

Walbottle Village Primary School

Teaching online safety in school policy



This policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are teaching online safety in school.

Scope of the Teaching online safety in school policy

This policy outlines the commitment of Walbottle Village Primary School to safeguard members of our school community online in accordance with statutory guidance and best practice. Schools should be aware of the legislative framework under which this Online Safety Policy template and guidance has been produced.

This Online Safety Policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

Walbottle Village Primary School will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Policy and leadership

Responsibilities

To ensure the online safeguarding of members of our school community, it is important that all members of the community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

Headteacher and senior leaders

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is delegated to the computing lead.
- The senior leadership team are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The headteacher and senior leaders are responsible for ensuring that the Online Safety Lead, technical staff, and other relevant staff carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.
- The headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role.
- The headteacher will receive regular monitoring reports from the computing lead.

The designated safeguarding leads and the computing lead will:

- Take day-to-day responsibility for online safety issues, being aware of the potential for serious child protection concerns.
- Have a leading role in establishing and reviewing the school online safety policies/documents.
- Promote an awareness of and commitment to online safety education / awareness raising across the school and beyond.
- Liaise with curriculum leaders to ensure that the online safety curriculum is planned, mapped, embedded and evaluated.
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place and the need to immediately report those incidents.
- Receive reports of online safety incidents and create a log of incidents to inform future online safety developments.
- Provide (or identify sources of) training and advice for staff/LAB/parents/carers/learners.
- Liaise with technical staff, pastoral staff and support staff (as relevant).
- Meet regularly with the LAB to discuss current issues, review (anonymised) incidents and if possible, filtering and monitoring logs.
- Attend relevant LAB meetings/groups.
- Report regularly to headteacher/senior leadership team.
- Liaise with the local authority/MAT/relevant body.

Designated Safeguarding Lead (DSL)

The DfE guidance "Keeping Children Safe in Education" states:

"The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description." ... Training should provide designated safeguarding leads with a good understanding of their own role, ... so they ... are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college."

The Designated Safeguarding Lead should be trained in online safety issues and be aware of the potential for serious safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate online contact with adults/strangers
- Potential or actual incidents of grooming
- Online bullying.

Teaching and support staff

School staff are responsible for ensuring that:

- They have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices
- They understand that online safety is a core part of safeguarding
- They immediately report any suspected misuse or problems to a designated safeguarding lead for investigation/action, in line with the school safeguarding procedures
- All digital communications with learners and parents/carers should be on a professional level and only carried out using official school systems
- Online safety issues are embedded in all aspects of the curriculum and other activities
- Ensure learners understand and follow the Online Safety Policy and acceptable use agreements, have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They supervise and monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies regarding these devices
- In lessons where internet use is pre-planned learners 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
- Where lessons take place using live-streaming or videoconferencing, staff must have full regard to national safeguarding guidance and local safeguarding policies
- Have a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc
- They model safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media.

Network manager/technical staff

The network manager/technical staff is responsible for ensuring that:

- they are aware of and follow the school Online Safety Policy and Technical Security Policy to carry out their work effectively in line with school policy
- the school technical infrastructure is secure and is not open to misuse or malicious attack
- the school meets the required online safety technical requirements as identified
- there is clear, safe, and managed control of user access to networks and devices
- they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant

- the use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported to the head teacher/designated safeguarding lead for investigation and action
- monitoring software/systems are implemented and regularly updated as agreed in school policies.

Learners

- are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and Online Safety Policy
- should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- should know what to do if they or someone they know feels vulnerable when using online technology
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

Parents and carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way.

The school will take every opportunity to help parents and carers understand these issues through:

- publishing the school Online Safety Policy on the school website
- publishing information about appropriate use of social media relating to posts concerning the school
- seeking their permissions concerning digital images
- parents'/carers' evenings, newsletters, website, social media and information about national/local online safety campaigns and literature.

Professional Standards

There is an expectation that required professional standards will be applied to online safety as in other aspects of school life i.e., policies and protocols are in place for the use of online communication technology between the staff and other members of the school and wider community, using officially sanctioned school mechanisms.

Staff/volunteers

The DfE guidance "Keeping Children Safe in Education" states:

“All staff should receive appropriate safeguarding and child protection training (including online safety) at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.”

All staff will receive online safety training and understand their responsibilities when teaching as outlined in this policy. Training will be offered as follows:

- *online safety and data protection training will be made available to all staff. This will be regularly updated and reinforced*
- *training will be an integral part of the school's annual safeguarding and data protection training for all staff*
- *all new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and acceptable use agreements. It includes explicit reference to classroom management, professional conduct, online reputation and the need to model positive online behaviours*
- *this Online Safety Policy and its updates will be presented to and discussed by staff in staff/team meetings/training days*
- *the designated safeguarding lead and computing lead will provide advice/guidance/training to individuals as required.*

October 2024