Isebrook School
E-Safety Policy 2022

Purpose

This policy is written to ensure all Staff, Parents, Governors and Trustees and students are fully aware of the purpose and nature of the e-safety policy.

New technologies inspire children to be creative, communicate and learn.

However, while the internet is a great resource, it is important that children and young people are protected from the risks they may encounter. Creating Tomorrow Academies Trust will endeavour to highlight benefits and risks of using technology and provides safeguarding and education for users to enable them to control their online experience.

Compiled by: Kevin Latham

Agreed by Directors – Jan 2022

SIGNED DATE

Review Date – Jan 2024

Wellbeing in our Trust

The responsibility for managing e-Safety can be challenging and so this document aims to set out procedures to be followed to minimize what can be difficult process.

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
    - Health Assured (confidential counselling support available through Perkbox account).
    - The Teacher Support Line telephone number 08000 562561 or website www.teachersupport.info

Links to other policies and national guidance

The following policies and procedures should also be referred to

- Safeguarding Policy
- Whistleblowing Policy
- Behaviour Policy
- Staff Code of Conduct
- Remote Working Policy
- Data Protection Policy

The following local/national guidance should also be read in conjunction with this policy:

- PREVENT Strategy HM Government
- Keeping Children Safe in Education DfE September 2020
- Teaching Online Safety in Schools DfE June 2019
- Working together to Safeguard Children
- Learning together to be Safe: A Toolkit to help Schools contribute to the Prevention of Violent Extremism.

Learning and Teaching

We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our communities, lies in effective education. We know that the internet and other technologies are embedded in our pupils' lives, not just in our academies 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 provide a curriculum and lessons which has e-Safety related lessons embedded throughout. *The Isebrook School Online Safety Subject Intent Document which includes the Long Term Plan, can be found as an Addendum at the end of this document.*
- We will celebrate and promote e-Safety through a planned programme of assemblies and whole-school activities.
- We will discuss, remind or raise relevant e-Safety messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials.
- Any internet use will be carefully planned to ensure that it is age appropriate and supports the learning objective for specific curriculum areas.
- Pupils well be taught how to use a range of age-appropriate online tools in a safe and effective way.
- Our academies 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.
- Pupils will be taught about the impact of online bullying and know how to seek help if they are affected by any form of online bullying. See Anti-Bullying Policy.
- 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, or an organisation such as NSPCC.

Remote/Home Learning

- We will endeavour to ensure that pupils continue to receive a good level of education' beyond the classroom' by providing a range of resources via our website and learning portal
- If our academies choose to communication with pupils over the coming weeks/months via Zoom, Teams, Skype etc then it is important that this is only carried out with the approval of the Heads of School. Pupils must uphold the same level of behavioural expectations, as they would in a normal classroom setting.
- Any significant behavioural issues occurring on any virtual platform must be recorded, reported and appropriate sanction imposed, which may include temporarily suspending access to group online learning. For all minor

behavioural incidents, these should be addressed using the normal restorative approaches.

- Staff should be mindful that when dealing with any behavioural incidents, online, opportunities to discuss and repair harm will not be the same as if the child or young person was in school. Therefore, it may be necessary to have a discussion with the parents, regardless how minor the incident, to ensure the child is emotionally well supported.
- Further information please refer to the Remote Learning Policy.

General Note for incident in school or online ·

- At every stage the child should be involved in or informed of the action taken
- Urgent or serious incidents should be referred straight to the Head of School, or a member of SLT
- If necessary, refer to the other related internal policies e.g. Anti-Bullying, Child Protection, E Safety etc ·
- Normal recording systems on MYCONCERN should continue. Entries should be factual and action/follow up recorded also.

Staff Training

Our staff receive regular information and training on e-Safety issues, as well as updates as and
when new issues arise.

- As part of the induction process all staff receive information and guidance on the E Safety Policy, e-security and reporting procedures.
- All staff will be made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff will be encouraged to incorporate e-Safety activities and awareness within their curriculum areas.

