



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Online Safety Policy – July 2024

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	NSPCC	Date reviewed	November 2024
Position	Reviewed by Deb Williams	Date ratified	14 November 2024
Document status	Adopted	Next review date	Autumn 2025
EIA approved by	S&W	Reviewing committee	Staffing and Welfare

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation.

The purpose of this policy statement

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.
- Provide staff and volunteers with the overarching principles that guide our approach to online safety.
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and anyone involved in Alexander Hosea Primary School's activities.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Summaries of the key legislation and guidance are available on online abuse; bullying; child protection.

<https://learning.nspcc.org.uk/child-abuse-and-neglect/>

We believe that:

- Children and young people should never experience abuse of any kind.
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges.
- We have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep children safe online, whether or not they are using Alexander Hosea Primary School's network and devices.

- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people’s welfare and in helping children to be responsible in their approach to online safety.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep the children at Alexander Hosea Primary School safe by:

- Appointing an online safety coordinator.
- Providing clear and specific directions to staff and volunteers on how to behave online through our Code of Conduct for staff and ‘Helpers in School Handbook’ for volunteers.
- Supporting and encouraging children to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others. We use Jigsaw PHSE programme alongside Childnet, NSPCC and Thinkuknow along with Safer Internet Day to deliver this.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online.
- Developing an e safety agreement for use with young people and their parents or carers (at the start of each phase – EYFS, KS1, KS2) – see appendix.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child.
- Reviewing and updating the security of our information systems regularly (through Integra IT).
- Ensuring that user names, logins, email accounts and passwords are used effectively.
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- Ensuring that images of children and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Providing supervision, support and training for staff and volunteers about online safety.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- Use Childnet ‘Be Smart Online’ rules to help the children to understand how to keep safe online.
<https://www.childnet.com/resources/be-smart-online/>



SMART: Be SMART online www.childnet.com

In EYFS & KS1, we introduce the start of the SMART rules:

- Safe** – Keep your personal data safe.
 - Tell** – tell a trusted adult if someone or something makes you feel upset, worried or confused.
- Be SMART with a heart – be kind and respectful to others online.

In KS2 we move on to the full SMART rules:

- Safe** – Keep your personal data safe.
 - Meet** – Meeting up with someone you only know online can be dangerous.
 - Accepting** – Do not accept something (eg click to open something) if you are unsure of the sender.
 - Reliable** – Check information online is reliable by comparing with other sources.
 - Tell** – tell a trusted adult if someone or something makes you feel upset, worried or confused.
- Be SMART with a heart – be kind and respectful to others online.

Alexander Hosea IT equipment

How we ensure we are safe:

- Staff/pupils cannot download any apps or software, this is done through our appointed IT company, Integra IT.
- Backups are completed through the cloud using our appointed IT company, Integra IT.
- Firewall protection is installed and ran by our appointed IT company, Integra IT.
- Staff are reminded to lock their computer screens / laptops when leaving their desk.

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and the school as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

- This policy statement should be read alongside our organisational policies and procedures, including:
- Child Protection policy (updated annually in response to updated 'Keeping Children Safe in Education') – including procedures for responding to concerns about a child or young person.
- Managing allegations against staff and volunteers.
- Code of conduct for staff and 'Helpers in School Handbook' for volunteers
- Anti-bullying policy and procedures.
- Photography and image sharing guidance.

Contact details

Online safety co-ordinator Name: Mrs Deb Williams (Designated Safeguarding Lead)

Phone/email: 01454 294239 Debbie.Williams@sgmail.org.uk

NSPCC Helpline 0808 800 5000



EARLY YEARS FOUNDATION STAGE

E-Safety Rules

Dear Parent/Carer

ICT, including digital cameras, laptops, the internet etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please discuss the E-Safety rules below with your child.

- ❖ I will only use the programs my teacher tells me to when I use the computer in school

- ❖ I will not bring anything to school that I can use to take photographs

- ❖ I will follow the rules to keep me safe

Parent/Carer signature

We have discussed this and _____(child's name) agrees to follow the E-Safety rules and to support the safe use of ICT at Alexander Hosea Primary School.

Parent/Carer Signature: Date:



KEY STAGE 1

E-Safety Rules and Agreement

Dear Parent/Carer

ICT, including digital cameras, laptops, learn pads, the internet etc., has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please discuss these E-Safety rules with your child.

- ❖ I will only use ICT in school for my learning.
- ❖ I will not tell anyone about me, my family or friends, or tell anyone my password.
- ❖ I will not look for or save anything that could be unpleasant or nasty on purpose. If I accidentally find anything like this I will tell my teacher straight away.
- ❖ I will tell a teacher if I know anyone is being bullied on line.
- ❖ I will not bring anything into school that can be used to take photographs.
- ❖ When I use ICT I will follow the rules because I know these are to keep me safe.
- ❖ I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of staff is concerned about my E-Safety.

Parent/Carer and child's signature

We have discussed this and _____ (child's name) agrees to follow the E-Safety rules above and to support the safe use of ICT at Alexander Hosea Primary School.

Child's signature

Parent/Carer Signature Date



KEY STAGE 2

Pupil Acceptable Use Agreement / E-Safety Rules in School

Dear Parent/Carer

ICT, including digital cameras, learn pads, the internet, email, etc., has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please discuss these E-Safety rules with your child.

- I will only use ICT in school for school purposes.
- I will only use my class email address (if available) with permission.
- I will make sure that all ICT contacts with other children and adults are polite and responsible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell a member of staff immediately.
- I will not send to children or adults anything that could be considered unpleasant or nasty.
- I will inform my teacher if I think someone is being bullied on line.
- I will not give out my own details, or those of others such as name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will not bring anything into school that I can use to take photographs such as mobile phone, DS gaming system, i-pod, i-pad.
- I will not buy anything on line without permission.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my E-Safety.
- I know that anything I put on the internet can be seen by anyone.

Pupils not adhering to these rules may be banned from using the computer for a limited time period.

Parent/Carer and pupil's signature

We have discussed the E-Safety rules above and _____ (pupil's name) agrees to follow these rules and to support the safe use of ICT at Alexander Hosea Primary School.

Pupil's signature:

Parent/Carer Signature: Date: