



## E safety Policy and Procedures

### Introduction

This policy refers to and encompasses the use of computers, internet technologies and other forms of electronic communications by children and staff at settings run by Little Acorn. It highlights the need to educate children about the benefits and risks of using information communication technologies (ICT) and details the safeguards that are in place to enable children and staff to use ICT safely. This document also makes explicit, the conditions regarding: mobile technologies; data protection; communication; social media and cloud storage.

This policy has been written by the Trust, building on the South West Grid for Learning (SWGfL) Policy and government guidance. It has been made available to parents and staff via the school website and approved by the Governing Body.

### Schedule for Development / Monitoring / Review

This E-Safety Policy was approved by the Governing Body on	<i>January 2017</i>
The implementation of this E-Safety Policy will be monitored by the ICT Leaders / and governor with responsibility for ICT	<i>Emma Holland (SLT) Lesley Perry (Deputy Safeguarding Lead) Debra Bryant (Governor)</i>
Monitoring will take place at regular intervals	<i>Termly</i>
The Governing Body will receive a report on the implementation of the E-Safety Policy on a regular basis. This report will be generated by the monitoring group, which will include anonymous details of E-Safety incidents.	<i>Annually</i>
The E-Safety Policy will be reviewed annually or more regularly in light of any significant new developments in the use of the technologies, new threats to E-Safety or incidents that have taken place. The next anticipated review date will be	<i>Annually</i>
Should serious E-Safety incidents take place the following external persons/agencies should be informed	<i>Executive Head Teacher Deputy Designated Safeguarding Lead Chair of The Trust Police</i>

### Context and Background

#### The Technologies

ICT in the 21<sup>st</sup> Century has an all-encompassing role in the lives of children and adults. New Internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in a setting and in many cases used outside the setting by children include:

- The Internet
- Email
- Instant messaging
- Web based voice and video calling
- Online chat rooms
- Online discussion forums
- Social networking sites
- Blogs
- Podcasting
- Video broadcasting sites
- Music and video downloading
- Mobile phones with camera and video functionality
- Smart phones with email, messaging and Internet access.

### **A Whole School Approach To The Safe Use Of ICT**

We aim to create a safe ICT learning environment for pupils by supporting them to develop a strong awareness of the type of dangers that exist when using the Internet and linked technology, and proactively teaching them how to manage these.

### **Roles And Responsibilities**

The following section outlines the E-Safety roles and responsibilities of individuals and groups within the school.

#### Governors

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the governors receiving regular information about E-Safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor. The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Coordinator
- regular monitoring of E-Safety incident logs
- regular monitoring of filtering / change control logs
- reporting to the Local Governing Body

#### Executive Head Teacher And Senior Leaders

- The Executive Head Teacher has a duty of care in ensuring the safety (including E-Safety) of members of the school community, though the day-to-day responsibility for E-Safety will be delegated to the E-Safety Coordinator.

- The Executive Head Teacher and at least one other member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff – see the flowchart on dealing with E-Safety incidents included in a later section “Responding to incidents of misuse”.
- The Executive Head Teacher and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their E-Safety roles and to train other colleagues as relevant.
- The Executive Head Teacher and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in the setting who carry out the internal E-Safety monitoring role. This is to provide a safety net and also support to colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator.

### E-Safety Coordinator

The E-Safety coordinator is responsible for:

- leading the E-Safety Group
- day-to-day E-Safety issues and has a lead role in establishing and reviewing the school E-Safety policies / documents
- ensuring that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place
- providing training and advice for staff
- liaising with school technical staff
- receiving reports of E-Safety incidents and creating a log of incidents to inform future E-Safety developments
- meeting regularly with the E- Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attending relevant Governing Body meetings
- regularly reporting to the Senior Leadership Team.

### Technical staff

Technical Staff are responsible for ensuring:

- that the setting’s / technical infrastructure is secure and is not open to misuse or malicious attack.
- that the setting meets required E-Safety technical requirements and any Trust / other relevant body E-Safety Policy / guidance that may apply.

- that users may only access the networks and devices through a properly enforced password protection.
- filtering is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- 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 use of the network / Internet / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Executive Head Teacher and E-Safety Coordinator for investigation.
- that monitoring software / systems are implemented and updated.