Managing ICT Systems and Access

- The academies will agree on which users should and should not have internet access and the appropriate level of access and supervision they should receive.
- All users will be made aware that they must take responsibility for their use and behaviour whole using the school ICT system and that such activity will be monitored and checked.
- Key Stage three, four and five pupils will have an individual user account with an appropriate password which will be kept secure. They will ensure that they log out after each session.
- All internet access will be undertaken alongside a member of staff or, if working independently, a member of staff will supervise at all times.
- Members of staff will access the internet using an individual ID and password, which they will keep secure. They will ensure that they log out after each session and not allow pupils to access the internet through their ID or password.

Managing Filtering

- The academies have a filtering system in place which is managed by the Trust IT Team. Banned phrases and websites are identified.
- The academies have a clearly defined procedure for reporting breaches of filtering.
- If staff or pupils discover an unsuitable site, it must be reported immediately.
- If users discover a website with potentially illegal content, this should be reported immediately. The academy will report such incidents to appropriate agencies including Internet Service Provider (ISP), Police, CEOP or the Internet Watch Foundation (IWF).
- Any amendments to the filtering or block and allow lists will be checked and assessed by the Headteacher prior to being released or blocked.
- The evaluation of online content materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

E-Mail

- Staff and pupils should only use approved email accounts allocated to them by the academies and should be aware that any use of the academy email system will be monitored and checked.
- Staff should not use personal email accounts for professional purposes, especially to exchange any school related information or documents or to email parents/carers.
- Staff should not send personal emails to pupils, but may require to send work related emails such as teams invites, school work etc. These must be within work hours using the academies email system.
- Pupils are encouraged to immediately tell a teacher or trusted adult if they receive any inappropriate or offensive emails.
- Irrespectively of how pupils or staff access their academy email (from home or within the academy), our academies policies still apply.
- Chain messages are not permitted or forwarded on to other academy owned email addresses.

Social Networking

- Staff will not post content or participate in any conversations which will be detrimental to the image of the academies or the Creating Tomorrow Academies Trust. Staff who hold an account should not have parents or pupils as their 'friends'. Doing so will result in disciplinary action or dismissal.
- Blogs or social media sites should be password protected and run from the academies website with approval from the Senior Leadership Team.

Pupils Publishing Content Online

- Pupils will not be allowed to post or create content on sites unless the site has been approved by a member of the teaching staff.

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs and video.
- Written permission is obtained from the parents/carers before photographs and videos are published.
- Any images, videos or sound clips of pupils must be stored on the academies network and never transferred to personally-owned equipment.
- Pupils and staff are not permitted to use portable devices to store images/video/sound clips of pupils.

Mobile Phones and Devices

General use of personal devices

- Mobile phones and personally-owned devices will not be used in any way during lessons or school time. They should be switched off or silent at all times.
- No images or videos will be taken on mobile phones or personally owned devices.
- In the case of academy productions, Parents/carers are permitted to take pictures of their child in accordance with academies protocols - signing a form that they will not publish of the photographs or videos on social networking sites.
- The sending of abusive or inappropriate text, picture or video message is forbidden.
- Please refer to the Mobile Devices Policy for further information.

Pupils' use of personal devices

- Pupils are able to bring their personal device to school, with the understanding that these are not to be used during the school day. s
- The phone will be kept in a locked cupboard during school time
- Pupils who do not follow the policy relating to the use of mobile phones will not be permitted to bring their mobile phones in.

Screening, Searching and Confiscation

The Education Act 2011, allows staff to lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by the academies' rules, or the staff member has good reason to suspect the device may be used to:

- cause harm,
- disrupt teaching,
- break academy rules,
- commit an offence,
- cause personal injury, or
- damage property

Staff use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting children or their families within or outside of the setting in a professional capacity.
- Staff will not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.

- If a member of staff breaches the policy then disciplinary action may be taken.
- Mobile phones and personally -owned devices will be switched off or switched to 'silent' mode, Bluetooth communication should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.

CCTV

- The academies may use CCTV in some areas of academy property as a security/safeguarding measure.
- Cameras will only be used in appropriate areas and there is clear signage indicating where itis in operation.
- Please refer to the CCTV Policy for further information

General Data, Data Protection (GDPR) and e-safety

Data must always be processed lawfully, fairly and transparently; collected for specific, explicit and legitimate purposes; limited to what is necessary for the purposes for which it is processed; accurate and kept up to date; held securely; only retained for as long as is necessary for the reasons it was collected.

