



Online Safety Policy

Formally adopted by the Governing Board of:-	Denver V. C. Primary School
On:-	22nd September 2021
Chair of Governors:-	Amanda Dawson
Last updated:-	

Introduction

We recognise that our pupils are growing up in an increasingly complex world, living their lives seamlessly on and off line. This presents many positive and exciting opportunities, but also challenges and risks.

Online safety is an integral part of safeguarding. This policy is written in line with 'Keeping Children Safe in Education' 2021 (KCSIE) and other statutory documents; it sits alongside Denver VC Primary's Safeguarding Policy.

The Designated Safeguarding Lead (DSL) will take lead responsibility for any online safety issues and concerns and follow the school's safeguarding and child protection procedures.

Aims

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children is paramount when adults or children are using the internet, social media or mobile devices
- facilitate the safe, responsible and respectful use of technology to support teaching and learning
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as a school, we operate in line with our values and within the law in terms of how we use online devices.
- establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns.

The policy statement applies to all staff, volunteers, children and anyone involved with Denver VC Primary School.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- bullying <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
- child protection <https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children and adults involved in our school are protected from potential harm online
- we have a responsibility to help keep children safe online, whether or not they are using Denver VC Primary's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children and their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children safe by:

- appointing an online safety coordinator, who is also the DSL
- providing clear and specific directions to staff and volunteers on how to behave online through our code of conduct for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety acceptable use agreement for use with children and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our school is held securely and shared only as appropriate
- ensuring that images of children and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our school as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Denver V. C. Primary.

Governors

Governors are responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the *Governing Bod* has taken on the role of *Online Safety Governor* combined with their role of Safeguarding Governor. The role of the *Online Safety Governor* will include:

- meetings with the Headteacher
- monitoring of online safety incident logs
- reporting to Governors

Headteacher

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community and is also the Online Safety Lead.
- The Headteacher should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher is responsible for ensuring that other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

Online Safety Lead

The Online Safety Lead/Headteacher is also the DSL and:

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority
- liaises with the ICT technician
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with the Safeguarding Governor to discuss current issues, review incident logs
- attends relevant meetings of *Governors*

Technical staff

Denver V. C. Primary has a managed ICT service provided by ICT Solutions. The ICT technician is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required online safety technical requirements and any Local Authority online safety policy/guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy
- the filtering policy is applied and updated on a regular basis
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the networks/internet/digital technologies is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher for investigation/action/sanction
- that monitoring software/systems are implemented and updated as agreed in school policies

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school online safety policy and practices
- they have read, understood and signed the staff acceptable use policy
- they report any suspected misuse or problem to the Headteacher for investigation/action/sanction

- all digital communications with pupils/parents/carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the Online Safety Policy and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated Safeguarding Lead

The DSL should be trained in online safety issues and be aware of the potential for serious child protection/safeguarding 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
- online-bullying

Pupils:

- are responsible for using the school digital technology systems in accordance with the pupil acceptable use agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school

Parents/carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, social media and information about national/local online safety campaigns/literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to the website

Related policies and procedures

This policy statement should be read alongside the following policies, including:

- Safeguarding and Child Protection policy
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Behaviour policy
- Anti-bullying policy