#### Teaching and Support Staff

Are responsible for ensuring that:

- they have an up-to-date awareness of E-Safety matters and of the current school E-Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy and Agreement (AUP)
- they report any suspected misuse or problem to the Executive Head Teacher / E-Safety Coordinator for investigation / action / sanction
- all digital communications with pupils / parents / carers are 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 activities
- Pupils/children understand and follow the E-Safety Policy and Acceptable Use Policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other activities (where allowed) and implement current policies with regard to these devices
- lessons where the Internet is used are pre-planned so that pupils are 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.

#### Designated Safeguarding Lead (DSL)

The DSL should be trained in E-Safety issues and be aware of the potential for serious child protection / safeguarding 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.

### Pupils

- are responsible for using the setting’s digital technology systems in accordance with the Pupil Acceptable Use Agreement
- need to understand the requirement to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realise that the School’s E-Safety Policy covers their actions out of school if related to their membership of the school.

### 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. The setting will take every opportunity to help parents understand these issues through parents’ evenings, newsletters, letters, the school’s E-Safety website page and information about national and local E-Safety campaigns or literature. Parents and carers will be encouraged to support the school in promoting good E-Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents’ sections of the website and online pupil records
- their children’s personal devices in the school where this is allowed.

## **Policy Statements**

### Education – Pupils

The education of pupils in E-Safety is an essential part of the setting’s E-Safety provision. Children and young people need the help and support of the setting to recognise and avoid E-Safety risks and build their resilience.

E-Safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages across the curriculum. The E-Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities. It will be provided in the following ways:

- A planned E-Safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited.
- Key E-Safety messages should be reinforced as part of a planned programme of assemblies and PSHE activities.
- Pupils should be taught to be critically aware of the content they access online, in all lessons.

- Pupils should be supported to build resilience to radicalisation by having access to a safe environment for debating controversial issues and being supported to understand how they can influence and participate in decision-making.
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use of communications technologies both within and outside the setting.
- Staff should act as good role models in their use of digital technologies, the Internet and mobile devices.
- In lessons where Internet use is pre-planned, it is best practice that 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.
- Where pupils are allowed to freely search the Internet, staff should be vigilant in monitoring the content of the websites the children visit.

#### Education – Parents / Carers

Many parents and carers have only a limited understanding of E-Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring of children’s online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the Internet and may be unsure about how to respond.

The setting will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, the E-Safety page on the setting’s website
- Parent / carers E-Safety workshops
- High profile events / campaigns e.g. Safer Internet Day
- Reference to relevant websites / publications e.g. [swgfl.org.uk](http://www.swgfl.org.uk) [www.saferinternet.org.uk/](http://www.saferinternet.org.uk/)  
<http://www.childnet.com/parents-and-carers> [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

#### Education & Training – Staff / Volunteers

It is essential that all staff receive E-Safety training and understand their responsibilities as outlined in this policy. Training will be offered as follows:

- A planned programme of formal E-Safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the E-Safety training needs of all staff will be carried out regularly.
- All new staff should receive E-Safety training as part of their induction programme, ensuring that they fully understand the school’s E-Safety Policy and Acceptable Use Agreements.
- It is expected that some staff will identify E-Safety as a training need within the Performance Management / Appraisal process.

- The E-Safety Coordinator will receive regular updates through attendance at external training events e.g. from SWGfL / LA / other relevant organisations and by reviewing guidance documents released by relevant organisations.
- This E-Safety Policy and its updates will be presented to and discussed by staff in staff team meetings / INSET days.
- The E-Safety Coordinator or other nominated person will provide advice or training to individuals as required.

#### Training – Governors

Governors should take part in E-Safety training. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association or other relevant organisation e.g. SWGfL.
- Participation in school training or information sessions for staff or parents.

#### Technical – infrastructure / equipment/ filtering and monitoring

Ensure as far as is reasonably possible, that policies and procedures approved within this policy are implemented. This will include ensuring that the relevant people named in the above sections will be effective in carrying out their E-Safety responsibilities:

- Setting technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to technical systems and devices.
- Users are responsible for the security of their username and password.
- The “administrator” passwords for the school ICT system, used by the Network Manager must also be available to the Executive Head Teacher or other nominated Senior Leader and kept in a secure place e.g. school safe.
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list.
- The E-Safety Lead is responsible for termly audits of filtering logs.
- All filtering issues should be reported immediately to E-Safety Lead who will consult technical support if necessary.
- The school has provided differentiated user-level filtering whereby the staff can enter their personal SWGfL login to disable the filter for teaching materials.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.

- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software.

#### Use of digital and video images

- The setting will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:
- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the Internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the website / social media / local press.
- In accordance with guidance from the Information Commissioner’s Office, During performances, due to safeguarding/pupil safety reasons, parents/carers may take videos/digital images at an allocated time at the end of the performance for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases for protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims but must follow policies concerning the sharing, distribution and publication of those images. Such images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils’ full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Pupil’s work can only be published with the permission of the pupil and parents or carers.

#### Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive

- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject’s rights
- Secure
- Only transferred to others with adequate protection.

A Setting Personal Data Policy is available in the appendices to this document.

The setting must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the “Privacy Notice” and lawfully processed in accordance with the “Conditions for Processing”.
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data transfer / storage meets the requirements laid down by the Information Commissioner’s Office.

Staff must ensure that they:

- take care to ensure the safekeeping of personal data, minimising the risk of its loss or misuse.
- take responsibility for the security of their username and password and do not allow other users to access systems using their logon details.
- immediately report any suspicion or evidence that there has been a breach of security.
- change their passwords at regular intervals.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

#### Disposal Of Data

All information on cloud storage will be of Impact Level 0 where it is Not Protectively Marked e.g. calendar dates, extra-curricular activities, photos where permission has been given, display of work, extended services.

#### Communications

When using communication technologies the setting considers the following as good practice:

- The official email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the setting's email service to communicate with others when on site or on the setting's systems e.g. by remote access.
- Users must immediately report to the Deputy Safeguarding Leader the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, social media, chat, blogs, VLE etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems.
- Pupils should be taught about E-Safety issues such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the setting's website and only official email addresses should be used to identify members of staff.

#### Social Media - Protecting Professional Identity

The setting provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Providing training including: acceptable use; social media risks; checking of settings; data protection; reporting issues
- Clear reporting guidance including responsibilities, procedures and sanctions

- Risk assessment, including legal risk

Staff should ensure that:

- No reference is made in social media to pupils, parents / carers or staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions are not be attributed to the school or The Partnership Trust
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

When official setting social media accounts are established there should be:

- A process for approval by Senior Leaders
- Clear processes for the administration and monitoring of these accounts involving at least two members of staff
- A code of behaviour for users of the accounts including
  - Systems for reporting and dealing with abuse and misuse
  - Understanding how incidents may be dealt with under school disciplinary procedures.

Personal Use:

- Personal communications are those made via a personal social media account. In all cases, where a personal account is used which associates itself with the setting or impacts on the setting, it must be made clear that the member of staff is not communicating on behalf of the setting with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the setting are outside the scope of this policy
- Where personal use of social media in the setting is suspected and considered to be interfering with relevant duties, disciplinary action may be taken
- The setting permits reasonable and appropriate access to private social media sites.

Monitoring of Public Social Media:

- As part of active social media engagement it is considered good practice to pro-actively monitor the Internet for public postings about the school
- The school should effectively respond to social media comments made by others according to a defined policy or process

- The setting’s use of social media for professional purposes will be checked regularly by the Executive Head Teacher and Senior Leadership Team to ensure compliance with the setting’s policies.

Illegal Incidents

If there is any suspicion that the website/s concerned may contain child abuse images or if there is any other suspected illegal activity, refer to the right hand side of the flowchart in Appendix 1 for responding to E-Safety incidents and report immediately to the police.