GDPR is relevant to e-safety since it impacts on the way in which personal information should be secured on school networks, computers and storage devices; and the security required for accessing, in order to prevent unauthorised access and dissemination of personal material.

Staff need to ensure that care is taken to ensure the safety and security of personal data regarding all of the school population and external stakeholders, particularly, but not exclusively: pupils, parents, staff and external agencies.

Personal and sensitive information should only be sent by email when on a secure network, and sent with protection such as encryption or password protected. Personal data should only be stored on secure devices. In the event of a data breach, the academy will notify the Trust's Information Manager (IM) immediately, who may need to inform the Information Commissioner's Office (ICO).

Authorising Internet access

- All staff must read this policy before using any of academies IT resources.
- All parents will be required to grant permission prior to their children being granted internet access within academies.
- The academies maintain a current record of all staff and pupils who have been granted access to our internet provision.

Support for Parents

- Parents attention will be drawn to the academies' e-Safety policy and safety advice in newsletters, the academies' websites and e-Safety information workshops.
- The websites will be used to provide parents with timely and meaningful information about their children's school lives and work to support the raising of achievement. The website will also provide links to appropriate online-safety websites.

Radicalisation Procedures and Monitoring

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation 'could not happen here' and to refer any concerns through the appropriate channels (currently via the Designated Safeguarding Lead). Regular monitoring and filtering is in place to ensure that access to appropriate material on the internet and key word reporting it in place to ensure safety for all staff and pupils.

Sexual Harassment

Sexual harassment is likely to: violate a child's dignity, make them feel intimated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as 'sexting'; inappropriate sexual comments on social media; exploitation; coercion and threats). Any reports of online sexual harassment will be taken seriously, and the police and Children's Services may be notified. Our academies follow and adhere to the national guidance.

Responses to Incident of Concern

An important element of e-Safety is the ability to identify and deal with incidents of concern including the confidentiality of information. All staff, volunteers and pupils have a responsibility to report e-Safety incidents or concerns so that they may be dealt with effectively and in a timely manner in order to minimise any impact. The school has incident reporting procedures in place and record incidents of an e-Safety nature on My Concern.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, suspension or expulsion, in accordance with the Behaviour or Trust Discipline Policy. The academies also reserve the right to report any illegal activities to the appropriate authorities.

Addendum – Isebrook School Online Safety Subject Intent Statement

Subject Intent Statement – Online Safety

At Isebrook, our aim is to prepare our students for the next stage in their lives, enabling them to be Confident Individuals, Responsible Citizens and Successful Learners. A crucial aspect of this aim is to provide our students with the skills and knowledge to ensure that they are able to be confident and responsible digital citizens who are able to maximise technology whilst being aware of potential dangers so they are able to make safe choices.

