

E-SAFETY POLICY

September 2020



Approved at committee

Date: 16/9/2020

Adopted & ratified by full governing body

Date: 16/9/2020



E-Safety POLICY

MISSION STATEMENT

St. Thomas' Leesfield C of E Primary School promotes Christian values through the experiences it offers to all children. As an intrinsic part of the community we aim to provide high quality teaching and learning where each and every child matters. We endeavour to create an atmosphere in which excellence and quality are paramount because everyone is encouraged to be the best they can in the sight of God.

AIMS

This policy encompasses the aims of the School Development Plan and Every Child Matters legislation.

1. (Standards) To ensure that each child achieves their highest standard and makes good progress in all areas of school life.
2. (Teaching and Learning) To provide pupils with high quality teaching in order to meet each child's learning needs in E-Safety.
3. (Environment) To provide a secure, well resourced, high quality learning environment for the teaching of E-Safety.
4. (Management) To support the work of the school by effective management of the ICT budget.
5. (Ethos) To create a happy, inclusive school culture in which to promote our children's spiritual, moral and cultural development and in which all children feel valued.
6. (Partnership) To promote a mutually supportive learning partnership with governors/parents and to ensure all children's E-Safety skills can be applied at home and within the wider community.

DEFINITION/ RATIONALE & PHILOSOPHY/OBJECTIVES

"A useful way for us all to think about this is to look at how we protect children in places of benefit and risk in the real (offline) world: public swimming pools. Here there are safety signs and information; shallow as well as deep ends; swimming aids and lifeguards; doors, locks and alarms. However children will sometimes take risks and jump into waters too deep for them or want to climb walls and get through locked doors - therefore we also teach them how to swim. We must adopt the same combination of approaches in order to enable our children and young people to navigate these exciting digital waters while supporting and empowering them to do so safely." Dr Tanya Byron, The Byron Review

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Children and young people should have an entitlement to safe internet access at all times.

Safeguarding children, including e-safety is a whole school responsibility, involving the Head Teacher, governors, senior management, teachers, support staff, parents, members of the community and the pupils themselves.

It is our duty to ensure that the children are protected from potential harm by teaching them and their parent/carers about the safe use of on-line technologies

Unfortunately it is not possible to create a 100% safe environment so it is our responsibility, through good practice to give children the confidence and skills to face and deal with any risks.

TEACHING & LEARNING STYLE

- E-safety will be taught as part of the Computing Curriculum:
Key Stage 1-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.

Key Stage 2-use technology safely, respectfully and responsibly; recognises acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.
- E-safety should be a focus in all areas of the curriculum and staff should reinforce and revisit e-safety messages in the use of ICT across the curriculum.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line.
- Pupils should be helped to understand the need for the pupil AUP (Acceptable Use Policy) and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- 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 told to report any abuse including cyber bullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or other staff member.

DIFFERENTIATION

Some groups of children are potentially more vulnerable and more at risk than others when using ICT. These can include children with emotional or behavioural difficulties, and other complex needs, as well as those who have English as an additional language, and Children Looked After (LAC).

These pupils may need increased supervision and additional teaching that includes reminders and explicit prompts to link their existing knowledge of “how to keep safe” to the rules that will apply to internet use.

EQUAL OPPORTUNITIES

All teaching is in accordance with the school policy for equality. We aim to provide equal access across the curriculum, irrespective of gender, ethnicity or ability. Support for learning is provided where necessary.

CROSS-CURRICULAR LINKS

Leesfield's curriculum is truly cross-curricular and teachers' use of Computing to enhance their teaching was noted as a strength of the school at the last Ofsted inspection.

Over an academic year the 38 weeks curriculum is split into many topics. The topics are usually studied over a two-weekly period (three weeks at a time in Reception/Year 1). Each topic (Y1-Y6) will include 'Sticky Learning' which is the key objectives that need to be retained by the children. These will either be 6 or 9 key objectives depending on the age of the children and the content of the topic.

All areas of the curriculum are studied over the school year; Literacy and Mathematics are taught daily and through the topics. There is great emphasis on science and humanities but not forgetting the arts and music. Computing skills are developed each week via the topics studied.

A child that enters St Thomas' Leesfield C of E School from Reception class and leaves at the end of Y6 will have covered a very broad, balanced and interesting and motivational curriculum in preparation for his/her next stage of learning.

- E-safety should be a focus in all areas of the curriculum and all staff should reinforce e-safety messages in the use of ICT across the curriculum.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable e.g. Purple Mash or BBC Schools.
- Where pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line 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.

ROLES & RESPONSIBILITIES

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy.

The Head Teacher

- Is responsible for ensuring the safety (including e-safety) of members of the school community.

The Computing Subject Leader

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- Is up to date with e-safety issues and legislation, and is aware of the potential for serious child protection issues to arise from:
 - sharing of personal data
 - access to illegal / inappropriate materials
 - inappropriate on-line contact with adults / strangers
 - potential or actual incidents of grooming
 - cyber-bullying and use of social media.

ICT Technician and The Computing Subject Leader are responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- That users may only access the school's networks by using passwords
- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant

- That the use of the *network / email* is regularly monitored in order that any misuse / attempted misuse can be reported to the Head Teacher.

Teaching and Support Staff

Are responsible for ensuring that:

- They have an up to date awareness of e-safety issues and of the current school e-safety policy and practices
- They have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP)
- They report any suspected misuse or problem to the ICT Coordinator / Head teacher
- Digital communications with students / pupils (email) should be on a professional level and only carried out using official school systems
- E-safety issues are embedded in all aspects of the curriculum and other school activities
- Pupils understand and follow the school e-safety and acceptable use policy
- They monitor ICT activity in lessons, extracurricular and lunchtime clubs
- They are aware of e-safety issues related to the use of mobile phones and cameras and that they monitor their use and implement current school policies with regard to these devices
- In lessons where internet use is pre-planned students / 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.

Pupils:

- are responsible for using the school ICT systems safely and must read and agree to the E –safety guidelines in the school planner before being given access to school systems.
- have a good understanding of research skills and the need to avoid plagiarism.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school.

- When relevant, pupils will be reminded that Social networks e.g. Facebook, Twitter and Instagram are restricted by age. As such, no child in a primary school should have access to such an environment. The school will not involve itself in matters relating to this environment as we cannot recommend that children have accounts. Matters relating to social networking and its use by children are a matter for parents and carers.

Parents / Carers

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

- endorsing (by signature) the E-Safety guidelines in their child's planner
- attending any E-Safety training
- reading any relevant information on the school web site or in school newsletters.

Web site

- Our Web site includes the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- Pupils' names will never be placed next to photos of children.
- Pupil's work can only be published with the permission of the pupil.
- There is useful information and links to E-Safety websites.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures (through the Head Teacher as designated Child Protection Officer).
- Pupils and parents will be informed of the complaints procedure.

LINKS WITH OTHER POLICIES

This policy links with:

- Behaviour
- Computing
- Acceptable Use

RESOURCES

Here are some of the resources available to help raise awareness about E-safety.

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

www.digizen.org

www.kidsmart.org.uk

<http://www.nwlg.org/>

ceop.police.uk/

www.childnet.com

www.safesocialnetworking.com

Byron, T (2010) Do we have Safer Children in a Digital World?: review of progress since the 2008 Byron Review. Nottingham: DCSF publications.

MONITORING & REVIEW

The Head Teacher monitor procedures in school and the policy is reviewed annually.

Policy reviewed – Month & Year September 2020

Computing Subject Leader: Mrs Liz Gulla

Head Teacher: Mrs Paula Glynn

Chair of Governors: Mrs Rebecca Ashton