

# Lee Brigg Infant and Nursery School



## E-Safeguarding Policy

## Introduction

Lee Brigg Infant School fully recognises the contribution it can make to protect children and support them in school. The aim of this policy is to safeguard and promote our pupils' safe use of the internet and electronic communication technology. The internet and other technologies have an important role in the learning and teaching processes however, we feel it is important to balance those benefits with an awareness of the potential risks. This policy will highlight the need to educate children and young people about the benefits and risks of using new technologies both in and away from school. It will also provide safeguards and rules to guide staff, pupils and visitors in their online experiences.

The school acknowledges e-safety and e-security as important issues for our school community and has made a considered attempt to embed e-safeguarding into our teaching and learning using technology and have considered the wider implications of e-safeguarding beyond classroom practice such as security and data.

This policy applies to the whole school community including Senior Leadership Team, school governors, all staff employed directly or indirectly by the school and all pupils. School's senior leadership team and school governors will ensure that any relevant or new legislation that may impact upon the provision for eSafeguarding within school will be reflected within this policy. E-Safeguarding is a safeguarding issue not an ICT issue and all members of the school community have a duty to be aware of E-safeguarding at all times, to know the required procedures and to act upon them. Safeguarding and promoting the welfare of pupils needs to be embedded in the culture of the school and its everyday practises and procedures. All staff have a responsibility to support E-safeguarding practises in school. Concerns related to child protection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy and should be reported to designated persons.

## Effective Practice in e-Safety

E-Safety depends on effective practice in each of the following areas:

Education for responsible ICT use by staff and pupils; A comprehensive, agreed and implemented e-Safeguarding Policy; Secure, filtered broadband; The use of e-safety control software monitoring system which monitors and captures inappropriate words or web sites used.

## Our Aims

- To set out the key principles expected of all members of the school community at Lee Brigg Infant & Nursery School with respect to the use of ICT-based technologies.
- To safeguard and protect the children and staff.
- To assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
- To set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
- To ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To minimise the risk of misplaced or malicious allegations made against adults who work with pupil

## Roles and Responsibilities

### **Responsibilities of the school community**

We believe that e-Safeguarding is the responsibility of the whole school community, and everyone has a responsibility to ensure that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching.

The SLT will (ensure)

- The staff are included in E-safeguarding training. Staff must also understand that misuse of the internet may lead to disciplinary action and possible dismissal.
- All temporary staff and volunteers including students are made aware of the school's E-Safeguarding policy arrangements.
- The Headteacher is ultimately responsible for e-Safeguarding provision including eSafeguarding for all members of the school community.
- The ICT coordinator will receive training and support in their work leading /e-safeguarding in school.

The Governing Body of the school are:

Responsible for the approval of this E-Safety Policy and for reviewing the effectiveness of the policy. This is carried out by the Governors receiving regular information about e-safety incidents and monitoring reports.

The designated Member of Staff for E-Safeguarding and ICT will:

- To promote an awareness and commitment to e-Safeguarding throughout the school
- To be the first point of contact in school on all e-Safeguarding matters
- To take day-to-day responsibility for e-Safeguarding within school and to have a leading role in establishing and reviewing the school e-Safeguarding policies and procedures
- To communicate regularly with school technical staff
- To communicate regularly with the designated e-Safeguarding governor
- To create and maintain e-Safeguarding policies and procedures
- To ensure that all members of staff receive an appropriate level of training in eSafeguarding issues
- To ensure that e-Safeguarding education is embedded across the curriculum
- To ensure that e-Safeguarding is promoted to parents and carers
- To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safeguarding incident
- To ensure that an e-Safeguarding incident log is kept up to date
- To ensure that the school Acceptable Use policies are current and pertinent
- To Ensure that the Designated leader for Safeguarding is trained in e-safety issues and is aware of the potential for serious child protection issues to arise from; sharing of personal data, inappropriate online contact with adults and strangers, potential or actual incidents of grooming, cyber bullying.

