



## Online Safety and E-Safety Policy

**This policy will be reviewed** annually, or sooner if necessary. It will be read, understood, and signed by all staff yearly and whenever changes are made in line with government and DfE guidelines.

### Document Control

- Date Reviewed: 11/04/2026
- Approval: Gemma Robertson
- Date of Next Review: 11/04/2027

### Aims

We acknowledge our duty to ensure that all pupils and staff are protected from harmful and inappropriate online material and behaviour. This policy establishes our approach to online safety, empowering and educating pupils and staff in the responsible use of technology, while setting mechanisms in place to identify, intervene, and escalate concerns as needed.

To support schools and alternative provisions in meeting this duty, the Department for Education has published filtering and monitoring standards. Schools should:

- Assign roles and responsibilities for managing filtering and monitoring systems
- Review filtering and monitoring annually
- Block harmful and inappropriate content without hindering teaching and learning
- Ensure monitoring strategies meet safeguarding needs

### Four Areas of Online Safety Risk

Alternative Acres recognises that online safety risks can be categorised into four key areas:

1. **Content:** Exposure to illegal, inappropriate, or harmful content, such as pornography, fake news, racism, and radicalisation
2. **Contact:** Harmful online interactions, such as peer pressure or adults posing as children
3. **Conduct:** Personal behaviour online that increases the risk of harm, such as sharing explicit images or online bullying



#### 4. **Commerce:** Risks like online gambling, phishing, or financial scams

This policy applies to students, staff, parents, carers, and all individuals working at or for the school, both on and offsite.

### **Responding to Emerging Risks**

The online environment is constantly evolving. Therefore, Alternative Acres will:

- Carry out an annual review of online safety approaches
- Regularly assess and minimise online risks
- Ensure filtering and monitoring systems are in place
- Recognise that unsuitable material may still be accessible and outline procedures for handling breaches

### **Roles and Responsibilities**

#### **Designated Safeguarding Lead (DSL)**

The DSL has overall responsibility for online safety, though they may delegate certain activities to trained deputies. The DSL ensures referrals are made to external agencies when appropriate and works with staff to implement a coordinated approach to online safety.

#### **Leadership and Management Team**

The leadership team will ensure a culture of online safety, updating policies, implementing risk assessments, and providing appropriate filtering and monitoring systems. They will also support the DSL by ensuring enough resources are available to carry out these duties effectively.

#### **Staff Responsibilities**

All staff members must contribute to developing online safety policies, model responsible use of technology, identify online safety concerns, and escalate issues to the DSL when necessary. They are expected to participate in professional development related to online safety and adhere to acceptable use policies.

#### **Technical Staff**

Technical staff must provide security measures to protect the school's IT infrastructure and ensure the application of filtering and monitoring systems. They will collaborate with the DSL and leadership team to implement online safety policies.

#### **Pupils**

Pupils are expected to engage in online safety education, respect others online, and



take responsibility for their behaviour. They should seek help from trusted adults if they encounter any concerning online behaviour.

### **Parents and Carers**

Parents and carers play an important role by reinforcing online safety at home, supporting the school's approaches, and role modelling safe technology use. They should also engage in discussions about online safety with their children.

### **Education and Engagement Approaches**

Alternative Acres will foster a whole-centre culture of online safety by empowering pupils with the knowledge to use technology responsibly and to develop resilience in responding to online risks. This will be achieved through:

- Incorporating the UK Council for Internet Safety (UKCIS) framework and DfE guidelines into our curriculum
- Providing age-appropriate education on safe technology use
- Teaching pupils how to identify acceptable and unacceptable online behaviour.
- Encouraging pupils to seek help if they experience online harm or discomfort.

### **Vulnerable Pupils**

Some pupils, such as those with Special Educational Needs and Disabilities (SEND), looked-after children, and those perceived as LGBT, may be more vulnerable online. Alternative Acres will ensure tailored support is provided, including input from the DSL and SENCO, to meet the specific needs of these students.

### **Training and Engagement with Staff**

All staff, including volunteers and agency workers, will undergo online safety training as part of their induction. Regular updates will be provided through staff meetings and weekly safeguarding bulletins to ensure staff remain equipped with the knowledge and skills to safeguard children effectively. Staff will be made aware of the monitoring of IT systems and their responsibilities in ensuring professional conduct when using technology.

### **Awareness and engagement with parents and carers**

Alternative Acres recognises that parents and carers have an essential role to play in enabling our pupils to become safe and responsible users of the internet and associated technologies.



We will ensure parents and carers understand and are aware of:

- The systems used at the centre to filter and monitor their child's online use by providing information in our home-centre agreement.
- What their children are being asked to do online, including the sites they will be asked to access, by providing information in our home-centre agreement.

We will build a partnership approach and reinforce the importance of online safety through regular contact and communication with parents and carers by:

- Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training.
- Drawing their attention to our online safety policy and expectations in our newsletters and other external communication (such as letters and social media channels) as well as on our website.
- Requesting parents and carers to read online safety information as part of joining our community, for example, within our home-centre agreement.
- Requiring them to read our acceptable use of technology policies and discuss the implications with their children.

## **Safer Use of Technology**

### **Classroom use**

Alternative Acres uses a wide range of technology. This includes access to:

- Computers, laptops, tablets, and other digital devices
- Internet, which may include search engines and educational websites
- Games consoles and other game-based technologies
- Digital cameras, webcams, and video cameras

All centre-owned devices will be used in accordance with our acceptable use of technology procedures and with appropriate safety and security measures in place. Members of staff will always evaluate websites, tools, and apps fully before use in the classroom or recommending them for use at home.

Use of video-sharing platforms will be in accordance with our acceptable use of technology procedures, following an informed risk assessment, and with appropriate safety and security measures in place. This includes using supervised educational versions of video-sharing platforms with children or for adult educational use. Any videos viewed should be previewed before sharing as a teaching tool with children.

We will ensure that the use of internet-derived materials by staff and pupils complies with copyright law and acknowledges the source of information.



Supervision of internet access and technology use will be appropriate to pupils' age and ability.

This includes:

- **Key Stage 1:**
  - Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials that support the learning outcomes planned for the pupils' age and ability.
- **Key Stage 2 / Key Stage 3:**
  - Pupils will use age-appropriate search engines and online tools.
  - Pupils will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils' age and ability.

### **Managing Internet Access**

- All users will read and agree and/or acknowledge our acceptable use procedure, appropriate to their age, understanding, and role, before being given access to our computer system, IT resources, or the internet.
- We will maintain a record of users who are granted access to our devices and systems.

### **Appropriate Filtering, Monitoring, and Management**

- Alternative Acres' broadband securely blocks access to sites that could promote or include harmful and/or inappropriate behaviour or material. This includes content that promotes discrimination, extremism, drugs/substance misuse, malware/hacking, gambling, piracy, copyright theft, pro-self-harm, eating disorders, and suicide content, as well as pornographic and violent material.
- If pupils or staff discover unsuitable sites or material, they are required to:
  - Turn off the monitor/screen and report the concern immediately to a member of staff and technical services.
  - Filtering breaches will be reported to the DSL and technical staff and will be recorded and escalated as appropriate in line with existing policies, including child protection, acceptable use, and behaviour.
  - Parents and carers will be informed of filtering breaches involving pupils.
  - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the IWF, the police, and/or NCA-Child Exploitation and Online Protection Command (NCA-CEOP).



## **Managing the Safety of Our Website**

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

## **Publishing Images and Videos Online**

We will ensure that all images and videos shared online are shared with proper consent.

## **Managing Email**

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use of technology procedures, and the code of conduct/behaviour 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 that contains sensitive or personal information will only be sent using secure and encrypted email.
- Centre email addresses and other official contact details will not be used to set up personal social media accounts.
- Members of the community will immediately report offensive communication to a DSL.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked on site.

## **Staff Email**

All members of staff:

- are provided with an email address to use for all official communication; the use of personal email addresses by staff for any official business is not permitted.
- are encouraged to have an appropriate work-life balance when responding to email, especially if communication is taking place between staff, pupils, and parents.



## **Management of Remote Learning**

Where children are asked to learn online at home in response to a full or partial closure:

- Children will not be asked to work from home using any devices supported by Alternative Acres.

