect Quantum. Content lists are regularly updated and internet use is logged and regularly monitored. However, we are aware that no filtering is completely infallible and consequently focus on teaching pupils to keep safe through our curriculum and teaching. Technical staff (EdIT) monitor internet traffic and report any issues to schools. Requests from staff for sites to be removed from the filtered list must be approved by the head teacher and this is logged and documented by a process that is agreed by the Head teacher.

Technical Staff - Roles and Responsibilities
The school ensures, when working with our technical support provider that the following guidelines are adhered to.

- There are regular reviews and audits of the safety and security of school ICT systems with EDIT.
- Servers, wireless systems and cabling are securely located and physical access is restricted.
- All users have clearly defined access rights to school ICT systems and are provided with a username and password by the technical support provider.
- Users are responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- School ICT technical staff regularly monitor and record the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations etc from accidental or malicious attempts which might threaten the security of the school systems and data.
- The school infrastructure and individual workstations are protected by up to date virus software.

Use of Digital Images and Video

Ease of access to technologies which take digital images and video has many benefits for learning. Taking and sharing images and video are much easier and, if not managed, this could increase the potential risk of misuse and has the potential to be used for cyberbullying. The school informs and educates users about the risks associated with digital images and these are outlined in the acceptable use policies:

- When using digital images, staff educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images including publishing their own images on social networking sites.
- Pupils should not take, use, share, publish or distribute images / video of others without their permission and staff reinforce this when appropriate.
- Written permission is obtained from parents or carers before photographs of pupils are taken. These photographs are only taken to be used for educational purposes or to promote achievements or the school.
- Staff are allowed to take digital / video images to support educational aims, but must follow guidance in the acceptable use policy concerning the sharing, distribution and publication of those images.
- Images are only taken and used of individuals where there is a signed permission form in place.
- Pupil's full names are not published on any online platform or school communication system that is not password protected including web sites, newsletters or twitter feeds. Photographs published anywhere that include pupils are carefully selected and not used in association with pupils' full names or other information that could identify them.
- Care is always taken to ensure that pupils are appropriately dressed if images are taken and that they are not participating in any activity which might bring individuals or the school into disrepute.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their

own personal use as this is not covered by the Data Protection Act. However, in order to protect other children and respect privacy these images should not be published or made publicly available on social networking sites. Parents / carers should also not comment on any activities involving other pupils in the digital / video images. This is clearly detailed in our acceptable use policy for parents.

- Pupils' work is only published with the permission of pupils and parents / carers.

Mobile Technologies

These might include mobile phones, tablets or any other device that has the capability of accessing the school's wireless network. The primary use of these in school is to support learning, teaching and management.

Children are not allowed to use their personal devices in school as the school provides access to the technologies to be used for learning.
Staff are not allowed to use their personal mobile phones in school while they are teaching and any use should be restricted to times when children are not present. The only exception to this is in case of emergency during a school trip or if there is a serious accident on the far side of the school field. Staff should not use their own mobile phone to take images of children, for example, on a school trip as the school has devices available for this.

Communications Technologies and Social Media

A wide range of communications technologies have the potential to enhance learning and management. The acceptable use agreements outline how these systems should be used.

- The official school email service is used for communications between staff, and with parents/carers and students as it provides an effective audit trail. Communications are always professional in tone and content.
- Users are made aware that email communications may be monitored and what to do if they receive an email that makes them feel uncomfortable, is offensive, threatening or bullying in nature through the acceptable use policies.
- Governor communications take place through governor school e-mail accounts. Personal or sensitive information is not e-mailed but is kept on a secure online site that governors can access to via a personal user account.
- Personal email addresses, text messaging, public chat and social networking programmes are not being used for communications with parents/carers and children.
- The school uses Eschools for all communications with parents including emails to update parents on news and events.
- Personal information is also not posted on the school website and only official email addresses are listed for members of staff. The web site is the responsibility of all teachers who make sure only appropriate content is ever added.
- Guidance on personal use of social media and mobile devices is included in the staff, parent and pupil acceptable use policies including clear reporting mechanisms. Training is provided for staff and risks, reporting and issues around social networking forms part of the learning for pupils.
- Staff ensure that no reference is made in social media to pupils, parents or other staff and do not engage in online discussions on personal matters about any member of the school community
- Personal opinions are not attributed to the school

- Staff personal use of social media where it does not relate to the school is outside the scope of the policy but it should be made clear that the member of staff is not communicating on behalf of the school. If staff come across communications that might bring the school into disrepute in their personal communications they should not get involved, refer the publisher to relevant complaints procedures and report the issue.

