



Online Safety Policy



1	Summary	Online Safety			
2	Responsible person	Stephanie Crawford			
3	Accountable SLT member	Stephanie Crawford/ Lisa Traynor			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Stephanie Crawford Caroline Knight The Governors			
6	Who has been consulted and recommended policy for approval	The Governors			
7	Approved by and date	Governors September 2022			
8	Version number	2			
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2022			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



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Online safety policy

1. Purpose

The purpose of this policy is to outline the safety procedures put in place at Thorpepark Academy to control and monitor and teach how to safely use the internet across the full school community.

Development/Monitoring/Review of this Policy

This online safety policy has been developed by the Computing lead and the Thorpepark school community which is made up of:

- Headteacher/Principal and senior leaders
- Computing Coordinator
- Staff – including teachers, support staff, technical staff
- Governors

2. Scope of the Policy

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

The 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 takes place out of school.

3. Roles and Responsibilities

School Governors

School Governors are responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online Safety Governor.

The role of the Online Safety Governor will include:

- Regular meetings with the Online Safety Co-ordinator
- Regular monitoring of online safety incident logs
- Reporting to relevant Governors meeting Headteacher and Senior Leaders

The Headteacher

The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Lead. The Headteacher and School business manager should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. They will also



liaise with school technical staff via email for monitoring purposes of the breaching of the school firewall.

The Computing/ online safety lead

- Takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provides training and advice for staff
- With the assistance of the Head and Deputy, monitors reports of online safety incidents and creates a log of incidents to inform future online safety developments (CPOMS)
- Reports termly regularly with Online Safety Governor to discuss current issues, review incident logs and filtering/change control logs
- Attends/ reports termly to members of the governing body
- Reports regularly to Senior Leadership Team throughout the year regarding keeping safe online

Teaching and Support Staff

Are responsible for ensuring that:

- They have an up to date awareness of online safety matters and of the current school online safety policy and practices
- They have read, understood and signed the staff acceptable use policy
- They report any suspected misuse or problem to the Headteacher /Senior Leader/Online Safety Lead
- All digital communications with students/pupils/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
- Pupils understand and follow the Online Safety Policy and acceptable use policies
- They monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned 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

4. The Curriculum

The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The school internet access will be monitored for pupil use through use of the smoothwall and will include filtering appropriate to the age of pupils. Pupils will be taught what internet use is acceptable and what is not, and given clear objectives for its use.

Pupils will learn about computer networks including the internet and how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration.



Pupils will also be taught how to use search technologies effectively, appreciating how results are selected and ranked, and be discerning in evaluating digital content

Whilst regulation and technical solutions are very important, their use must be balanced by educating *pupils* to take a responsible approach. The education of pupils in online safety/digital literacy is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety is a focus in all areas of the curriculum and staff reinforce online safety messages across the curriculum.

The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum provided as part of Computing/PHSE/other lessons and should be regularly revisited. This is implemented across the school during Wednesday morning class assembly times (Following the schools Online Safety document)
- Key online safety messages should be reinforced as part of a planned programme of class assemblies.
- Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Where students/pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

5. Social networking and personal publishing

The school will control access to social networking sites, and consider how to educate pupils in their safe use. Newsgroups will be blocked unless a specific use is approved. Pupils will be advised never to give out personal details of any kind, which may identify them, their friends or their location. Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Staff should consider using group photographs rather than full face photos of individual children. Pupils full names will not be used anywhere on a school website or other on-line space, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. Work can only be published with the permission of the pupil and parents/carers.

6. Technical – infrastructure/equipment, filtering and monitoring

Venn Academy's IT and computing department and the school are responsible for ensuring that the school's infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:



School technical systems will be managed by Venn Academy's IT and computing department in ways that ensure that the school meets recommended technical and security requirements.

7. Education for Parents/carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the 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 school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site, Learning Platform
- Parents/carers evenings/sessions
- High profile events/campaigns e.g. Safer Internet Day
- Reference to the relevant web sites/publications on key apps used by children