## **Pupils' Use of Social Media**

- The use of social media during provision hours for personal use is not permitted for pupils.
- Many online behaviour incidents amongst children and young people occur on social media outside the centre day and off the provision premises. Parents and carers are responsible for this behaviour; however, some online incidents may affect our culture and/or pose a risk to children and young people's health and well-being. Where online behaviour poses a threat or causes harm to another pupil, could have repercussions for the orderly running of the centre when the pupil is identifiable as a member of the provision, or if the behaviour could adversely affect the reputation of the centre, action will be taken in line with our behaviour and child protection/online safety policies.
- Alternative Acres will empower our pupils to acquire the knowledge needed to use social media in a safe, considered, and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for pupils under the required age as outlined in the services' terms and conditions.
- Pupils will be advised:
  - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
  - to only approve and invite known friends on social media sites and to deny access to others, for example by making profiles private.



- not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
  - to use safe passwords.
  - to use social media sites which are appropriate for their age and abilities.
  - how to block and report unwanted communications.
  - how to report concerns on social media, both within the setting and externally.
- Any concerns regarding pupils' use of social media will be dealt with in accordance with appropriate existing policies, including anti-bullying, child protection, and behaviour.
  - The DSL (or deputies) will respond to social media concerns involving safeguarding or child protection risks in line with our child protection policy.
  - Sanctions and/or pastoral/welfare support will be implemented and offered to pupils as appropriate, in line with our child protection and behaviour policy. Civil or legal action may be taken if necessary.
  - Concerns regarding pupils' use of social media will be shared with parents and carers as appropriate, particularly when concerning underage use of social media services and games.

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## **Mobile and Smart Technology**

### **Safe Use of Mobile and Smart Technology Expectations**

Alternative Acres recognises that the use of mobile and smart technologies is part of everyday life for many pupils, staff, and parents and carers. Electronic devices of any kind that are brought onto the site are the responsibility of the user. All members of the Alternative Acres community are advised to:

- Take steps to protect their mobile phones or personal devices from loss, theft, or damage; we accept no responsibility for the loss, theft, or damage of such items on our premises.
- Use passwords/PIN numbers to ensure that unauthorised access, calls, or actions cannot be made on their phones or devices.



- Mobile phones and personal devices are not permitted to be used by children in any area on the provision site. Staff may use their mobile phone in the staffroom or a room where no child is present.
- The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones, is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour, and child protection policies.
- All members of the Alternative Acres community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory, or illegal, or which would otherwise contravene our behaviour or child protection policies.

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### **Provision-Provided Mobile Phones and Devices**

- Members of staff will be issued with a work phone number in addition to their work email address, where contact with pupils or parents and carers is required.
- Staff providing formal remote/online learning will do so using provision-provided equipment in accordance with our Acceptable Use and Remote Learning Procedures.
- Provision mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Provision mobile phones and devices will always be used in accordance with our staff code of conduct/behaviour policy, acceptable use of technology, and other relevant policies/procedures.

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### **Staff Use of Mobile and Smart Technology**

Members of staff will ensure that the use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant provisions policies and procedures. Staff will be advised to:

- Keep mobile phones and personal devices in a safe and secure place (for example, locked in a locker/drawer) during lesson time.



- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Not use personal devices during teaching periods unless written permission has been given by the Head Teacher, such as in emergency circumstances.
- Ensure that any content brought onto the site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers without prior arrangement with the Head Teacher.
- Any pre-existing relationships or circumstances that could compromise staff's ability to comply with this will be discussed with the Head Teacher.

Staff will only use provision-provided equipment (not personal devices):

- To take photos or videos of pupils in line with our image use policy.
- To work directly with pupils during lessons/educational activities.
- To communicate with parents and carers.

Where remote learning activities take place, staff will use centre-provided equipment. If this is not available, staff will only use personal devices with prior approval from Alternative Acres, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use and/or Remote Learning Procedure. If a member of staff breaches our policy, action will be taken in line with our staff code of conduct and policy.

If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

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## **Pupils' Use of Mobile and Smart Technology**



Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies.

Mobile phones and/or personal devices will not be used on site by pupils.

Alternative Acres expects pupils' personal devices and mobile phones to be kept safe and secure when on site.

