



ANGLIAN LEARNING

*Dynamic, empowered learners who thrive and lead in  
their communities: locally, nationally and globally*

# ONLINE SAFETY POLICY

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MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF INCLUSION
THIS POLICY WAS CONSULTED WITH:	DESIGNATED SAFEGUARDING LEADS AND DIRECTOR OF ICT
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## 1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

## 2. Legislation and Guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education 2023](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)
- [Sharing nudes and semi- nudes: advice for education settings \(UKCIS December 2020\)](#)
- [Revised Prevent Duty guidance \(April 2021\)](#)

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

KCSIE categorises the breadth of online safety issues into four areas of risk, the four 'C's':

- **CONTENT:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **CONTACT** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.

- **CONDUCT:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **COMMERCE:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

The School will deal with online safety incidents in accordance with the procedures outlined in both this policy and in associated school policies, such as *the Child Protection and Safeguarding Policy and Behaviour policy*. It will, where known, inform parents of incidents of inappropriate online safety behaviour that take place out of school.

### **3. Roles and Responsibilities**

#### **3.1. The Local Governing Body for each Academy**

The Local Governing body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The Safeguarding Governor regularly reviews the effectiveness of online safety systems and training requirements. This includes the filtering and monitoring systems in place.

The Safeguarding Governor seeks to ensure that the leadership team and staff have an awareness of and understanding of the filters and monitoring provisions in place, that they are managed effectively and know how to escalate concerns when identified.

All Governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (Appendix 3)

#### **3.2. The Designated Safeguarding Lead**

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that they can evidence that they have received appropriate training to ensure that they understand the risks associated with online safety, can recognise the additional risks learners with Special Educational Needs and Disabilities (SEND) face online, and have the relevant knowledge and up to date capability required to keep children safe online.
- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school

- Working with the Headteacher, ICT Team Leader, incumbent third party support provider or Director of ICT and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents including Cyber Bullying are logged using MyConcern and dealt with appropriately in line with the Safeguarding Policy and Behaviour Policy
- Ensure that all staff receive online safety training as part of their child protection training at induction. This should include amongst other things, an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring. (appendix 3 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and / or external services if necessary
- Providing regular reports on online safety in school to the Headteacher and / or Local Governing Body
- Providing up-to-date information for parents routinely to ensure they are aware of emerging risks.

This list is not intended to be exhaustive.

### **3.3. Internet Filters and Monitoring in school:**

Anglian Learning Trust ensure that there are systems in place for monitoring and filtering internet use.

The DSL team is responsible for:

- Ensuring that there are regular reviews of the effectiveness of the filtering and monitoring systems in place.
- Considering who is 'potentially at greater risk of harm' and how they access the IT system.

Ensuring that all staff

- Understand their roles and responsibilities in relation to filtering and monitoring.
- Receive regular (at least annually) online safety training and updates including understanding the filtering and monitoring systems and processes in place.
- Use these filtering, monitoring and protection systems, which are updated on a regular basis to keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensure that any online safety incidents are logged and dealt with appropriately in line with this policy and that they know how to escalate concerns when identified

- Ensure that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy and safeguarding policy

This list is not intended to be exhaustive.

#### Filtering and Educational opportunities

- It is accepted that from time to time, for good educational reasons, pupils may need to research topics that would normally result in internet searches being blocked. In such a situation, staff can request IT support to remove those sites from the filtered list for those pupils. Any requests to do so should be audited by the IT Network Manager/ DSL, and clear reasons for the need must be established and recorded.
- Staff should be aware that children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the DSL (or a deputy), will consider a referral into the [Cyber Choices](#) programme. This programme aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

#### 3.4. All staff and volunteers

All staff, including agency staff and other systems users, will agree and adhere to the terms laid out in the Anglian Learning ICT Policy, ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)

- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy and safeguarding policy.

This list is not intended to be exhaustive.

#### 3.5. Parents

Parents play a crucial role in ensuring that their children understand the need to use the internet/ mobile/ connected devices in an appropriate way.

Parents are expected to:

- Keep their child safe online while at home and on any portable device by ensuring appropriate supervision and guidance is in place, including on those devices loaned by the school. Where a device is provided by a school, the school will ensure that it is set up with appropriate filters and monitoring software.

- Engage with guidance and information sharing events provided by the school to ensure parents are aware of emerging risks.
- Support the school by ensuring that their child understands and adheres to the pupils acceptable use policy.

#### 4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

The text below is taken from the [National Curriculum computing programmes of study](#).

Academies that do not follow the National Curriculum should adapt this section to include details of how online safety forms part of their own curriculum.

**All** schools have to teach:

- [Relationships education and health education](#) in primary schools
- [Relationships and sex education and health education](#) in secondary schools

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- *That people sometimes behave differently online, including by pretending to be someone they are not.*
- *That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous*
- *The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them*

- *How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met*
- *How information and data is shared and used online*
- *How to protect personal data and information online. e.g. through use of passwords.*
- *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies and PHSE lessons to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

## **5. Cyber-bullying**

### **5.1. Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the academy Behaviour Policy.)

### **5.2. Preventing and addressing cyber-bullying**

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the academy Behaviour Policy. Where illegal, inappropriate or harmful material has been spread among pupils, a DSL must be made aware immediately. The school will use all reasonable endeavours to ensure the incident is contained involving external agencies for example the Police and Social Care.

### **5.3. Examining electronic devices**

School leaders have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on



pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and / or
- Disrupt teaching, and / or
- Break any of the school rules

If inappropriate material is found on the device, the DSL or other member of the senior leadership team will decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and / or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## **6. Acceptable use of the internet in school**

All pupils and, staff, as part of the induction process, are expected to sign an agreement regarding the acceptable use of the academy's ICT systems.

Use of the academy's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in the Anglian Learning ICT Policy and appendices 1, 2 and 3.

## **7. Pupils using mobile devices in school**

Pupils in Years 5 and 6 may bring mobile devices into school, but are not permitted to use them during:

- Lessons
- Tutor group time
- Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement and mobile phone policy (see appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

## **8. How the school will respond to issues of misuse**

Although the academy may not have an ICT Manager, they should have relevant policies (Behaviour / Acceptable Use etc.) that can be linked via this document.

Where a pupil misuses the school's ICT systems or internet, the school will follow the procedures set out in our policies on [behaviour and internet acceptable use policy]. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the [staff disciplinary procedures / staff code of conduct]. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

### **Responding to online safety incidents**

The following guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities;

- Advice for schools on how to respond to the sharing of “nudes and semi-nudes” (formerly referred to as ‘sexting’ and ‘youth produced sexual imagery’) is in the School's Safeguarding and Protecting Children Policy and Procedures.
- The latest advice from UKCIS (December 2020) defines this activity as the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. Alternative terms used by children and young people may include ‘dick pics’ or ‘pics’.
- The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated.
- This guidance does not apply to adults sharing nudes or semi-nudes of under 18-year-olds. This is a form of child sexual abuse and must be referred to the police as a matter of urgency.
- **If an incident comes to your attention report it to the DSL immediately.**

**Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal.**

Please refer to the DSL, the safeguarding procedures and the UKCIS guidance for further information and advice.

The DSL will refer to safeguarding policies, KCSIE and other guidance to consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## **9. Training**

The school is committed to providing annual and ongoing training to ensure that:

- Staff are aware of online safeguarding issues including cyber-bullying and grooming.
- Staff are aware of emerging risks
- Staff are equipped to deliver the e-safety curriculum
- Staff are knowledgeable about their responsibilities regarding filtering and monitoring systems
- All new staff members will receive online safety training, as part of their induction process.

More information about safeguarding training is set out in our child protection and safeguarding policy.

## **10. Links with other policies**

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy
  
- Mobile phone policy

## Appendix 1:

### EYFS and Key Stage 1 acceptable use agreement (pupils and parents / carers)



#### ACCEPTABLE USE OF THE ICKNIELD PRIMARY SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS / CARERS

Name of pupil:

When I use the academy's ICT systems (e.g. computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher, or trusted adult immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for schoolwork only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent / carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

**Parent / Carer agreement:** I agree that my child can use the academy's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the academy's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (Parent / Carer):

Date:

## Appendix 2:

### Key Stage 2 acceptable use agreement (pupils and parents / carers)



#### ACCEPTABLE USE OF THE ICKNIELD PRIMARY SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS

Name of pupil:

**I will read and follow the rules in the acceptable use agreement policy**

**When I use the academy's ICT systems (e.g. computers) and get onto the internet in school I will:**

- Always use the academy's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a member of staff is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent / carer
- Tell a member of staff in school immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with an adult.
- Use any inappropriate language when communicating online, including in emails
- Log in to the academy's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent / carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

Signed (pupil):

Date:

### Appendix 3: Online safety training needs – self audit for staff



ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the academy's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the academy's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the academy's ICT systems?	
Are you familiar with the academy's approach to tackling cyber-bullying?	
Are you aware of which groups of pupils may have additional vulnerabilities when online?	
Was E Safety and filtering and monitoring referred to in your induction process?	
Are there any areas of online safety in which you would like training / further training?	