Denbigh Community Primary School

Online Safety

Date	Review Date	Coordinator	Nominated Governor
AUTUMN 2020	AUTUMN 2021	MARK HOLT/ANNA HAMMILL	RON WILCOX

We believe this policy relates to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989
- Computer Misuse Act 1990
- Education Act 1996
- Education Act 1997
- Police Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Teaching Online Safety in School June 2019

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

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We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly, Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school (including remote learning) brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

Online safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We believe all pupils and other members of the school community have an entitlement to safe Internet access at all times. We believe that school should create a culture of Online Safety and that Online Safety should be taught through Computing, Personal, Social and Emotional Health Education, British Values, Relationships and Relationship and Sex Education. Our curriculum coverage of Online Safety will support the work done to raise awareness of Online Safety through assemblies and themed learning days I.E Internet Safety Day.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment, when in school or at home during periods of remote learning, we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy. We will endeavour to provide children with a safe online experience within school or at home.

Aims

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet in school or at home.
- To evaluate Internet information and to take care of their own safety and security whether in school or at home.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.
- To have clear pathways to report concerns over internet safety.
- To ensure a safe Online working environment while children engage in remote learning.

Responsibility of the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Online Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand Online Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;

- responsibility for the effective implementation, monitoring and evaluation of this policy.
- completion of Annual Certificate For Online Safety for School Governors.

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The Headteacher will:

- ensure the safety and Online Safety of all members of the school community;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Act upon any concerns or reports relating to online safety.
- work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:
- ensure Online Safety is embedded in all aspects of the curriculum and other school activities;

  - □ an effective range of technological tools
  - □ clear roles and responsibilities
  - □ safe procedures
  - □ a comprehensive policy for pupils, staff and parents

- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- ensure clear pathways for reporting online safety issues.
- embed Online Safety in all aspects of the curriculum and other school activities;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:

  - □ monitoring learning and teaching through observing lessons
  - □ monitoring planning and assessment
  - □ speaking with pupils, school personnel, parents and governors

- annually report to the Governing Body on the success and development of this policy.

Role of the Online Safety Manager

The Managers will:

- be responsible for the day to day Online Safety issues;
- undertake an annual Online safety audit in order to establish compliance with LA guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Website and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;

- works in collaboration with the Designated Safeguarding Lead to maintain a log of all Online Safety incidents;
- working in collaboration with the Designated Safeguarding Lead, reports all Online Safety incidents to the Headteacher;
- ensure Online Safety is embedded in all aspects of the curriculum and other school activities;
- monitor reports of online safety issues and feedback information to DSL/Headteacher
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- undertake appropriate training;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 'Acceptable Use Agreement' statement;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote Online Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the Online Safety Coordinator;
- will ensure that the use of Internet derived materials complies with copyright law;
- ensure Online Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;

- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive email;
- report any unsuitable website or material to their teacher who will liaise with the Online Safety Manager;
- know and understand the school policy on the use of:

  □ mobile phones
  □ acceptable use

- know and understand the school policy on the taking and use of photographic images and cyber bullying;
- Read and sign the Acceptable Use policy
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;

Role of Parents/Carers

Parents/carers of bring your own device (BYOD) and leased devices will:

- be aware of and comply with this policy;
- make their children aware of the Online-Safety policy;
- be encouraged to take an active role in the life of the school by attending:

- □ parents and open evenings
- □ parent-teacher consultations
- □ class assemblies
- □ school concerts
- □ fundraising and social events
- □ completing Parental Online Safety Training

Internet Filtering and Use

We have a contract with a reputed and national Internet provider to manage a secure and filtered Internet service which enables us to safely access and use the Internet and all email. The Internet filtering service will be annually reviewed.

Access to the Internet is designed to protect pupils and school personnel by blocking the following content:

- □ adult content containing sexually explicit images
- □ violent content containing graphically violent images
- □ hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- □ illegal drug taking content relating to the use or promotion of illegal drugs or the misuse of prescription drugs
- □ criminal content relating to the promotion of criminal and other activities
- □ gambling content relating to the use of online gambling websites
- □ non educational websites such as social networking sites

All users access the Internet in accordance with the School's Acceptable Internet Use & Agreement and will inform the Designated Safeguarding Lead and Online Safety Manager if at any time they find they have accessed inappropriate Internet sites.

When inappropriate material has been accessed, school safeguarding procedures will apply.

Authorising Internet Access

- ▪ Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable Internet Use and Agreement'.
- ▪ Children will only use the Internet when permitted to do so by an appropriate adult when under full supervision.

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All users are responsible for the security of their username and password and must not allow other users to use this information to access the system. All breaches of security must be reported.