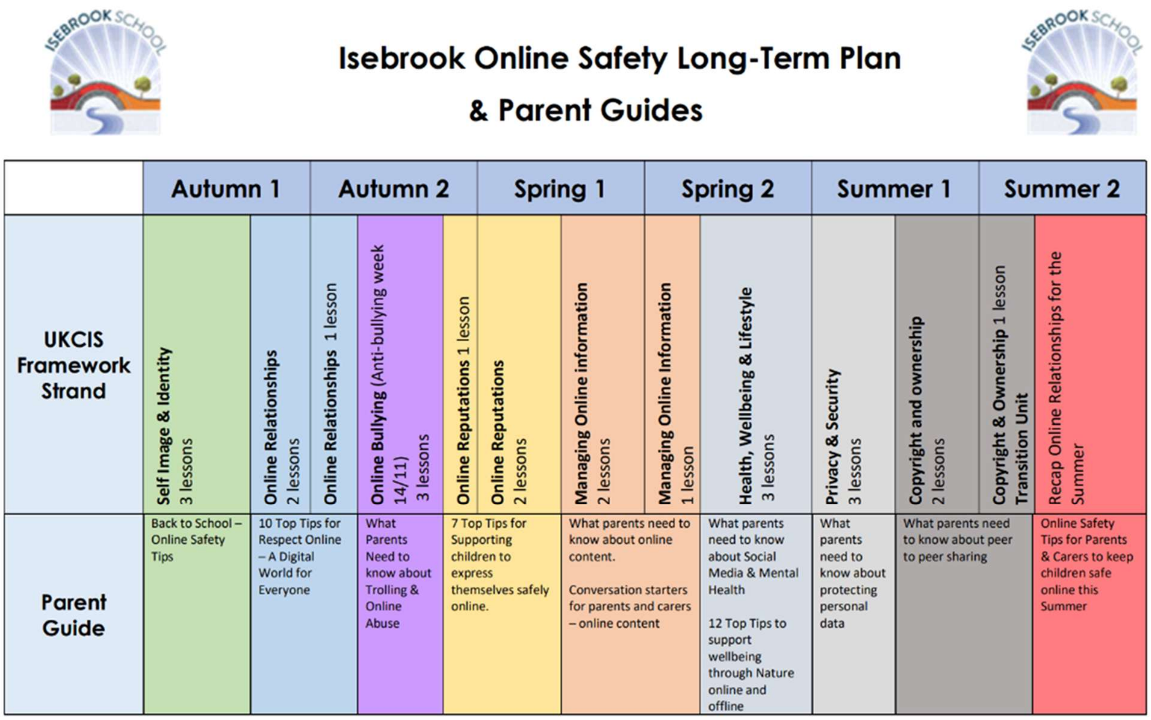
We recognise that the online world develops and changes at a great speed with new opportunities, challenges and risks appearing all the time. We stay up to date through subscriptions to organisations such as National Online Safety and training from CEOP but a main aim of our Online Safety provision is to enable our students to become critical thinkers when using technology and accessing the internet. This skill will help to prepare them to make their own, informed and safe choices when using technology independently and in the future and will help them to become responsible and safe digital citizens in a connected world.

Subject Specific Implementation

The Online Safety Curriculum is threaded through a number of curriculum subjects and is also taught discretely using a range of resources. Online Safety knowledge and skills are covered in PSHE, Preparation for Adulthood, Computing and Relationships lessons and every class also has discrete online safety lessons each term following the Long Term Plan below which ensures that we cover all areas in each of the strands in the UKCIS Framework. Teachers adapt and scaffold lessons depending on the needs of their students and use lesson resources from a range of sources including National Online Safety and Project Evolve.

Subject Impact

The Online Safety curriculum at Isebrook will equip students with the skills and knowledge to be safe and confident digital citizens. Students will feel supported and know what to do and who to talk to if they have any questions, worries and concerns around inline safety. Parents and carers will also feel well-informed and involved in the online safety education for their students, enabling them to further support students at home.



Isebrook Online Safety Long-Term Plan & Parent Guides

	Autumn 1		Autumn 2			Spring 1		Spring 2		Summer 1		Summer 2	
UKCIS Framework Strand	Self Image & Identity 3 lessons	Online Relationships 2 lessons	Online Relationships 1 lesson	Online Bullying (Anti-bullying week 14/11) 3 lessons	Online Reputations 1 lesson	Online Reputations 2 lessons	Managing Online information 2 lessons	Managing Online Information 1 lesson	Health, Wellbeing & Lifestyle 3 lessons	Privacy & Security 3 lessons	Copyright and ownership 2 lessons	Copyright & Ownership 1 lesson Transition Unit	Recap Online Relationships for the Summer
Parent Guide	Back to School – Online Safety Tips	10 Top Tips for Respect Online – A Digital World for Everyone		What Parents Need to know about Trolling & Online Abuse	7 Top Tips for Supporting children to express themselves safely online.		What parents need to know about online content. Conversation starters for parents and carers – online content		What parents need to know about Social Media & Mental Health 12 Top Tips to support wellbeing through Nature online and offline	What parents need to know about protecting personal data	What parents need to know about peer to peer sharing		Online Safety Tips for Parents & Carers to keep children safe online this Summer