



## Online Safety Policy

Governors' Committee Responsible:	Safeguarding Gov & FGB
Review Period:	Annually
Agreed by Staff:	September 2024
Agreed by Governors:	September 2024
Next Review:	September 2025

### Statement of Intent

The staff and governors of St John's C of E Infant school are committed to safeguarding all children from harm. We believe that the use and manipulation of information and communication technologies brings great educational benefits to our pupils. We seek to ensure that all children and adults in our school can use the range of technologies available in a safe and appropriate way.

The school values apply both in the online world as well as real world and shall be modelled by children, staff, governors and parents.

St John's is a place where we can grow as life-long learners, understand the value of trusting friendships, show thankfulness and compassion to others and can make mistakes, knowing that we will be forgiven. We can both find peace and become peacemakers in the knowledge that in doing so we will let our light shine.

### What is Online safety?

*Online safety refers to the use of electronic devices in a way that maximises the user's personal safety. It includes the control of security risks to private information and property associated with using the internet, and self-protection from computer crime in general.*

Online safety encompasses the use of any electronic device that involves communication. This could be the internet, wireless electronic communication including mobile phones, electronic games, cameras and webcams.

Staff will use electronic devices to support their professional work and promote the school's management functions.

The four main areas of risk to safety have been identified as:

**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: child to child 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:** 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.

**Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, it should be reported to the Anti-Phishing Working Group (<https://apwg.org/>).

Children will be educated about the benefits, risks, and responsibilities of using electronic communication. Our aim is to safeguard their welfare while promoting knowledge and understanding, allowing them to become confident, competent, and discerning users. In turn this will raise educational standards and promote pupil achievement.

## **Implementation**

### **Online safety leader**

The online safety leader is also the DSL, Mrs Marion Stevens.

### **The Internet**

The internet is accessed via a wireless system throughout the school. It is used daily to prepare lessons, develop specific teaching points, and enhance the children's learning. It serves as a tool for learning and teaching as well as a means of assessment, communication, and administration. Office staff use the internet throughout the day to ensure the efficient and safe running of the school.

### **Safe Use of the Internet**

The use of the internet in school is strictly guided by adults. We recognise, however, that in their homes, many children have much greater access to a wide variety of websites. Children are given guidelines with the aim of developing the responsible use of the internet both at school and at home.

### **Safe Use of the Internet in School**

#### **Children**

- Access to the internet will be by adult demonstration.
- Children will use the internet only under the supervision of a responsible adult, accessing specific, approved online materials.
- Parents are informed that pupils are provided only with supervised internet access using specific sites.
- The school operates an electronic filtering system thus removing access to many unsuitable websites.
- If children or members of staff come across unsuitable online materials, this will be reported to the DSL (Designated Safeguarding Lead).
- Teachers will discuss internet safety with the children in their classes as part of computing lessons and PSHE (Personal, Social, Health and Economic) lessons.

- Children will learn about making safe choices in their use of the internet. They will be given the means to tell a member of staff, or another adult should they encounter something on the internet that makes them feel uncomfortable or unsure.

### **Adults**

- Online safety training will be part of induction process and updated annually.
- Staff will read the Online safety policy and will be expected to sign the Acceptable Use Agreement.
- Members of staff will use the internet only as a means of carrying out their professional duties.
- All websites used by staff must be evaluated thoroughly before content is used during lessons.
- Staff must take all reasonable precautions to safeguard children from encountering unwanted or explicit materials online.
- Staff will not share any school-based images on social media.
- School based images will only be shared with parents through the school website, email, or Marvellous Me if permission has been given.
- School business will be carried out only through the school-based email system rather than through personal email.
- Staff will only use personal computer or devices in school with the prior knowledge and approval of the headteacher.

### **Management of School-Based Systems**

The school operates IT systems that require regular security and protection. The IT technician will be responsible for the updating and protection of all school-based systems in discussion with the school Business Manager.

Suitable virus protection and filters will be installed to protect the school IT systems from damage. A filtering system is in place to protect all users from accessing, deliberately or accidentally, websites that are undesirable. The IT technician completes monitoring reports and informs the Headteacher/DSL if any red flags are raised. These reports are investigated, and conversations had with those involved. Actions may be taken because of the investigation e.g., further sites added to the blocked lists, any safeguarding issues may be treated as low level concerns or reported to the LADO if the threshold of concern is met. This process will then be checked and monitored by governors during safeguarding audits.

### **School Website**

The school website is used as a communication and learning tool and is being constantly developed and updated. It is used to communicate up-to-date information with parents/carers, celebrate the children's learning, communicate with the wider community, and give a picture of what St John's is all about.

- The school website is managed by the school secretary in conjunction with the Headteacher.
- Written permission from parents or carers will be obtained when children start school to ensure parents are happy for photographs of pupils to be published on the school website.
- Children's full names will not be used on the website.

- The contact details on the website are the school address, relevant e-mail addresses and telephone numbers. Staff or pupils' personal information is not published.

### **Handling Complaints**

Any complaints regarding e-safety will be handled according to the school complaint's procedure.

Any Safeguarding concerns will be dealt with in accordance with our Safeguarding Policy.

Parents will be informed of any complaint and of the Complaints Procedure that will be followed.

Additional policies may be read in conjunction:

- Child protection and Safeguarding Policy 2024
- Safer recruitment
- Low level concern
- Whistleblowing policy
- Acceptable use policy IT Code of conduct
- Parents' permission for photographs leaflet

### **Impact**

### **Monitoring and reviewing**

- Governors will be given updates in the Headteacher's report termly.
- The governor with responsibility for Safeguarding will check filtering is being monitored and any issues raised are followed up.
- Pupils may be interviewed
- Parents feel informed.