Teacher and Support Staff will:

- Read, understand and help promote the school's e-Safeguarding policies and guidance
- To read, understand and adhere to the school staff Acceptable Use Policy
- To report any suspected misuse or problem to the e-Safeguarding coordinator
- To develop and maintain an awareness of current e-Safeguarding issues and guidance
- To model safe and responsible behaviours in their own use of technology
- To ensure that any digital communications with pupils should be on a professional level and only through school based systems, NEVER through personal mechanisms, e.g. email, text, mobile phones etc.
- To embed e-Safeguarding messages in learning activities across all areas of the curriculum.
- To supervise and guide pupils carefully when engaged in learning activities involving technology
- To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws
- To be aware of e-Safeguarding issues related to the use of mobile phones, cameras and handheld devices
- To maintain a professional level of conduct in personal use of technology at all times

The ICT Technician will:

- To support the school in providing a safe technical infrastructure to support learning and teaching
- That the school meets the e-safety technical requirements outlined in the Acceptable Usage Policy and any relevant local Authority E-Safety Policy and guidance that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed.
- The school's filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- That he keeps up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others on relevant.

Parents and Carers

- Will be informed of the schools internet policy which can be accessed via the school website.
- Any issues concerning the internet will be handled sensitively to inform parents/carers without undue alarm.
- To develop an overview of the benefits and risks of the internet and common technologies used by pupils.
- To support the work of the school in promoting and ensuring safe and responsible use of technology in and out of school.
- Advice on filtering systems and appropriate educational and leisure activities including responsible use of the internet will be provided through leaflets and via the school website.
- Parents/carers will be expected to agree and sign the home school agreement which states the use of photographic and video images outside of school.

Responsibilities of pupils

- To understand and adhere to the school pupil Acceptable Use Policy
- To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home

- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school and at home, or if they know of someone who this is happening to

### **Learning and Teaching**

We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our school community, lies in effective education. We know that the internet and other technologies are embedded in our pupils' lives, not just in school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the internet brings.

- We will ensure that esafety is an integral theme throughout our school curriculum.
- We will provide a series of specific e-Safeguarding-related lessons in specific year groups as part of the ICT curriculum / PSHE curriculum.
- We will celebrate and promote e-Safeguarding through whole-school activities, including promoting Safer Internet Day.
- Any internet use will be carefully planned to ensure that it is age appropriate and supports the learning objectives for specific curriculum areas.
- Pupils will be taught how to use a range of age-appropriate online tools in a safe and effective way.
- We will remind pupils about their responsibilities through an Acceptable Use Policy which every pupil will sign in the home school agreement.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.
- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.
- When searching the internet for information, pupils will be guided to use age-appropriate search engines. All use will be monitored and pupils will be reminded of what to do if they come across unsuitable content.
- All pupils will be taught in an age-appropriate way about copyright in relation to online resources and will be taught to understand about ownership and the importance of respecting and acknowledging copyright of materials found on the internet.
- Pupils will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent or carer, teacher or trusted staff member.

### Managing Passwords

Passwords are an important part of computer security, they are a form of authenticating a user against a given username.

- Staff are reminded that usernames and passwords should not be shared with other members of staff.
- All staff are forced to change their passwords periodically under the guidance of the ICT manager, these passwords have to include a capital letter and number.

### Managing Internet access

- The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible.
- The school internet access is designed expressly for educational use and will include filtering appropriate to the age of the children.
- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.

- Servers, workstations and other hardware and software will be kept updated as appropriate.
- Virus protection is installed on all appropriate hardware, and will be kept active and up to date.
- The school will agree which users should and should not have internet access and the appropriate level of access and supervision they should receive.
- All users will sign an end-user Acceptable Use Policy provided by the school, appropriate to their age and type of access. Users will be made aware that they must take responsibility for their use and behaviour while using the school ICT systems and that such activity will be monitored and checked.
- Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

### Managing email

- Incoming e-mail should be monitored by the class teacher and attachments should not be opened unless the author is known.
- Pupils must not reveal details of themselves or others in any email.
- Access at school to external e-mail accounts may be blocked (At the discretion of the headteacher and designated E-Safeguarding lead teacher)
- Staff sending any work related communications will always utilise a school email address (never a personal email account) Consideration will be given to the types of content sent to external third parties at all times (e.g sending pupil information etc). Sensitive information should include encrypt in the subject part of the email so it is encrypted as an added security.