This means:

- Phones will be switched off and handed in to a member of staff and they will be stored in a secure locker.
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a provision phone.
- Parents are advised to contact their child via the provision office; exceptions may be permitted on a case-by-case basis, as approved by a senior staff member.
- If a pupil requires access to a personal device in exceptional circumstances, for example, medical assistance and monitoring, this will be discussed with a senior staff member of the provision prior to use being permitted.

Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the provision.

Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed upon by the learner and their parents or carers before use is permitted.

Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use and/or Remote Learning Procedure.

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### **Screening, Searching, and Confiscation of Electronic Devices**

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes,



but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

- Where there are any concerns regarding pupils' use of mobile technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety, and behaviour.
- Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene our child protection or behaviour policy and with the support of parents/carers.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents and carers at the end of the day.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputies) urgently as they will be the most appropriate person to respond.
- If there is suspicion that data or files on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed to the police.

### **Visitors' use of mobile and smart technology**

Parents, carers, visitors, including volunteers and contractors, are expected to ensure that:

- They do not use a mobile phone in the provision.

### **Responding to Online Risks and/or Policy Breaches**

All members of the community:

- Are made aware of our 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.
- Are informed of the need to report policy breaches or concerns in line with existing provision policies and procedures.
- Will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Will be informed of our complaints procedure, and staff will be made aware of the whistleblowing procedure.
- Will be made aware of how the centre will monitor policy compliance by Alternative



Acres, evidencing the governance structure.

- If appropriate, after any investigations are completed, the DSL and leadership staff will debrief, identify lessons learned, and implement any policy or curriculum changes, as required.
- If unsure how to proceed with an incident or concern, the DSL or Head Teacher will seek advice from the local authority, Education Safeguarding Service, or other agency in accordance with our child protection policy.
- Where there is a concern that illegal activity has taken place, we will contact the police using 101 or 999 if there is immediate danger or risk of harm.
- If information relating to a specific incident or a concern needs to be shared beyond our community, for example, if other local schools are involved or the wider public may be at risk, the DSL or Head Teacher will speak with the police and/or the Local Authority first, to ensure that potential criminal or child protection investigations are not compromised.

### **Concerns about pupils' online behaviour and/or welfare**

Alternative Acres recognises that an initial disclosure to a trusted adult may only be the first incident reported rather than representative of a singular incident and that trauma can impact memory, so children may not be able to recall all details or timeline of abuse. All staff will be aware that certain children may face additional barriers to telling someone, for example, because of their vulnerability, disability, sex, ethnicity, and/or sexual orientation.

All concerns about pupils will be responded to and recorded in line with our child protection policy:

- The DSL will be informed of all online safety concerns involving safeguarding or child protection risks in line with our child protection policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant partner agencies in line with local policies and procedures.

Abuse that occurs online and/or offsite will not be dismissed or downplayed; concerns will be treated equally seriously and in line with relevant policies/procedures, for example, anti-bullying, behaviour, child protection, and online safety.

Alternative Acres recognises that the law is in place to protect children and young people rather than criminalise them, and this will be explained to pupils in a way that avoids alarming or distressing them.

Appropriate sanctions and/or pastoral/welfare support will be implemented and/or offered to pupils as appropriate. Civil or legal action will be taken if necessary.

We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

### **Concerns about staff online behaviour and/or welfare**

- Any complaint about staff misuse will be managed in accordance with our staff code



of conduct policy.

- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Where appropriate, welfare support will be offered, and where necessary, disciplinary, civil, and/or legal action will be taken in accordance with our staff code of conduct.

### **Concerns about parent/carer online behaviour and/or welfare**

- Concerns regarding parents' and carers' behaviour and/or welfare online will be reported to the Head Teacher and/or DSL and dealt with in line with existing policies, including but not limited to child protection, anti-bullying, complaints, allegations against staff, home-centre agreements, acceptable use of technology, and behaviour policy.
- Where appropriate, welfare support will be offered, and where necessary, civil and/or legal action may be taken.

