



E-Safety Policy

Scope of the Policy

The Executive Headteacher and Governing Body have a legal responsibility to safeguard children and staff and this includes online activity. As such, this policy is an integral part of our Safeguarding provision. This policy applies to all members of the Emmaus Federation (including staff, pupils, volunteers and visitors) who have access to and are users of school ICT systems, both in and out of the school. The school fully appreciates the fundamental relationship between E Safety and Pupil Safeguarding and its legal obligations to safeguard all its pupils (See “Safeguarding Policy” and “Keeping Children Safe in Education” DfE, September 2022). The school also recognises that the Education and Inspections Act 2006 empowers Headteachers to regulate reasonably the behaviour of pupils when they are away from the school site. This is especially pertinent to incidents of cyberbullying, or other E-Safety incidents, which may occur away from the school premises, but are linked to membership of the school. The 2011 Education Act gave greater powers to Headteachers with regard to the searching of electronic devices and the deletion of data.

The school also understands its legal responsibilities under the Counter Terrorism and Security Act 2015, to take every effort to prevent individuals from being drawn into terrorism through the internet or by other means, and to challenge extremist ideas propagated by terrorist organisations. The school will deal with E-Safety incidents with regard to this policy and other relevant policies (Good Behaviour Policy and Anti-bullying Policy) and seek to keep parents and guardians fully informed of any E-Safety incidents or threats.

Context

Young people are increasingly using mobile phones, tablets, and computers on a daily basis. While mobile devices are a source of fun, entertainment, communication, and education we know that some adults and young people will use these technologies to harm young people. The harm might range from hurtful and abusive messages directed at them, inappropriate and harmful content, to enticing young people to engage in sexually harmful conversations, video calls, indecent image sharing or face-to-face meetings. This e-safety policy explains how we try to keep young people safe both at school and in the home. The school follows UK Council for Internet Safety and Department for Education Guidance around sexting and staff will immediately report concerns to the Designated Safeguarding Lead.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647389/Overview_of_Sexting_Guidance.pdf

Gaming networks, messaging apps and social media are the more obvious sources of inappropriate and harmful behaviour and young people cannot access these on our IT system. We will work with young people on how to maintain their own safety and how to summon help if they are concerned about what they see online. Some young people will undoubtedly be chatting through apps or social media at home and parents are encouraged to consider measures to keep their young people safe. Information on parental controls can be found at <https://www.internetmatters.org/>

The staff Code of Conduct provides further advice and guidance regarding the use of social networking and electronic communication with young people in our care.

All staff are aware of and follow the DfE guidance [Teaching online safety in school 2019](#) to ensure our children understand how to stay safe and behave online as part of existing curriculum requirements. We also make use of UKCIS [Education for a connected world framework](#)

Roles and Responsibilities

E-Safety Co-ordinator

From January 2022, the school's E-Safety Co-ordinators are Mrs Hutchinson and Ms Williams (Head of Schools).

The Governing Body

The Governing Body is responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy.

Headteacher

The Headteacher, Mrs Collett, has a duty of care for ensuring the safety (including esafety) of all members of the school community, though the day to day responsibility for e-safety is delegated to the E-Safety Co-ordinator.

E Safety Co-ordinator (Mrs Hutchinson and Ms Williams)

- takes responsibility for E-safety issues and has a leading role in establishing and reviewing the school E-safety documents
- liaises with external authorities and consultancies where necessary
- liaises with school technical staff to ensure network security
- liaises with the Deputy designated Safeguarding Lead to review reports of ESafety incidents

ICT Coordinator (Mrs Lacey and Mr Terjung)

- monitoring of the delivery of E-Safety to pupils and wider school community
- e-safety components are assessed at the end of each term
- that the school's technical infrastructure is secure on a day to day basis ' that they keep up to date with e-safety technical information and brief key staff accordingly
- Chairs the e-safety committee in conjunction with pupil and governor representatives

Designated Safeguarding Lead (Mrs Hutchinson, Ms Williams, Mrs Collett and Mrs Gray)

- are trained in e-safety issues and aware of the potential for serious child protection and/or safeguarding issues to arise from:
 - sharing of personal data ' access to illegal or inappropriate materials
 - ' inappropriate on-line contact with adults/strangers
 - potential or actual incidents of grooming
 - cyber-bullying

Teaching and Support Staff are responsible for ensuring that:

