Online Safety Policy

1. Policy Aims

- This online safety policy has been written by Pattishall C of E Primary School and has been built with specialist advice and input as required.
- It takes into account the DfE statutory guidance 'Keeping Children Safe in Education' 2018, Early Years and Foundation Stage 2017, 'Working Together to Safeguard Children' 2018 and the Northampton Safeguarding Children Board procedures.

Online safety involves pupils, staff, governors and parents making best use of technology, information, training and this policy to create and maintain a safe online and ICT environment. This policy applies to governors, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting, as well as children, parents and carers.

- The purpose of Pattishall C of E Primary School's online safety policy is to:
  - Safeguard and protect all members of Pattishall C of E Primary School's community online.
  - Identify approaches to educate and raise awareness of online safety throughout the community.
  - Enable all staff to work safely and responsibly, to role model postitive behaviour online and to manage professional standards and practice when using technology.
  - Identify clear procedures to use when responding to online safety concerns.

As a school, we recognise that issues which occur within online safety can be categorised into three areas of risk:
  - **Content:** being exposed to illegal, inappropriate or harmful material
  - **Contact:** being subjected to harmful online interaction with other users
  - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

2. Policy Scope

- Pattishall C of E Primary School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- We identify that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- As a school, we believe that learners should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all access to the internet and use of technology, including personal devices, or where learners, staff or other individuals have been provided with setting issued devices for use off-site, such as work laptops, tablets or mobile phones.

2.2 Links with other policies and practices

- Anti-bullying policy
- Acceptable use policy/Code of conduct
- Behaviour policy
- Child protection policy
- Computing policy/ PSHE policy
- Sex and relations policy

3. Monitoring and Review

- At the moment, technology is evolving and changing rapidly as new devices are invented. Due to this, and the fact that it is becoming easier and easier to access advanced technology at early ages, Pattishall C of E Primary School will review this policy at least annually.
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Head Teacher and DSLS (Designated Safeguard Leads) will be informed of online safety concerns, as appropriate. This will be recorded in a file which is located in the Safeguarding cabinet.
- The named governor for safeguarding will report on a regular basis to the governing body on online safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into out action planning.

4. Roles and Responsibilities

4.1 The Designated Safeguard Leads (DSLS)

The DSLs have the lead responsibility for online safety. However, Pattishall C of E Primary School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

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They will:

- Liaise with any members or staff, parents or other agencies, as appropriate, when an incident has occurred.
- Work alongside other staff members to ensure that online safety is part of the settings safeguarding responsibilities and that a coordinated approach is implemented.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the Head teacher, leadership team and Governing Body.

4.2 Governors:

- Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.
- The role of the Governors will include the monitoring of online safety incident logs.

4.3 Head teacher, Senior Leaders and Computing Lead:

- The leadership team is responsible for ensuring that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- The Head teacher is responsible for ensuring the safety (including online safety) of members of the school community, through the day-to-day responsibility for online safety is delegated to the teachers.
- The Head teacher/Senior Leaders are responsible for ensuring that the staff receive suitable CPD to enable them to carry out their online safety roles.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Ensure that relevant policies, such as staff code of conduct, behaviour policy, online safety and acceptable use policies are up-to-date.
- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.
- Support the DSLS and Computing Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.4 Computing Lead

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- Ensure that online safety is embedded effectively within the curriculum and all children are being taught internet resilience and literacy.
- Work with staff to co-ordinate participation in local and nation events to promote positive online behaviour, such as Safer Internet Day.
- Access regular and appropriate training and support to ensure they, and all members of staff, understand the unique risk associated with online safety and have the relevant knowledge and up to date information required, keeping all learners safe online.
- Keep up-to-date with relevant, current research, legislation and trends regarding online safety and communicate this with the whole school community, as appropriate
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually).

4.5 Staff

- Contribute to development of online safety policies.
- Read and adhere to the online safety policy, acceptable use policy and code of conduct.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an awareness of online safety issues and how they may be experienced by children in their care.
- Identify online safety concerns and take appropriate action by following the school's safeguarding policies and procedures.
- Take personal responsibility for professional development in this area.

4.6 Technical Support Member

- Provide technical support and perspective to the DSLS and Computing Lead.
- Implement appropriate security measures as directed by the DSLS and Computing Lead.
- Ensure that our filtering policy is applied and updated on a regular basis.
- Ensure that our monitoring systems are applied and updated on a regular basis.

4.7 Learners

- Engage in age appropriate online safety education opportunities.
- Contribute to the development of, and follow, online safety rules and policies.

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- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves, and others, safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

4.8 Parents and Carers

- Read the acceptable use policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children by reinforcing appropriate sand safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the home-school agreement and acceptable use policies.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Use the school's systems, such as learning platforms and social media, safely, appropriately and responsibly.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5.   Education and Engagement Approaches

5.1 Education and engagement with learners

- Pattishall C of E Primary School will establish and embed a progressive online safety curriculum to raise awareness and promote safe and responsible internet use amongst learners by:
    - Ensuring education regarding safe and responsible use precedes internet access.
    - Including online safety in Personal, Social, Health and Economic (PSHE), Relationships and Sex Education (RSE) and all computing programmes of study.
    - Reinforcing online safety messages whenever technology or the internet is in use.
    - Educating learners in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.
    - Teaching learners to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy.

- The school will support learners to read and understand the acceptable use policies in a way which suits their age and ability by:
    - Displaying acceptable use posters in all rooms with internet access.
    - Informing learners that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
    - Rewarding positive use of technology, such as Class Dojos or house points.
    - Implementing appropriate peer education approaches.

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- o Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
- o Seeking learner voice when writing and developing online safety policies and practices, including curriculum development and implementation.
- o Using support, such as external visitors, where appropriate, to complement and support our internal online safety education approaches.

5.2 Vulnerable Learners

- Pattishall C of E Primary School recognises that some learners are more vulnerable than others online due to a range of factors. This may include, but is not limited to, children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.
- The school will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable learners.
- When implementing an appropriate online safety policy and curriculum we will seek input from specialist staff as appropriate, including the SENCO and emotional learning support assistant (ELSA).

5.3 Training and engagement with staff

We will:
- Provide and discuss the online safety policy and procedures with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates.
    - o This training will be carried out on September training days and may also be carried out during staff meetings throughout the year.
    - o This will cover the potential risks posed to learners (Content, Contact and Conduct) as well as our professional practice expectations.

- Recognise the expertise staff may develop by undertaking safeguarding training and managing safeguarding concerns and provide opportunities for staff to contribute to and shape online safety policies and procedures.
- Make staff aware that our IT systems are monitored, and that activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
- Make staff aware that their online conduct outside of the setting, including personal use of social media, could have an impact on their professional role and reputation.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the learners.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting learners, colleagues or other members of the community.

5.4 Awareness and engagement with parents and carers

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- Pattishall C of E Primary School recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.
- We will build a partnership approach to online safety 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 and highlighting online safety at other events such as parent evenings, transition events, fetes and sports days.
  - Drawing their attention to the online safety policy and expectations in newsletters, letters, our prospectus and on our website.
  - Requesting that they read online safety information as part of joining our community, for example, within our home school agreement.
  - Requiring them to read our acceptable use policies and discuss the implications with their children.

6. Reducing Online Risks

- Pattishall C of E Primary School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.
- We will:
  - Regularly review the methods used to identify, assess and minimise online risks.
  - Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in the setting is permitted.
  - Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
  - Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our computers or devices.
- All members of the community, including staff and parents, 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 to members of the community. This is clearly outlined in our acceptable use policies and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Classroom Use

- Pattishall C of E Primary School uses a wide range of technology. This includes access to:
  - Computers, laptops, Raspberry Pis and iPads
  - Internet which may include search engines and educational websites
  - Email

- All setting owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

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- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The setting will use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.
  - Examples of safe search engines to use are: SWGfL Squiggle, Dorling Kindersley find out, Google Safe Search or CBBC safe search.
- We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.
- Supervision of learners will be appropriate to their age and ability.
  - **Early Years Foundation Stage and Key Stage 1**
    - Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners' age and ability.
  - **Key Stage 2**
    - Learners will use age-appropriate search engines and online tools.
    - Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learner's age and ability.

7.2 Managing Internet Access

- We will maintain a written record of users who are granted access to our devices and systems.
- All staff, learners and visitors will read and sign an acceptable use policy before being given access to our computer system, IT resources or internet.

7.3 Filtering and Monitoring

7.3.1 Decision Making

- Pattishall C of E Primary School governors and leadership team ensure that our setting has age and ability appropriate filtering and monitoring in place, to limit learner's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what can be taught, with regards to online activities and safeguarding.
- Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

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7.3.2 Filtering

- Education broadband connectivity is provided through EasiPC.
- We EasiPC which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
- The filtering system blocks all sites on the [Internet Watch Foundation](#) (IWF) list.
- We work with ESafe to ensure that our filtering policy is continually reviewed.
- If learners discover unsuitable sites, they will be required to:
  - Turn their screens off and tell an adult immediately
  - The member of staff will report the concern (including the URL of the site if possible) to the DSLS and/or Computing Lead
  - The breach will be recorded and escalated as appropriate.
  - Parents/carers will be informed of filtering breaches involving their child.
- Any material believed to be illegal will be reported immediately to the appropriate agencies, such as the IWF, Northampton Police or CEOP.

7.3.4 Monitoring

- We will appropriately monitor internet use on all setting owned or provided internet enabled devices. This is achieved by:
  - ESafe monitors internet use closely and produces reports identifying any unsafe use
  - DSLs record any online safety concerns or incidents and these are monitored regularly
- If a concern is identified via monitoring approaches we will:
  - DSLS will respond in line with the child protection policy.
- All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

7.4 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations and Data Protection legislation.

7.5 Security and Management of Information Systems

- We take appropriate steps to ensure the security of our information systems, including:
  - Virus protection being updated regularly.
  - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
  - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
  - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
  - Regularly checking files held on our network,
  - The appropriate use of user logins and passwords to access our network.
    - Specific user logins and passwords will be enforced for all except the Early Years Foundation Stage
  - All users are expected to log off or lock their screens/devices if systems are unattended.

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7.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.
- From year 2, all learners are provided with their own unique username and private passwords to access our systems; learners are responsible for keeping their password private.
- We require all users to:
  - o Use strong passwords for access into our system.
  - o Always keep their password private; users must not share it with others or leave it where others can find it.
  - o Not to login as another user at any time.

7.6 Managing the Safety of our Website

- We will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting 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.

7.7 Publishing Images and Videos Online

- We will ensure that all images and videos shared online are used in accordance with the associated polices, including (but not limited to) the: cameras and image use, data security, acceptable use policies, codes of conduct/behaviour, social media and use of personal devices and mobile phones.

7.8 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 policies and the code of conduct/behaviour policy.
  - o The forwarding of any chain messages/emails is not permitted.
  - o Spam or junk mail will be blocked and reported to the email provider.
  - o Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
  - o Setting email addresses and other official contact details will not be used for setting up personal social media accounts.

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- Members of the community will immediately tell the Head teacher or DSLS if they receive offensive communication, and this will be recorded in our safeguarding files/records.
- 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.

7.8.1 Staff email

- The use of personal email addresses by staff for any official setting business is not permitted.
  - o All members of staff are provided with an email address to use for all official communication.
- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, learners and parents. Staff will not be expected to respond to their work emails past 7 o'clock pm or at weekends.

7.8.2 Learner email

- Learners will use provided email accounts for educational purposes.
- Learners will sign an acceptable use policy and will receive education regarding safe and appropriate email etiquette before access is permitted.

7.11 Management of Applications (apps) used to Record Children's Progress

- We use Otrack and Tapestry to track learners progress and share appropriate information with parents and carers.
- The Head teacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.
- To safeguard learner's data:
  - o Only learner issued devices will be used for apps that record and store learners' personal details, attainment or photographs.
  - o Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store learners' personal details, attainment or images.
  - o Devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
  - o All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
  - o Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of Pattishall C of E Primary School community.

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- The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of Pattishall C of E Primary School community are expected to engage in social media in a positive, safe and responsible manner.
  - o All members of Pattishall C of E Primary School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- We will control learner and staff access to social media whilst using setting provided devices and systems on site.
  - o The use of social media during setting hours for personal use is permitted only during breaks and lunch periods in areas of the school building which are not used by children.
  - o Inappropriate or excessive use of social media during setting hours or whilst using setting devices may result in disciplinary or legal action and/or removal of internet facilities.
- Concerns regarding the online conduct of any member of Pattishall C of E Primary School community on social media, should be reported to the DSLS and will be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

8.2 Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of our code of conduct/behaviour policy as part of acceptable use policy
- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the setting.
  - o Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):
  - o Setting the privacy levels of their personal sites.
  - o Being aware of location sharing services.
  - o Opting out of public listings on social networking sites.
  - o Logging out of accounts after use.
  - o Keeping passwords safe and confidential.
  - o Ensuring staff do not represent their personal views as that of the setting.