### Managing school website content

- Photographs of pupils will not be used without the written consent of the pupils parents/carers
- The point of contact on the school website will be the school address, email and telephone number. Staff or pupils' home information will not be published.
- The headteacher or nominated person will have overall editorial responsibility and ensure the content is accurate and appropriate.
- Work will only be used on the website with the permission of the pupil and their parent/carers.
- The copyright of all material must be held by school.

### Filtering

- The school will work in partnership with parents/carers; the Local Authority, the DFE, the Internet Service Provider and MINT to ensure systems to protect pupils and staff are reviewed and improved regularly.
- **All** internet usage will be monitored for inappropriate use.
- If staff or pupils discover unsuitable sites, the URL and content must be reported to the E-Safeguarding Co-ordinator.
- Regular checks by MINT will ensure that the filtering methods selected are appropriate, effective and reasonable.
- We filter out social media, such as Facebook. Searched and web addresses are monitored and the ICT technicians will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.

### Managing digital content

#### **Camera and images**

- Written permission form parents or carers will be obtained for the following areas before photographs of pupils are published.
1. On the school website

2. In display material that may be used around school
3. In display material that may be used off site
4. Recorded or transmitted on a video or via webcam in an educational conference
5. Media publications

### **Storage of images**

- Any photograph/video of children should be taken using school owned devices. All data images on a camera or internal storage should be removed on a regular basis.
- Staff are allowed to bring mobile phones on to the school premises. These have to be stored out of reach of children. Staff should make mobile communications in a safe place away from children.
- Staff are not permitted to use their own personal phones for contacting children or their families within or outside of the setting in a professional capacity.

### **Social networking, social media and personal publishing**

- Staff using social media websites will not bring school or their own professional status into disrepute.
- Staff are accurately aware of the risks of adding pupils/parents as friends.
- Staff will not discuss any element of their professional lives or matters concerning Lee Brigg Infant school on social media sites
- The senior leadership team will act upon anything they find on social media posted by staff or parents, which they feel would bring the school into disrepute, or its pupils into danger.

### Data Protection

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly 'logged off' at the end of any session in which they are using personal data.
- Any email containing personal data must be encrypted
- Data must be securely deleted from the device, in line with the school policy once it has been transferred or its use is complete
- Staff must not leave personal and sensitive printed documents on printers within public areas of the school
- When disposing of equipment all drives to be erased ensuring no sensitive information remains on the hard disk or storage of any kind
- Any documents containing confidential information are shredded within school

### Responding to issues of misuse –Staff

It is hoped that all members of the school community will be responsible users of IT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or very rarely through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents:

If any apparent or actual misuse appears to involve illegal activity ie.

- Child sexual abuse images
- Adult material which potentially breaches the Obscene Publications act
- Criminal racist material

Then the staff responsible will be subject to disciplinary and dealt with through the Local Area Designated Officer Procedures. If any staff member suspects illegal activity, it must be reported immediately to the Designated Lead for Safeguarding and E-Safety, or direct to the Head Teacher. The matter must not be discussed with other members of staff under any circumstances. If there is a breach of the E-Safety Policy that is not considered illegal then the matter will be dealt with appropriately and proportionally.

### Pupils

All staff are responsible for ensuring pupils respect and adhere to the E-Safety Policy through ongoing teaching.

### **Dealing with complaints**

- Staff, parents and carers must know how to report incidents to the Head teacher. Concerns relating to Safeguarding must be dealt with through the School's Safeguarding Policy and Procedures.
- All E-Safety complaints and incidents will be recorded in school, including any action taken.
- The schools designated person for E-Safeguarding will be responsible for dealing with complaints and any complaint concerning staff or pupil misuse of the internet must be reported to the head teacher immediately.

Through all these measures we hope the children have a positive experience when using the internet and that IT can be a tool to further development and teach vital life skills allowing children to make a positive contribution.

### **Monitoring and Reviewing**

This policy is monitored by the Head teacher, who reports to the governors about the effectiveness of the policy on request. It will be reviewed appropriate to new legislation or to the needs of the school by the schools ICT co-ordinator, assessed each September. Any changes will be disseminated to staff and governors via training.

Date for Review September 2018