- they have read the E-Safety Policy, Keeping Children Safe in Education 2022 and signed read the Staff Handbook
- they report any suspected misuse or problems to the E-Safety Coordinator
- digital communications with all members of the Emmaus Federation community (pupils, parents, colleagues) must always be conducted on a professional level and only carried out using official school systems – e.g. Emmaus Fed Twitter site or Class Dojo
- they monitor the use of digital technologies (mobile devices, cameras etc) in lessons and other school activities and implement current policies with regard to these devices.
- Internet use in lessons is pre-planned and closely monitored to ensure pupils do not gain access to inappropriate material (possibly pornography or websites depicting violence or promoting extremist political views)

Pupils:

- are responsible for using the school's ICT systems in accordance with the guidance provided
- must report any instance of abuse, misuse or access to inappropriate materials to a member of staff
- must 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.
- must 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 & Guardians:

Parents play an important role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. This is reflected in the School's Home/School Agreement. The school will take every opportunity to help parents understand these issues through parents' E- Safety evenings, letters, website links and other means. Parents 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 through Class Dojo, Tapestry and the school Twitter account
- their children's personal devices in the school

E-Safety Policy

1. Teaching and Learning;

Internet use is an integral part of the curriculum and is a necessary tool for learning. The school has a duty to provide pupils with good quality internet access as part of their learning experience and recognises a duty to teach pupils how to evaluate internet information and to take care of, and responsibility for, their own safety and security. The purpose of internet use in schools is to raise educational standards, to promote pupil achievement, develop research skills, to support the professional work of staff and to enhance the school's management functions. Internet access is an entitlement only for those who show a responsible and mature approach to its use; the school reserves the right to withdraw it if it has concerns about the uses to which it is being put by any individual. Pupils will be taught what internet use is acceptable and what is not, and will be given clear objectives for internet use. The school will strive to ensure that copying and the subsequent use of internet derived materials by staff and pupils complies with copyright law. Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation; they will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work; and they will be taught to use age-appropriate tools to research internet content

2. Managing Information Systems

The security of the school information systems and users will be reviewed regularly by the E-Safety Co-ordinator and the ICT Coordinator

- Virus protection will be updated regularly
- Unapproved software will not be allowed in work areas or attached to e-mail
- Files held on the school's network will be regularly checked by ARK ICT Solutions
- There will be a regular review of the school's system capacity conducted by the school ICT network system - ARK ICT Solutions
- The use of user log-ins to access the school's network systems will be enforced

3. Broadband Filtering

The school's broadband access will include filtering appropriate to the age and maturity of pupils. Breaches of filtering will be reported to the E-Safety Coordinator. If the breach is such as to constitute a breach of the law, the incident will be reported to appropriate agencies such as Lincolnshire Police, Lincolnshire Safeguarding or CEOP. If staff or pupils discover unsuitable sites, the URL will be reported to the school's E-Safety Co-ordinator who will record the incident and escalate the concern as appropriate.

4. Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the Pupil's Acceptable Use policy and through our E-Safety modules taught through the Teach Computing re4source programme.

5. Personal Data

Personal data will be recorded, processed, transferred and made available in accordance with the Data Protection Act 1998.

6. Authorisation of Internet Access

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communication systems. Staff will read "Staff Acceptable Use of ICT Policy" and read the Staff Handbook before using any school ICT resources. Parents will be asked to read the school's Acceptable Use policy relating to pupil access, which pupils themselves sign. All visitors to the school site who require access to the school's network or internet access will be asked to read and sign an Acceptable Use policy. Parents will be informed that pupils will be provided with supervised internet access appropriate to their age and ability. The school will take all reasonable precautions to ensure that users access only appropriate material. However, owing to the nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from internet use. Methods to identify, assess and minimise risks will be reviewed regularly by the E Safety Co-ordinator and the ICT Coordinator.

7. Response to Incidents of Concern

All members of the school community will be informed about the procedures for reporting e-safety concerns, such as breaches of filtering, cyberbullying, accessing illegal content. The IT Co-ordinator will record all reported incidents and all actions taken on CPOMS. The Designated Safeguarding Lead will be informed of any E-Safety incidents involving Safeguarding and/or Child Protection concerns, which will then be escalated appropriately. The school will manage E-Safety incidents in accordance with school policies where appropriate. The school will inform parents and/or guardians of any incidents of concern as appropriate. Where there is a cause for concern that illegal activity has taken place then the E-Safety Co-ordinator will report the concern to the police. If the school is unsure how to proceed with any incidents of concern, then the advice of the County E-Safety Officer will be sought. Pupils and parents will be informed of the complaints procedure. Any complaint about staff misuse will be referred to the E-Safety Co-ordinator in the first instance.