Copyright

ICT Lead is responsible for making sure that software licence audit is regularly updated and also making regular checks to ensure the number of software installations matches the licences held. Where there are insufficient licences this could breach the Copyright Act which may lead to fines or unexpected additional license costs.

Transfer of Data

Whenever possible secure online storage is used to ensure that documents do not need to be transferred to limit the risk. We ensure that data is stored in accordance with the requirements laid down by the Information Commissioner's Office and within the EU. This also applies to cloud storage used.

The school ensures that:

- It holds the minimum personal data necessary to enable it to perform its function and does not hold it for longer than necessary for the purposes it was collected for.
- The data held is accurate, up to date and inaccuracies are corrected as quickly as possible.
- All personal data is fairly obtained in accordance with our "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing" as outlined in the policy on the South Gloucestershire IMS Traded Services web site.
- Personal and sensitive data relating to pupils or staff is not e-mailed as this is not secure.
- Personal data including assessment data is transferred using secure file transfer.
- Where information does need to be transferred between devices then encrypted memory sticks are used.
- It has clear and understood arrangements for the security, storage and transfer of personal data
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA).
- Risk assessments are regularly carried out.
- Data subjects have a right to access their data.
- There are clear and understood policies and routines for the deletion and disposal of data. (NAHT guidance followed).
- There is a policy for reporting, logging, managing and recovering from information risk incidents.
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties.
- The staff acceptable use policy clearly defines the data protection measures that staff should take and how data can be securely stored and deleted.

Staff ensure that they

- Take care to ensure safe keeping of personal data and minimise the risk or loss or misuse
- Use personal data only on secure password protected computers and devices and log off at the end of every session
- Transfer data using encryption and secure password protected devices or through egress.

Where personal data is stored on removable media:

- The data is encrypted and password protected

- The device is password protected
- The data is securely deleted from the device once finished with.

Reporting and Recording

There are clear reporting mechanisms in place for online safety incidents and all staff are regularly reminded of these and fully aware of their responsibilities to follow up any reported issues.

Staff should report online safety issues are reported to the ICT Lead. If these include allegations of bullying, then the anti-bullying policy is followed. Issues which may impact on the well-being and safety of a child are reported directly to the Designated Safeguarding Lead and the Safeguarding and Child Protection procedures are followed. Issues impacting on staff or to the detriment of the school should be reported to the Head teacher or to the Chair of Governors if the Head teacher is absent or the accusation involves the head teacher.
Pupils are encouraged to report any incidents to an adult whether it relates to themselves or a friend. We encourage children to take responsibility for protecting each other.

Managing Incidents

In the event of suspicion of an infringement of policy then all the following steps should happen.

- More than one senior member of staff should be involved in investigating to protect possible future accusations.
- Use a computer that will not be used by pupils, which could be taken off site by the police if required.
- Ensure staff have internet access to investigate but that sites and content are closely monitored and recorded.
- Record the URL of any site containing alleged misuse and the nature of the content causing concern. It may be useful to record and store screen shots of the content by printing them, signing them and attaching them to the record. Not with child abuse images.
- Once the investigation is complete the investigating group should identify the appropriate response in line with policies which may internal procedures, involvement of LA or police.
- Procedure to be followed in the event of a serious online safety allegation being made against a member of staff.

Reporting to the police

- If the content being reviewed includes images of child abuse, then monitoring should be stopped and the police informed immediately. Other incidents to be referred to the police are
    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials

  In any of the above isolate the computer involved as any change to its stage may hamper a policies investigation.

If issues could be a result of problems with infrastructure or may affect it then the technical support provider is informed immediately.
If access to an unsuitable site is reported, then the Online Safety lead will alert the technical support team (EdIT) by ringing 01454 314171 to ensure that this is blocked.

For incidents affecting school staff the Professionals Online Safety Helpline is contacted for advice if necessary on helpline@saferinternet.org.uk or 0844 381 4772.

Any reported incidents are logged in the online safety log and followed up in accordance with the relevant policy depending on the issue. The response is also logged and serious issues are followed up after an interval of time to ensure that they are fully resolved.

Where appropriate school newsletters and the website are used to provide guidance to staff following an incident in order to prevent further incidents happening.