### **Online child-on-child abuse**

Alternative Acres recognises that whilst risks can be posed by unknown individuals or adults online, pupils can also abuse their peers. All online child-on-child abuse concerns will be responded to in line with our child protection and behaviour policies. We recognise that online child-on-child abuse can take many forms, including but not limited to:

- Bullying, including cyberbullying, prejudice-based and discriminatory bullying
- Abuse in intimate personal relationships between peers
- Physical abuse, this may include an online element which facilitates, threatens, and/or encourages physical abuse
- Sexual violence and sexual harassment, which may include an online element that facilitates, threatens, and/or encourages sexual violence
- Consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as 'sexting' or 'youth-produced sexual imagery')
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or engage in sexual activity with a third party
- Upskirting (which is a criminal offence), typically involving taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- Initiation/hazing type violence and rituals.

Alternative Acres adopts a zero-tolerance approach to child-on-child abuse. Abuse is abuse and will never be tolerated or dismissed as "just banter," "just having a laugh,"



“part of growing up,” or “boys being boys.” Such attitudes create a culture of unacceptable behaviours, an unsafe environment for children, and normalise abuse, which can prevent children from coming forward to report it.

- Alternative Acres believes that all staff have a role in challenging inappropriate online behaviours between children. Staff recognise that some online child-on-child abuse issues may be affected by the gender, age, ability, and culture of those involved.
- We recognise that even if there are no reported cases of online child-on-child abuse, such abuse is still likely to be taking place and may not have been reported. As such, staff should speak to the DSL (or deputies) about any concerns regarding online child-on-child abuse.
- Concerns about child-on-child abuse taking place online or offsite will be responded to as part of a partnership approach with pupils' parents and carers. Concerns will be recorded and responded to in line with appropriate policies, such as anti-bullying, acceptable use, behaviour, and child protection policies.
- We want children to feel confident in reporting abuse, knowing that their concerns will be taken seriously. All allegations of online child-on-child abuse will be reported to the DSL, recorded, investigated, and dealt with in line with associated policies, including child protection, anti-bullying, and behaviour policies. Pupils who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

### **Nude or semi-nude image sharing**

The term ‘sharing nudes and semi-nudes’ is used to mean the sending or posting of nude or semi-nude images, videos, or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal, which makes responding to incidents complex. The UKCIS ‘Sharing nudes and semi-nudes: advice for education settings working with children and young people’ guidance outlines how schools and colleges should respond to all incidents of consensual and non-consensual image sharing. It should be read and understood by DSLs working with all age groups, not just older pupils.

Alternative Acres recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth-produced/involved sexual imagery or “sexting”) is a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputies).

This policy defines nude or semi-nude image sharing as when a person under the age of 18:

- Creates and/or shares nude and/or semi-nude imagery (photos or videos) of themselves with a peer(s) under the age of 18.



- Shares nude and/or semi-nude imagery created by another person under the age of 18 with a peer(s) under the age of 18.
- Possesses nude and/or semi-nude imagery created by another person under the age of 18.

When made aware of concerns regarding nude and/or semi-nude imagery, Alternative Acres will follow the advice as set out in the non-statutory UKCIS guidance: *Sharing nudes and semi-nudes: advice for education settings working with children and young people*.

Alternative Acres will ensure that all members of the community are made aware of the potential social, psychological, and criminal consequences of creating or sharing nude or semi-nude images and sources of support by implementing preventative approaches via a range of age and ability-appropriate educational methods.

We will respond to concerns regarding nude or semi-nude image sharing, regardless of whether the incident took place on-site or using centre-provided or personal equipment.

When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:

- Report any concerns to the DSL immediately.
- Never view, copy, print, share, forward, store, or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already inadvertently viewed imagery, this will be immediately reported to the DSL.
- Not delete the imagery or ask the child to delete it.
- Not say or do anything to blame or shame any children involved.
- Explain to the child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved, or their parents and/or carers. This is the responsibility of the DSL.

If made aware of an incident involving nude or semi-nude imagery, DSLs will:

- Act in accordance with our child protection policies and the relevant local procedures, and in line with the UKCIS guidance.
- Carry out a risk assessment in line with the UKCIS guidance, which considers the age and vulnerability of pupils involved, including the possibility of carrying out relevant checks with other agencies.



- Make a referral to Children’s Social Care and/or the police immediately if:
  - The incident involves an adult (over 18).
  - There is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, due to the age of the child or they have special educational needs.
  - The image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child’s developmental stage, or are violent.
  - A child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.

The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.

If DSLs are unsure how to proceed, advice will be sought from the local authority.