



Fen Ditton C. P. School

## E SAFETY POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
15.10.15	Oct 2017
Governor Signature:	

# E-safety Policy: Safeguarding our children

## Background to the Policy

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school:

- the ground rules we have developed in school for using the Internet and online technologies
- how these fit into the wider context of our other school policies
- the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.

Ultimately, the responsibility for setting and conveying the standards that children are expected to follow when using technology, media and information resources, is one the school shares with parents and carers. At Fen Ditton Primary School, we feel that the most successful approach lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

## The development of our safety policy involved:

- The head teacher (Mr Richard Moore)
- ICT Subject Leader (Mrs Angela Nicholls)

**It was presented to the governing body on.....and ratified on.....**

## It will be available:

- On the school website
- Via the office

## Rationale

At Fen Ditton Primary school we believe that the use of information and communication technologies in schools brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively.

The use of these exciting and innovative technology tools in school and at home has been shown to raise educational standards and promote pupil achievement. Yet at the same time we recognise that the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. E-Safety issues can also affect adults who work or are associated with the school. For example school and personal data being entered on web/social networking sites, fraudulent email traps and cyberbullying. It is impossible to eliminate risk completely. It is therefore essential, through good educational provision to manage the risk and deal with any threat to safety.

## Teaching and Learning Using Online Technologies

The internet is a part of everyday life for education, business and social interaction.

Benefits of using online technologies in education include:

- Access to world-wide educational resources
- Inclusion in the NEN connecting all UK schools and resources
- Access to experts who would otherwise be unavailable
- Access to anytime, anywhere learning
- Collaboration across schools, networks of schools and services

When using online technologies, it is essential that children understand how to behave in a safe and responsible manner and also how to react when faced with inappropriate content or situations which make them feel uncomfortable. At Fen Ditton Primary School we believe that a comprehensive programme of e-safety education is vital for developing our pupils' ability to use technologies safely. This is achieved using a combination of discrete and embedded activities drawn from a selection of appropriate materials.

Our programme for e-safety education is evidenced in lesson planning either as discrete or embedded activities. Members of staff constantly monitor pupils' use of the internet and other technologies and are able to monitor pupils' use of Edmodo (our chosen VLE) communication and publishing tools.

Messages involving Risks and Rules and Responsibilities are taught and/or reinforced as detailed in the school's AUP.

## **Technology in our School**

The school's ICT infrastructure is designed to minimise the risks associated with adult and pupil use of technology. This is provided and maintained by both E2BN and the Local Authority's Education ICT Service.

*E2BN's Protex web filtering system received full Becta accreditation in 2007 by blocking over 90% of all inappropriate material. E2BN also manage a distributed caching service which is integrated with the web filtering service.*

This helps to ensure that staff and pupils rarely encounter material which is inappropriate or offensive. If / when they do, the school's AUPs and e-safety education programme ensure that they are equipped to deal with any issues in the most appropriate way.

We recognise the benefits of pupils being accountable for their use of the school network so all of our pupils (where appropriate) have individual logins.

All members of staff have individual, password protected logins to the school network and visitors to the school can access part of the network using a generic visitor login and password.

The school's network can either be accessed using a wired or wireless connection. However, the wireless network is encrypted to the standards advised by the Local Authority and the wireless key is kept securely by the school office. School staff and pupils are **not** permitted to connect personal devices to the school's wireless network.

## **Safeguarding Our Children Online**

Fen Ditton Primary School recognizes that different users will be expected to use the school's technology systems in different ways – appropriate to their age or role in school. We acknowledge the need to:

*Equip children to deal with exposure to harmful and inappropriate content and contact, and equip parents to help their children deal with these things and parent effectively around incidences of harmful and inappropriate conduct by their children.*

*UKCCIS – June 2008*

The school has published Acceptable Use Policies and relevant sanctions which will be applied should rules be broken.

Any known or suspicious online misuse or problem will be reported to the designated E-Safety Co-ordinator for investigation/ action/ sanctions. The school will keep evidence and/or contribute to a log of any 'extreme' or 'unusual' actions that a pupil has been involved in online. This log will be used to keep track of the child's behaviours over the entire time they are at the school and will be stored alongside other incident logs. These are stored securely by the head teacher.

## **Responding to Incidents**

It is important that all members of staff – teaching and non-teaching – are aware of how to respond to if an e-safety incident occurs or they suspect a child is at risk through their use of technology. Responding to an e-safety incident in school is no different to responding to other incidents in school.