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- Members of staff are encouraged not to identify themselves as employees of Pattishall C of E Primary School on their personal social networking accounts; this is to prevent information on these sites from being linked with the setting, and to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional and legal framework.
- Information and content that staff members have access to as part of their employment, including photos and personal information about learners and their family members or colleagues will not be shared or discussed on social media sites.
- Members of staff will notify the Leadership Team immediately if they consider that any content shared on social media sites conflicts with their role.

Communicating with learners and parents and carers

- All members of staff are advised not to communicate with or add as 'friends' any current or past learners or their family members via any personal social media sites, applications or profiles, unless they are a member of staff themselves.
    - Any pre-existing relationships or exceptions that may compromise this, will be discussed with DSLs and/or the Head teacher
    - If on-going contact with learners is required once they have left the setting, members of staff will be expected to use existing alumni networks or use official setting provided communication tools.
- Staff will not use personal social media accounts to contact learners or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the head teacher.
- Any communication from learners and parents received on personal social media accounts will be reported to the DSLS.

8.3 Learners Personal Use of Social Media

- Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach, via age appropriate sites and resources.
- We are aware that many popular social media sites state that they are not for children under the age of 13, therefore we will not create accounts for any children at our setting.
- Any concerns regarding learner's use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour.
    - Concerns will be shared with parents/carers as appropriate, particularly when concerning underage use of social media sites, games or tools.
- Learners will be advised:
    - To consider the benefits and risks of sharing personal details 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 by making profiles private.
    - Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.

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- o To use safe passwords.
- o To use social media sites which are appropriate for their age and abilities.
- o How to block and report unwanted communications.
- o How to report concerns both within the setting and externally.

8.4 Official Use of Social Media

- Pattishall C of E Primary School official social media channels are:
  - o Facebook and Twitter
- The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes.
  - o The official use of social media as a communication tool has been formally risk assessed and approved by the head teacher
  - o Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only.
  - o Staff use setting provided email addresses to register for and manage any official social media channels.
  - o Official social media sites are suitably protected and, where possible, run linked to our website.
  - o Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- Official social media use will be conducted in line with existing policies, including: anti-bullying, image/camera use, data protection, confidentiality and child protection.
  - o All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
  - o Only social media tools which have been risk assessed and approved as suitable for educational purposes will be used.
  - o Any official social media activity involving learners will be moderated possible.
- Parents and carers will be informed of any official social media use with learners; written parental consent will be obtained, as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professionals accounts, where possible, to avoid blurring professional boundaries.
- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
  - o Sign our social media acceptable use policy.
  - o Always be professional and aware they are an ambassador for the setting.

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- o Disclose their official role/position but make it clear that they do not necessarily speak on behalf of the setting.
- o Always be responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
- o Always act within the legal frameworks they would adhere to within the workplace, including: libel, defamation, confidentiality, copyright, data protection and equalities laws.
- o Ensure that they have appropriate consent before sharing images on the official social media channel.
- o Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
- o Not engage with any direct or private messaging with current, or past, learners, parents and carers.
- o Inform their line manager, the DSLS and/or the head teacher of any concerns, such as criticism, inappropriate content or contact from learners.

9. Use of Personal Devices and Mobile Phones

- Pattishall C of E Primary School recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

9.1 Expectations

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
  - o All members of Pattishall C of E Primary School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
  - o All members of Pattishall C of E Primary School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the site such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy.
- All members of Pattishall C of E Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

9.2 Staff Use of Personal Devices and Mobile Phones

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as: confidentiality, child protection, data security and acceptable use.
- Staff will be advised to: (
    - o Keep mobile phones and personal devices in a safe and secure place, such as desk drawers or cupboards, during lesson time.
    - o Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
    - o Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
    - o Not use personal devices during teaching periods, unless permission has been given by the head teacher, such as in emergency circumstances.
    - o Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
    - o Any pre-existing relationships, which could undermine this, will be discussed with the DSLS or head teacher.
- Staff will not use personal devices:
    - o To take photos or videos of learners and will only use work-provided equipment for this purpose.
    - o Directly with learners and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy
    - o 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, the police will be contacted.

9.3 Learners Use of Personal Devices and Mobile Phones

- Any mobile phones brought onto Pattishall C of E Primary School site by a child/ learner will be given to the school office at the start of the day and retrieved before returning home at the end of the day.
- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place.
    - o Mobile phones and devices that have been confiscated will be released to parents or carers

9.4 Visitors' Use of Personal Devices and Mobile Phones

- Parents/carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.