---

This policy and procedure was adopted by the Directors on: Date     /     /  
Signed:

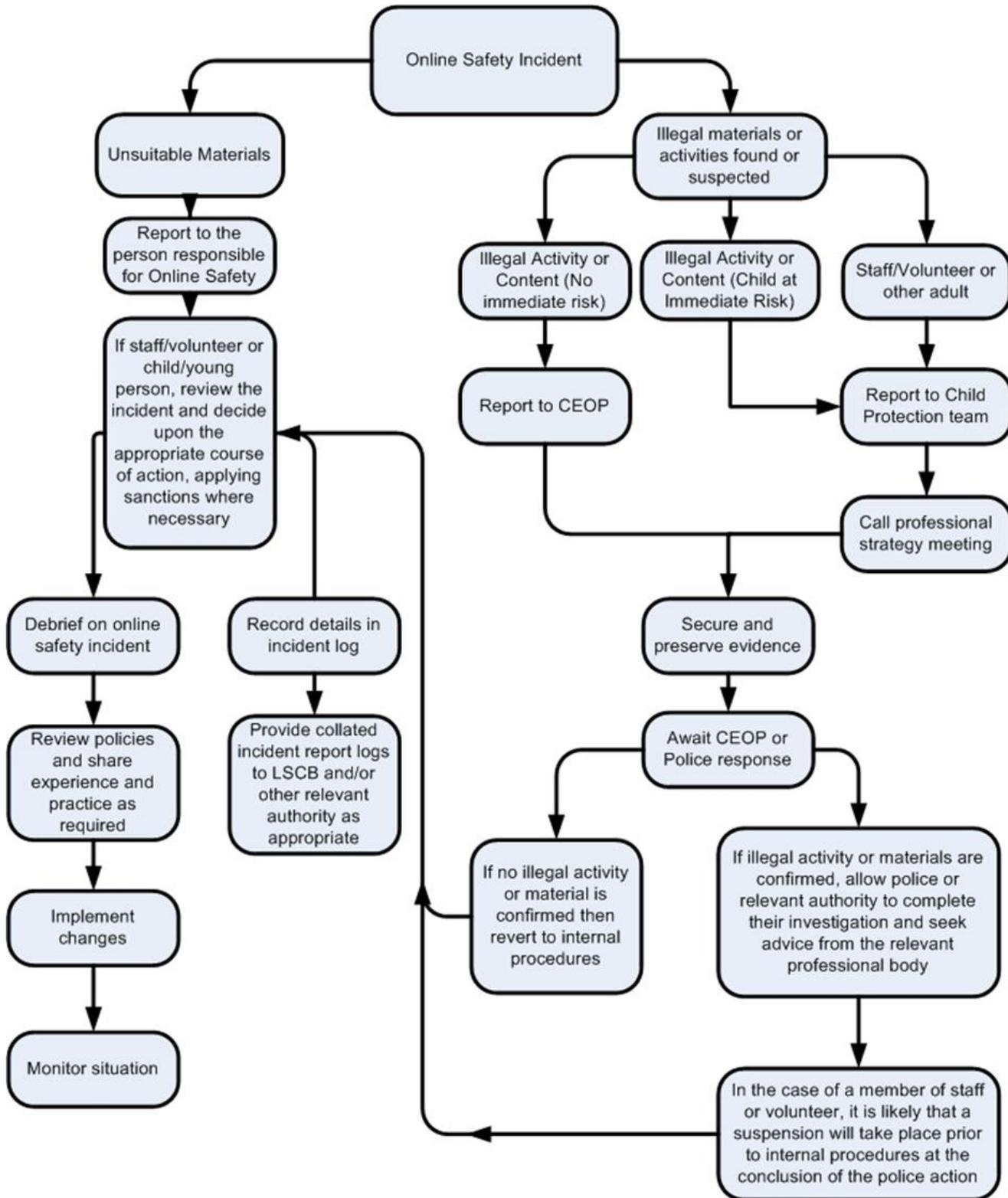
Director 1	Director 2
Signature:	Signature:
Date:	Date

This policy and procedure was published on: Date     /     /     Signed:

Author: Lesley Perry

This policy and procedure is due for revision on : Date     /

**Appendix 1 – E-Safety Reporting Flowchart**



**Appendix 2 – Record of reviewing devices / internet sites (responding to incidents of misuse)**

Group: .....  
Date: .....  
Reason for investigation: .....  
.....  
.....

**Details of first reviewing person**

Name: .....  
Position: .....  
Signature: .....

**Details of second reviewing person**

Name: .....  
Position: .....  
Signature: .....

**Name and location of computer used for review (for web sites)**

.....  
.....

**Web site(s) address / device                      Reason for concern**


**Conclusion and Action proposed or taken**