



HIGHAM ST JOHN'S C E PRIMARY SCHOOL ONLINE SAFEGUARDING POLICY

SCOPE OF THIS POLICY

This policy applies to all members of the school community i.e. staff, volunteers, governors, pupils, parents, visitors. The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site, if related to their membership of the school. It also empowers members of staff to impose discipline for inappropriate behaviour. This is particularly pertinent to online behaviour covered by this policy, which may take place both in and out of school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. Action taken will be in line with the school Safeguarding, Behaviour and Bullying Policies and in accordance with Acceptable Use/Behaviour Agreements.

GOVERNORS are responsible for the approval of the Online Safeguarding Policy and for reviewing the effectiveness of this policy. This will be done by ensuring that:

- A member of the Governing Body will take on the role of Online Safeguarding Lead Governor. In normal circumstances this will be covered by the role of Safeguarding Governor and only in exceptional circumstances will this be a discrete role.
- Regular (termly at a minimum) meetings take place between the DSL/Online Safeguarding Lead and the Online Safeguarding Governor.
- Regular monitoring of filtering and online incident logs is undertaken, and the outcomes of such monitoring is fed back to the Governing Body annually to enable the effective review of this and associated policies.

THE HEADTEACHER has a duty of care for ensuring the safety of members of the school community. This encompasses Online Safeguarding. This will be done by ensuring that:

- The Online Safeguarding Lead/DSL will have the training, support, resources and time to undertake the day to day responsibility for Online Safeguarding.
- The Headteacher and at least one other member of the school SLT is aware of the procedures to be followed in the event of an Online Safeguarding Allegation being made against a member of staff. (See flowchart in toolkit)
- All members of staff and volunteers will access Online Safeguarding Training appropriate to their role.
- There is a system in place to allow for monitoring of online use and behaviour.
- There is appropriate support/supervision in place for those staff undertaking the monitoring of online use and behaviour.
- The above monitoring will be compiled into a report that is presented to the SLT and Governing Body at least annually.

THE ONLINE SAFEGUARDING LEAD/DSL will have day to day responsibility for Online Safeguarding and therefore will:

- Respond to concerns about Online Safeguarding relating to inappropriate contact, content and conduct.
- Ensure that staff are aware of this and related policies and procedures.
- Develops and reviews this Online Safeguarding Policy and its appendices.
- Provides training and advice for staff on Online Safeguarding.
- Liaise with and take advice as necessary from the Local Authority.
- Liaise with school technical staff to ensure safeguarding oversight of breaches of filters and blocks.
- Analyse and evaluate concerns about Online Safeguarding to inform future policy and procedure development.
- Meet regularly (at least termly) with the Online Safeguarding Lead Governor to discuss current issues, review concerns and tests/breaches of filters.

TECHNICAL STAFF (and/or the ICT Service Provider) is responsible for the technical elements of Online Safeguarding and will therefore ensure that:

- The school's technical infrastructure is secure and is not open to misuse or malicious attack.
- The school meets requires online safety technical requirements and any Local Authority Guidance that may apply.

<ul style="list-style-type: none"> • Users may only access the school network and devices using passwords that are changed regularly. • They keep up to date with advancements and updates to their technical knowledge in order to effectively carry out the Online Safeguarding element of their role. • They advise and liaise regularly with the Online Safeguarding Lead/DSL and provide them with reports of online safeguarding incidents. • They regularly monitor the school network (and associated platforms) to identify any misuse or attempted misuse and report this to the Headteacher. • They provide or sign any agreements which stipulate the above responsibilities.
<p>ALL STAFF (including volunteers and professional visitors) have a vital role to play in Online Safeguarding. They will therefore ensure that:</p> <ul style="list-style-type: none"> • They have an up to date awareness of Online Safeguarding matters and of this and associated policies. • They have read, understood and signed the Acceptable Use and Behaviour Agreement. • They report any misuse or attempted misuse of technology or school devices to the Headteacher. In the event of the concern being about the Headteacher, they should report to the Online Safeguarding Lead Governor. • All digital communications with pupils, parents and families are on a professional level and only carried out using official school email or associated • Pupils adhere to this policy and the Acceptable Use and Behaviour Agreement. • Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations. • They monitor the use of digital technologies, devices, cameras etc in school and implement current policies with regard to these devices. • In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place and adhered to when dealing with any unsuitable material that may be found.
<p>PUPILS:</p> <ul style="list-style-type: none"> • Are responsible for using the school digital technology systems and devices in accordance with the Pupil Acceptable Use and Behaviour Agreement. • Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations. • Understand the importance of reporting concerns about either their own or others online safety. This may be through accessing inappropriate content, contact with inappropriate people or unacceptable behaviour online. • Will adhere to policies on behaviour, bullying and device use in school. • Understand the importance of adopting safe online practice when using digital technologies out of school and realise that this policy covers their actions out of school, if related to their membership of the school.
<p>PARENTS / CARERS:</p> <ul style="list-style-type: none"> • play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. • The school will take every opportunity to help parents / carers understand these issues through regular updates. • Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of: digital and video images taken at school events, access to parents' section of the website and their children's personal devices in school.

Headteacher: Mrs H Shaw

Date: 01/09/2018

Chair of Governors: Mr N Stott

Date ratified: 08/10/2018