Appendix 1: Roles and Responsibilities

Role	Responsibility
Governors	Approve and review the effectiveness of the online safety policy and acceptable use policies Online safety governor works with the online safety leader to carry out regular monitoring of online safety incident logs, filtering, changes to filtering and then reports to governors.
Head teacher and Senior Leaders:	Duty of care to ensure the safety (and online safety) of the school community. The head teacher and at least one other member of SLT should know the procedure to be followed in the event of a serious online safety allegation being made against a member of staff. Ensure that all staff receive suitable CPD to carry out their Online safety roles. Provide and/or broker relevant training and advice for all school staff Ensure that there is a system in place for monitoring and support of those who carry out the internal online safety role. Inform the local authority about any serious Online safety issues including filtering Ensure that the school infrastructure / network is safe and secure and that policies and procedures approved within this policy are implemented.
ICT Leader:	Lead the online safety working group and deals with day to day online safety issues Lead role in establishing / reviewing online safety policies / documents and checking links to other policies Ensure all staff are aware of the procedures to follow if there is an online safety incident Attend updates and liaise with the LA online safety staff and technical staff Receives reports of online safety incidents and keeps the incident log updated Meet with online safety governor to regularly to discuss issues, review the incident log and filtering / changes to filtering log Report regularly to SLT Develop an online safety teaching programme to deliver the statutory programme of study. Monitor online safety teaching to ensure this is being delivered and is having an impact on pupils' understanding.
Child Protection Safeguarding Lead	Have received training in online safety issues and know the potential for child protection and safeguarding issues to arise from sharing personal data, access to illegal // inappropriate materials, inappropriate online contact with strangers, potential or actual incidents of grooming and cyber-bullying.
Curriculum Leaders	Ensure online safety is appropriately reflected in teaching programmes where relevant eg anti bullying, English publishing and copyright and is reflected in relevant policies.
Teaching and Support Staff	Ensure they have an up to date awareness of school online safety issues, policies and practices. Have read, understood and signed the Staff Acceptable Use Agreement (AUP) Act in accordance with the AUP and Online safety policy Report any suspected misuse or problem to the head teacher / online safety leader. In the event that the incident involves the head teacher report to the governor responsible for safeguarding. Only communicate with pupils / parents / carers professionally through official school systems Ensure online safety issues are embedded in the curriculum and other activities

	Ensure pupils follow the online safety rules Ensure that the school programme of study for online safety is delivered through their teaching Monitor ICT activity in lessons, extracurricular and extended school activities Deliver the scheme of work for online safety and ensure children have a good understanding of what they are being taught. Monitor use of digital technologies (mobile devices and cameras etc) in lessons and other school activities where their use if allowed and implement policies about their use. Ensure that students are guided to appropriate sites in pre-planned internet use, that they are aware of how to search more safely and that any unsuitable material that is accessed is dealt with according to school policy. Immediately report any issues in accordance with school policy.
Students / pupils	Use school's systems in accordance with the pupil acceptable use policy Practice age-appropriate safe searching in order to reduce access to unsafe material Understand how to report online safety issues and do this immediately when an issue arises Know and follow the policies on use of mobile devices and cameras including taking images. Understand the importance of using technologies safely outside school and know that the policy covers actions out of school that are related to their membership of the school Help their friends to keep safe by pointing out any risks and what they could do about them
Parents and carers	Read the school guidance about online safety in the newsletter and on the website and take appropriate action if required to keep their child safe. Endorse (by signature) the Pupil Acceptable Use Policy Ensure that their child / children follow appropriate acceptable use rules at home Discuss online safety issues with their child / children and monitor their home use of ICT systems (including mobile phones and games devices) and the internet Access the school website / online platform in accordance with the relevant school Acceptable Use Policy. Keep up to date with issues through school updates and attendance at events Ensure they follow the school policy on taking digital and video images at school events Ensure their children following rules on appropriate use of children's' own devices in school Report any online safety issues that could impact on safeguarding of any children or learning in school so that the school can put in place appropriate measures and use these to inform any changes to teaching
Technical Support Provider	Ensure the school's ICT infrastructure is secure and is not open to misuse or malicious attack Ensure that the school meets Online safety technical requirements of the LA Ensure users may only access the school network through an enforced password protection policy, where passwords are regularly changed Ensure that filtering is robust is blocking but does not inhibit learning and teaching Keep up to date with online safety technical information and update others as relevant Ensure use of the network is regularly monitored in order that any misuse / attempted misuse can be reported to the head teacher / online safety leader for

	investigation / action / sanction. Ensure monitoring software / systems are implemented and updated Ensure all security updates / patches are applied (including up to date anti-virus definitions, windows updates) and take action to prevent spyware and malware.
Community Users	Sign and follow the AUP before being provided with access to school systems.