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- We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSLS and/or the head teacher of any breaches our policy.

10. Responding to Online Safety Incidents and Concerns

- All members of the community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the community must respect confidentiality and the need to follow the official procedures for reporting concerns.
    - o Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents, carers and learners to work in partnership to resolve online safety issues.
- After any investigations are completed, we will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If we are unsure how to proceed with an incident or concern, the DSLswill seek advice from the Education Safeguarding Team.
- Where there is suspicion that illegal activity has taken place, we will contact the Education Safeguarding Team or Northampton Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond our community (for example if other local settings are involved or the public may be at risk), the DSLS or the head teacher will speak with Northampton Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

10.1 Concerns about Learners Welfare

- The DSLs will be informed of any online safety incidents involving safeguarding or child protection concerns.
    - o The DSLs will record these issues in line with our child protection policy.
- The DSLs will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Northampton Safeguarding Children Board thresholds and procedures.
- We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the head teacher in accordance with the allegations policy.

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- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with our staff behaviour policy/code of conduct.

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Online Sexual Violence and Sexual Harassment between Children

- Our setting has accessed and understood "Sexual violence and sexual harassment between children in schools and colleges" (2018) guidance and part 5 of 'Keeping children safe in education' 2018.
- Pattishall C of E Primary School recognises that sexual violence and sexual harassment between children can take place online. Examples may include; non-consensual sharing of sexual images and videos, sexualised online bullying, online coercion and threats, unwanted sexual comments and messages on social media, and online sexual exploitation.
  - Full details of how we will respond to concerns relating to sexual violence and sexual harassment between children can be found within our child protection and anti-bullying policy.
- Pattishall C of E Primary School recognises that internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.
- Pattishall C of E Primary School also recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.
- Pattishall C of E Primary School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of online sexual violence and sexual harassment between children by implementing a range of age and ability appropriate educational methods as part of our PSHE and RSE curriculum.
- We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between children.
- We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.
- If made aware of online sexual violence and sexual harassment, we will:
  - Immediately notify the DSLs and act in accordance with our child protection and anti-bullying policies.
  - If content is contained on learner's electronic devices, they will be managed in accordance with the DfE 'searching screening and confiscation' advice.
  - Provide the necessary safeguards and support for all learners involved, such as offering specific advice on blocking, reporting and removing online content, as well as providing appropriate counselling/pastoral support.
  - Implement appropriate sanctions in accordance with our behaviour policy.
  - Inform parents and carers, if appropriate, about the incident and how it is being managed.

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- o If appropriate, make a referral to partner agencies, such as Children's Social Work Service and/or the Police.
- o If the concern involves children and young people at a different educational setting, work in partnership with other DSLs to ensure appropriate safeguarding action is taken in the wider local community.
    - If a criminal offence has been committed, the DSLs will discuss this with Northampton Police first to ensure that investigations are not compromised.
- o Review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate.

11.2 Youth Produced Sexual Imagery ("Sexting")

- Pattishall C of E Primary School recognises youth produced sexual imagery (known as "sexting") as a safeguarding issue; all concerns will be reported to and dealt with by the DSLs.
- We will follow the advice as set out in the non-statutory UKCCIS guidance: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' and KSCB guidance: "Responding to youth produced sexual imagery".
- Pattishall C of E Primary School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of 'sexting' by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- We will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.
- We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on site or using setting provided or personal equipment.
- We will not:
    - o View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so.
        - If it is deemed necessary, the image will only be viewed by the DSLs and their justification for viewing the image will be clearly documented.
    - o Send, share, save or make copies of content suspected to be an indecent image of a child (i.e. youth produced sexual imagery) and will not allow or request learners to do so.
- If made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will:
    - o Act in accordance with our child protection policies and the relevant Northampton Safeguarding Child Board's procedures.
    - o Ensure the DSLs responds in line with the 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
    - o Store the device securely.
        - If an indecent image has been taken or shared on our network or devices, we will act to block access to all users and isolate the image.
    - o Carry out a risk assessment which considers any vulnerability of learners involved; including carrying out relevant checks with other agencies.
    - o Inform parents and carers, if appropriate, about the incident and how it is being managed.