8. Online bullying

Online bullying, as with all other forms of bullying, of any member of the school community will not be tolerated. The school's anti-bullying policy applies in these cases. All incidents of alleged online bullying reported to the school will be recorded on CPOMS. The school will take steps to identify and support with bullying. This may include examining school system logs, identifying and interviewing possible witnesses, contacting the service provider and, if necessary and appropriate, the police. Consequences for those involved in online bullying include all those for bullying, as well as potentially:

- Asked to remove any published material deemed to be offensive or inappropriate; ' A service provider may be contacted to remove content if the person refuses, or is unable to delete content;
- Parents/guardians will be informed;
- The police will be contacted if a criminal offence is suspected.

9. Managing Email

- All staff and pupils receive a password protected account on arrival at the school
- This should only be used for professional and educational purposes
- Staff and pupils must never communicate using personal email accounts
- All emails must be appropriate in terms of content and tone
- Detailed rules and guidance for staff on email usage can be found in the Internet Access Policy
- ' Detailed rules and guidance for pupils on email usage can be found in the same policy

10. Managing Social Media

- Teachers wishing to use social media tools with pupils as part of the curriculum should risk- assess the sites before use and check sites' terms and conditions to ensure the site is age-appropriate. If in any doubt, they should consult the School's E-Safety Co-ordinator.
- Staff must not accept current school pupils as "friends" on social media sites. Nor should they discuss the school or pupils of the school on any social media platform.
- Detailed rules and guidance for staff on social media can be found in the Staff Handbook
- The School recognises that social media sites have been used elsewhere by political extremists to radicalise and recruit young people. Our approach is detailed in the following section.

11. PREVENT: The Issue of Radicalisation

- The Counter-Terrorism and Security Act 2015, places a legal responsibility on schools to take every effort to protect members of their community from the threat of political radicalisation.

Providing a safe online environment

The federation has strong filters in place to block pupil access to inappropriate materials. Pupils are required to sign our Home/School Agreement that specifically prohibits pupils from seeking to access such sites. Internet usage is monitored by a filtering service through ARK ICT Solutions. Online-bullying is recorded on CPOMS and pastoral and/or consequences may follow if a pupil's usage breaches our rules or raises concerns. The school will also seek to block specific sites and search terms too if they appear to pose a risk to our pupils. Furthermore, pupils receive advice and instruction from teaching and pastoral staff on safe internet usage.

Staff Training and Information

The school recognises that it has a responsibility to provide INSET to staff on the issue of radicalisation to ensure that they remain vigilant and informed on the issue. It will also ensure staff are aware of how to respond appropriately if concerned about the possible radicalisation of a pupil.

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- The school will vigorously promote fundamental values such as fairness, democracy, tolerance and the rule of law through its PSHE/RSHE curriculum, assemblies, the wider curriculum and all other daily interactions between pupils and staff.

Contacts and Resources

- Government advice to schools on this issue can be accessed here: '<https://www.gov.uk/government/publications/preventing-extremism-inschools-and-childrens-services>
- The Government also provides contact details for alerting authorities to suspected terrorist activity. These include the the Lincolnshire Prevent team (Lincolnshire Police, Prevent Officer 01522 558304 CTP-EM-Prevent@lincs.pnn.police.uk or LCC, Prevent Lead prevent@lincolnshire.gov.uk)

12. Mobile Phones and Other Electronic devices

- Detailed rules and guidance for staff on mobile phones and electronic devices can be found in the Staff Handbook
- However, Staff must not give their mobile phone numbers to pupils or seek to contact pupils by SMS “text” messaging

E-Safety Contacts and References

Please also refer to the schools Safeguarding Policy

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

Childline: www.childline.org.uk

Childnet: www.childnet.com

Click Clever Click Safe Campaign: <http://clickcleverclicksafe.direct.gov.uk>

Cybermentors: www.cybermentors.org.uk

Digizen: www.digizen.org.uk

EIS - ICT Support for Schools and ICT Security Advice: www.eiskent.co.uk

Internet Watch Foundation (IWF): www.iwf.org.uk

Kidsmart: www.kidsmart.org.uk

Teach Today: <http://en.teachtoday.eu>

Think U Know website: www.thinkuknow.co.uk

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com

Acceptable Use Agreement:

Pupils

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.

- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with others is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.

September 2022

Signed.....

Mrs CV Collett

Executive Headteacher

Signed.....

Mrs J Powell

Chair of Governors