

Battle Hill Primary School

Online Safety Policy

Updated February 2023

Review date February 2024

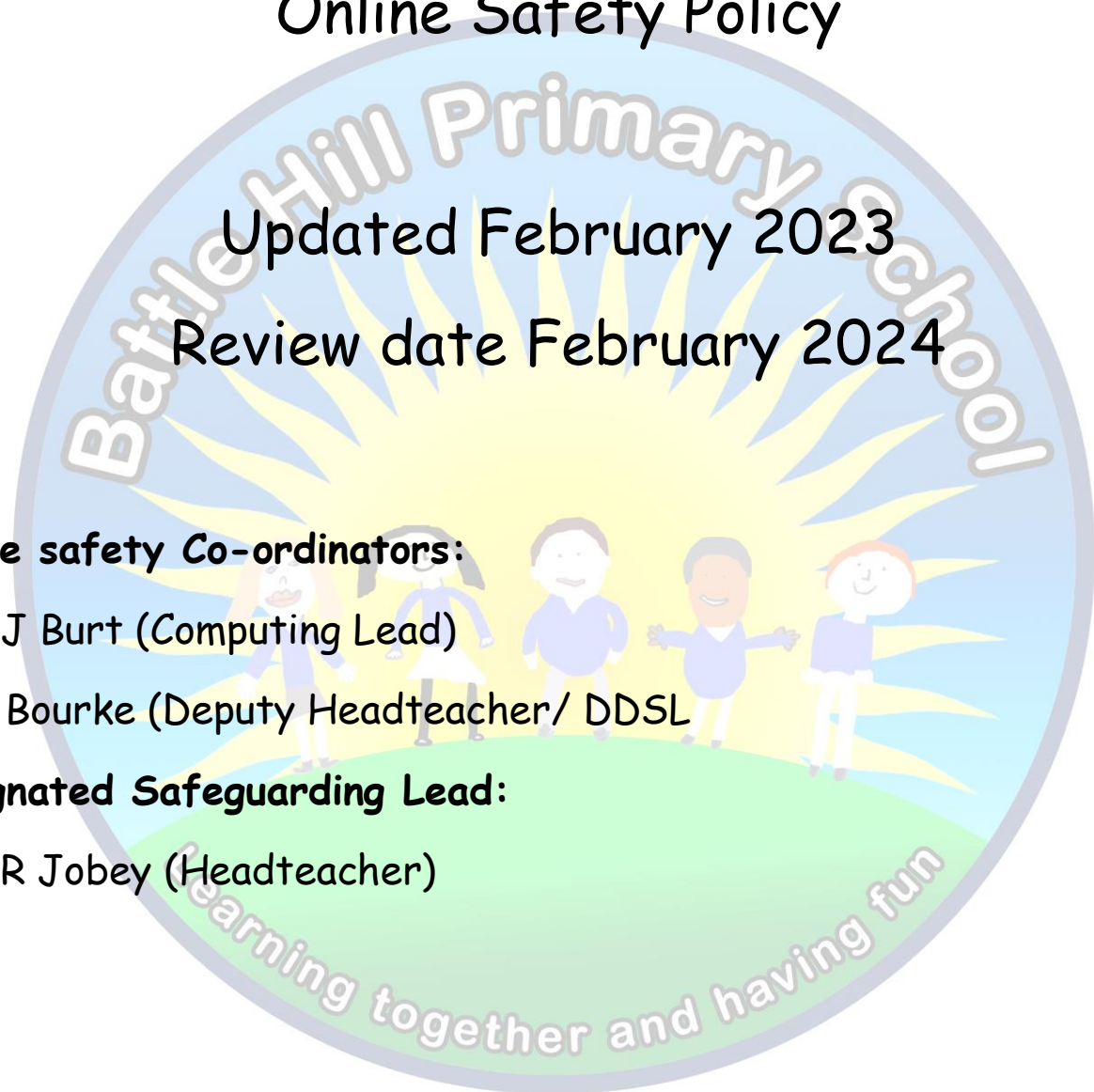
Online safety Co-ordinators:

Miss J Burt (Computing Lead)

Mr C Bourke (Deputy Headteacher/ DDSL)

Designated Safeguarding Lead:

Miss R Jobey (Headteacher)



This policy should be read alongside Battle Hill Primary School's policies and procedures on child protection and safeguarding.

The purpose of this policy statement

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Battle Hill Primary School's activities.

Legal framework

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

Summaries of the key legislation and guidance are available on:

[Online abuse](#)

[Bullying, including cyberbullying](#)

[Child protection](#)

We believe that:

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

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online

- we have a responsibility to help keep children and young people safe online, whether or not they are using Battle Hill Primary School's network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

Find out more about:

[Safeguarding children who come from Black, Asian and minoritised ethnic communities](#)

[Safeguarding d/Deaf and disabled children and young people](#)

[Safeguarding LGBTQ+ children and young people](#)

[Safeguarding children with special educational needs and disabilities \(SEND\)](#)

We will seek to keep children and young people safe by:

- appointing online safety coordinators - Miss Burt Computing Lead, Mr Bourke SLT/DDSL providing clear and specific directions to staff and volunteers on how to behave online through our Staff Code of Conduct
- supporting and encouraging the pupils in our school to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with pupils and their parents or carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our school is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety examining and risk assessing any social media platforms and new technologies before they are used within the organisation
- Ensuring illegal content (child sexual abuse images) is filtered by the broadband or filtering provider North Tyneside Council

- Ensuring appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly.
- Ensuring the school infrastructure and individual workstations are protected by up to date virus software

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

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

Education - Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety is a focus in all areas of the curriculum and staff reinforce online safety messages across the curriculum. The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and is provided in the following ways:

- A planned online safety curriculum is provided as part of Computing / PSHE / other lessons and is regularly revisited
- Key online safety messages are reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access online and be guided to validate the accuracy of information
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school

- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education - Parents / Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications eg:

www.digitallyconfident.org

www.saferinternet.org.uk

www.childnet.com/parents-and-carers

<https://www.thinkuknow.co.uk/>

Education & Training - Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced.

An audit of the online safety training needs of all staff will be carried out regularly.

All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and Staff Code of Conduct.

The Computing Coordinator will receive regular updates through attendance at external training events (eg from Northern Learning Grid / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.

This Online safety policy and its updates will be presented to and discussed by staff in staff meetings.

The Online safety Coordinator will provide advice / guidance / training to individuals as required.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyber bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes

- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs, unless express parental permission has been sought beforehand
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or social media such as Twitter (covered as part of an agreement signed by parents or carers at the start of the year)

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

Safeguarding and child protection

Child on Child Abuse Policy

Managing allegations against staff and volunteers

Low Level Concerns Policy

Staff Code of Conduct

Anti-bullying policy and procedures

Further [Photography and image sharing guidance](#).