E-mail

Pupils must:

▪ only use approved e-mail accounts;
▪ report receiving any offensive e-mails;
▪ not divulge their or others personal details;
▪ not arrange to meet anyone via the e-mail;
▪ seek authorisation to send a formal e-mail to an external organisation
▪ not take part in sending chain letters
▪ not use their school email account outside of school for personal use.

School Website

Contact details on the website will be:

▪ the school address
▪ e-mail address
▪ telephone number

The school website will not publish:

▪ staff or pupils contact details;
▪ the pictures of children without the written consent of the parent/carer;
▪ the names of any pupils who are shown;
▪ children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

▪ to social networking sites except those that are part of an educational network or approved Learning Platform;
▪ to newsgroups unless an identified need has been approved

Inappropriate Material

▪ Any inappropriate websites or material found by pupils or school personnel will be reported to the Designated Safeguarding Lead who will work in collaboration with the Online Safety Manager. School safeguarding procedures will then be applied.

Internet System Security

▪ New programs will be installed onto the network or stand alone machines by Local Authority technicians or a reputable IT firm;
▪ Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints of Internet Misuse

▪ The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
▪ Parents will be informed if their child has misused the Internet.

Raising Awareness of this Policy

We will raise awareness of this policy via:

▪ the Staff Handbook
▪ meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
▪ school events
▪ meetings with school personnel
▪ communications with home such as weekly newsletters and of end of half term newsletters
▪ reports such annual report to parents and Headteacher reports to the Governing Body
▪ information displays in the main school entrance

Training

All school personnel:

▪ have equal chances of training, career development and promotion
▪ receive training on induction which specifically covers:

  □ All aspects of this policy
  □ Safeguarding & Child Protection
  □ Anti - Cyber bullying
  □ Acceptable Use Agreement
  □ ICT
  □ Pupil Behaviour & Discipline
  □ Anti-bullying
  □ Mobile Phone Safety & Acceptable Use

- ▢ Photographic & Video Images
- ▢ Internet Social Networking Websites
- ▢ Equal opportunities
- ▢ Inclusion

- ▪ receive periodic training so that they are kept up to date with new information
- ▪ receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection	▪ Cyber bullying
▪ Acceptable Internet Use and Agreement	▪ Acceptable Use Agreement
▪ Pupil Behaviour & Discipline	▪ Anti-bullying
▪ Prevent Duty - Dealing with Extremism & Radicalisation	▪ Mobile Phone Safety & Acceptable Use
	▪ Internet Social Networking Websites

Headteacher:	LOUISE GUTHRIE	**Date:**	AUTUMN 2020
Chair of Governing Body:	CARLI DAVISON	**Date:**	AUTUMN 2020

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Initial Equality Impact Assessment

If the result of undertaking an initial equality impact assessment is that this policy has a positive effect on any of the equality groups then a full equality impact assessment will not be necessary.

Policy Title	The aim(s) of this policy	Existing policy (✔)	New/Proposed Policy (✔)

This policy affects or is likely to affect the following members of the school community (✔)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors

Question	Equality Groups																							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sex orient		
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	N
		✔			✔			✔			✔			✔			✔			✔				✔
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sex orient		
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	N
	✔			✔			✔			✔			✔			✔			✔			✔		
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sex orient		
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	N
	✔			✔			✔			✔			✔			✔			✔			✔		

Conclusion	We have come to the conclusion that after undertaking a preliminary equality impact assessment that a full assessm

Preliminary EIA completed by	Date	Preliminary EIA approved by	Da

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply
● Policy annually reviewed				
● Policy in line with current legislation				
● Coordinator in place				
● Nominated governor in place				

● Coordinator carries out role effectively				
● Headteacher, coordinator and nominated governor work closely				
● Policy endorsed by governing body				
● Policy regularly discussed at meetings of the governing body				
● School personnel aware of this policy				
● School personnel comply with this policy				
● Pupils aware of this policy				
● Parents aware of this policy				
● Visitors aware of this policy				
● Local community aware of this policy				
● Funding in place				
● Policy complies with the Equality Act				
● Equality Impact Assessment undertaken				
● Policy referred to the School Handbook				
● Policy available from the school office				
● Policy available from the school website				
● School Council involved with policy development				
● All stakeholders take part in questionnaires and surveys				
● All associated training in place				
● All outlined procedures complied with				
● Linked policies in place and up to date				
● Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				

Policy Approval Form

Policy Title:							**Date when writte**
Policy written by:					**New Policy** (✓or x)	☐	**Re Po** (✓
Stakeholders consulted in policy production: (✓or x)	Governors	Senior Leadership Team	Teaching Personnel	Support Personnel	Administrative Personnel	Parents	
	☐	☐	☐	☐	☐	☐	
Date when approved by Governors:			Date when presented to stakeholders:			Date when implemented:	
Published on:	School Website			School Prospectus			St

(✓or x)	☐	☐	