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- o Make a referral to Children's Social Work Service and/or the Police, as deemed appropriate in line with the UKCCIS : 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
- o Provide the necessary safeguards and support for learners, such as offering counselling or pastoral support.
- o Implement appropriate sanctions in accordance with our behaviour policy but taking care not to further traumatise victims where possible.
- o Consider the deletion of images in accordance with the UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
  - Images will only be deleted once the DSLs has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
- o Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

11.3 Online Child Sexual Abuse and Exploitation (including child criminal exploitation)

- Pattishall C of E Primary School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- Pattishall C of E Primary School recognises online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the DSLS (or deputy).
- We will implement preventative approaches for online child sexual abuse and exploitation (including criminal exploitation) via a range of age and ability appropriate education for learners, staff and parents/carers.
- We will ensure that all members of the community are aware of the support available regarding online child sexual abuse and exploitation (including criminal exploitation), both locally and nationally.
- If made aware of incident involving online child sexual abuse and exploitation (including criminal exploitation), we will:
  - o Act in accordance with our child protection policies and the relevant Northampton Safeguarding Child Board's procedures.
  - o If appropriate, store any devices involved securely.
  - o Make a referral to Children's Social Work Service (if required/appropriate) and immediately inform Northampton police via 101, or 999 if a child is at immediate risk.
  - o Carry out a risk assessment which considers any vulnerabilities of learner(s) involved (including carrying out relevant checks with other agencies).
  - o Inform parents/carers about the incident and how it is being managed.

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- o Provide the necessary safeguards and support for learners, such as, offering counselling or pastoral support.
- o Review the handling of any incidents to ensure that best practice is implemented; leadership team will review and update any management procedures, where necessary.
- We will respond to concerns regarding online child sexual abuse and exploitation (including criminal exploitation), regardless of whether the incident took place on our premises or using setting provided or personal equipment.
  - o Where possible, learners will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report: www.ceop.police.uk/safety-centre/
- If we are unclear whether a criminal offence has been committed, the DSLswill obtain advice immediately through the Education Safeguarding Team and/or Northampton Police.
- If made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the Child Sexual Exploitation Team (CSET) by the DSLs.
- If learners at other setting are believed to have been targeted, the DSLs will seek support from Northampton Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

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11.4 Indecent Images of Children (IIOC)

- Pattishall C of E Primary School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site.
- We will seek to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.
- If we are unclear if a criminal offence has been committed, the DSLswill obtain advice immediately through Northampton Police and/or the Education Safeguarding Team.

- If made aware of IIOC, we will:
  - o Act in accordance with our child protection policy and the relevant Northampton Safeguarding Child Boards procedures.
  - o Store any devices involved securely.
  - o Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Northampton police or the LADO.

- If made aware that a member of staff or a learner has been inadvertently exposed to indecent images of children, we will:
  - o Ensure that the DSLs are informed.
  - o Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
  - o Ensure that any copies that exist of the image, for example in emails, are deleted.
  - o Report concerns, as appropriate to parents and carers.

- If made aware that indecent images of children have been found on the setting provided devices, we will:
  - o Ensure that the DSLs are informed.
  - o Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
  - o Ensure that any copies that exist of the image, for example in emails, are deleted.
  - o Inform the police via 101 (999 if there is an immediate risk of harm) and Children's Social Work Service (as appropriate).
  - o Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
  - o Report concerns, as appropriate to parents and carers.

- If made aware that a member of staff is in possession of indecent images of children on setting provided devices, we will:
  - o Ensure that the head teacher is informed in line with our managing allegations against staff policy.

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o Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with our managing allegations against staff policy.
o Quarantine any devices until police advice has been sought.

11.5 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Pattishall C of E Primary School.
- Full details of how we will respond to cyberbullying are set out in our anti-bullying policy.

11.6 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Pattishall C of E Primary School and will be responded to in line with existing policies, including anti-bullying and behaviour.
- All members of the community will be advised to report online hate in accordance with relevant policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If we are unclear on how to respond, or whether a criminal offence has been committed, the DSLs will obtain advice through the Education Safeguarding Team and/or Northampton Police.

11.7 Online Radicalisation and Extremism

- We will take all reasonable precautions to ensure that learners and staff are safe from terrorist and extremist material when accessing the internet on site.
- If we are concerned that a child or parent/carer may be at risk of radicalisation online, the DSLs will be informed immediately, and action will be taken in line with our child protection policy.
- If we are concerned that member of staff may be at risk of radicalisation online, the head teacher will be informed immediately, and action will be taken in line with the child protection and allegations policies.