If an e-safety incident occurs Fen Ditton Primary school will follow its usual procedures for dealing with other incidents including internal sanctions and involvement of parents (for ICT, this may include the deactivation of accounts or

restricted access to systems as per the school's AUPs. Where the school suspects that an incident may constitute Child Protection issues, the usual Child Protection procedures will be followed:

### **Dealing with Incidents and Seeking Help**

If a concern is raised, refer immediately to the designated person for child protection. It is their responsibility to:

Step 1: Identify who is involved – any combination of child victim, child instigator, staff victim, or staff instigator

Step 2: Establish the kind of activity involved and whether it is illegal or inappropriate.

If you are in doubt consult the Education Child Protection Service helpline.

Step 3: Ensure that the incident is documented using the standard child protection incident logging form.

Depending on the judgements made at steps 1 and 2 the following actions should be taken

**Staff instigator** – follow the standard procedures for Managing Allegations against a member of staff. If unsure seek advice from the Local Authority Designated Officer or Education Officer.

**Staff victim** – Seek advice from your HR provider and/or Educational Child Protection Service

**Illegal activity involving a child** – refer directly to Cambridgeshire Constabulary – 0845 456 4564 – make clear that it is a child protection issue

**Inappropriate activity involving a child** – follow standard child protection procedures. If unsure seek advice from Education Child Protection Service helpline: 01223 712096

*Education Child Protection Service – June 2010*

Equally, if the incident involves or leads to an allegation against a member of staff, the school will follow the usual procedures for dealing with any allegation against a member of staff.

### **Terms used in this policy**

**AUP:** Acceptable Use

Policy.

A document detailing the way in which new or emerging technologies may/may not be used – may also list sanctions for misuse.

**Child:** Where we use the term 'child' (or its derivatives), we mean 'child or young person'; that is anyone who has not yet reached their eighteenth birthday.

**E-safety:** We use e-safety, and related terms such as 'online', 'communication technologies', and 'digital technologies' to refer to all fixed and mobile technologies that children may encounter, now and in the future, which might pose e-safety risks. We try to avoid using the term 'ICT' when talking about e-safety as this implies that it is a technical issue – which is not the case. The primary focus of e-safety is child protection: the issues should never be passed solely to technical staff to address.

**PIES:** A model for limiting e-safety risks based on a combined approach to policies, infrastructure and education, underpinned by standards and inspection.

**Safeguarding:** Safeguarding is defined (for the purposes of this document) as the process of increasing resilience to risks when using technology through a combined approach to policies and procedures, infrastructure and education, underpinned by standards and inspection. E-safety is just one aspect of a much wider safeguarding agenda within the UK, under the banner of *Every Child Matters: Change for Children*. Those with responsibility for the development and delivery of e-safety policies should embed their work within the wider safeguarding agenda, and work across services to ensure that they are delivering the best possible opportunities for the children and young people in their care.

**Schools:** For ease of reading we refer predominantly to schools within this publication, but the underlying principles can be applied equally to any setting with responsibility for educating or safeguarding children and young people.

**Users:** We use this term, and related terms such as service users and end users, to mean those people who will ultimately be bound by the provisions of an:

**AUP** – this might be pupils, staff, parents and carers, or members of the wider community, depending on provisions of your AUP or the context in which you operate.

## E-Safety Record of Concern

Name of Child			
DOB			
Date of incident/disclosure		Time	
Names of any other Staff/Children Present			
Record any disclosure from the child using their words. Use: <ul style="list-style-type: none"> <li>• Tell</li> <li>• Explain</li> <li>• Describe</li> <li>• Outline</li> </ul> To clarify/gather information <b>USE NO FURTHER QUESTIONS.</b>	Who?	What?	
	Where?	When?	
Why are you concerned about the child?			
Detail anything you have observed and when.			
Detail any websites/games/films the child discussed with you. Please include Avatar names, online friends names where known.			

What category does the disclosure best fit with?	Grooming		
	Cyberbullying		
	Misuse of Social Networking site		
	Sexting		
	Gaming		
	Underage Films		
	Misuse of Digital Camera		
	Other (please specify)		
Detail anything you have heard and when.			
Detail anything you have been told, by who and when.			
Name (Print)		Date	
Position:		Signature	

# E-Safety Record of Action

Name of e-Safety Coordinator/DSP record of concern handed to:	
Date:	
Action(s) to be taken:	
Outcomes of action:	
Name (print):	Date:
Designation:	Signature: