Kingsland CE Primary School

E-Safety Policy

Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

December 2023

Herefordshire Council

NHS Herefordshire

Working together for the people of Herefordshire

Kingsland CE Primary School

E-Safety Policy

This policy was positively reviewed by Herefordshire Council in October 2018.

Date for full implement: December 2023

Review Date: December 2025

Introduction

This Primary School E-Safety Policy Template is intended to help schools produce a suitable E-Safety policy document which will consider all current and relevant issues, in a whole school context, linking with other relevant policies, such as the Safeguarding, Behaviour and Anti-Bullying policies.

National guidance suggests that it is essential for schools to take a leading role in e-safety. Previous Government advice from Becta in its "Safeguarding Children in a Digital World" suggested:

> "That schools support parents in understanding the issues and risks associated with children's use of digital technologies. Furthermore, Becta recommended that all schools have acceptable use policies, and ensure that parents are aware of the procedures for e-safety within the school. Recognising the growing trend for home-school links and extended school activities, Becta recommended that schools take an active role in providing information and guidance for parents on promoting e-safety messages in home use of ICT, too."

The Byron Review "Safer Children in a Digital World" stressed the role of schools:

> "One of the strongest messages I have received during my review was about the role that schools and other services for children and families have to play in equipping children and their parents to stay safe online. To empower children and raise the skills of parents, I make recommendations to Government in the following areas: delivering e-safety through the curriculum, providing teachers and the wider children's workforce with the skills and knowledge they need, reaching children and families through Extended Schools and taking steps to ensure that Ofsted holds the system to account on the quality of delivery in this area."

Schools are expected, by Ofsted, to evaluate their level of e-safety (for example using the SEF or similar tool) and are now subject to an increased level of scrutiny during school inspections. Many schools are opting to gain recognition for the quality of their ICT provision through ICT Mark accreditation. The ICTMark Self Review Framework (SRF) contains a number of aspects regarding the school's e-safety policies and provision.

Background and rationale

The potential that technology has to impact on the lives of all citizens increases year on year. This is probably even more true for children, who are generally much more open to developing technologies than many adults. In many areas, technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue.

While developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- 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 social and emotional development and learning.

This policy sets out how we strive to keep children safe with technology while they are in school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures we put in place to keep them safe) and so this policy also sets out how we educate children of the potential risks. We also explain how we attempt to inform those people who work with our children beyond the school environment (parents, friends and the wider community) to be aware and to assist in this process.

Our school's e-safety policy has been written from a template provided by Herefordshire Council's Learning and Achievement Service which has itself been derived from that provided by the South West Grid for Learning.

As a Church of England School, we are particularly aware of the potential that anything can have for good or for evil. This Policy aims to ensure that ICT is used in our school to promote positive learning and attitudes and that it is never a tool for cruelty or harm to anyone in our school community.

Section A - Policy and leadership

This section begins with an outline of the **key people responsible** for developing our E-Safety Policy and keeping everyone safe with ICT. It also outlines the core responsibilities of all users of ICT in our school.

It goes on to explain **how we maintain our policy** and then to outline **how we try to remain safe while using different aspects of ICT**

A.1.1 Responsibilities: The Resources Committee

Our school has a Resources Committee. It meets on an termly basis in the to:

- *Review and monitor this e-safety policy.*
- *Consider any issues relating to school filtering (see section B.2.1 of this policy)*
- *Discuss any e-safety issues that have arisen and how they should be dealt with.*

Issues that arise are referred to other school bodies as appropriate and when necessary to bodies outside the school such as the Herefordshire Safeguarding Children Board (HSCB).

A.1.2 Responsibilities: e-safety coordinator

Our e-safety coordinator is the person responsible to the head teacher and governors for the day to day issues relating to e-safety. The e-safety coordinator:

- *leads the e-safety committee / discussions on e-safety with the Worship Team representatives*
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- meets regularly *(agree timeframe)* with e-safety governor to discuss current issues, review incident logs and filtering change control logs
- attends Health and Safety Meetings
- reports regularly to Senior Leadership Team
- receives appropriate training and support to fulfil their role effectively
- *has responsibility for blocking / unblocking internet sites in the school's filtering system / passing on requests for blocking / un blocking to the ICT Helpdesk (see section B.2.1)*

A.1.3 Responsibilities: governors

Our governors are responsible for the approval of this policy and for reviewing its effectiveness. This will be carried out by the Resources committee 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 which involves:

- *regular meetings with the E-Safety Co-ordinator with an agenda based on:*
    - *monitoring of e-safety incident logs*
    - *monitoring of filtering change control logs*
    - *reporting to relevant Governors committee / meeting*

A.1.4 Responsibilities: head teacher

- The head teacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety is delegated to the E-Safety Co-ordinator
- The head teacher and another member of the senior management 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 flow chart on dealing with e-safety incidents – included in section 2.6 below and relevant Local Authority HR / disciplinary procedures)

A.1.5 Responsibilities: classroom-based staff

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 school's Acceptable Use Policy for staff (see appendix 1)
- they report any suspected misuse or problem to the E-Safety Co-ordinator
- digital communications with students (email) should be on a professional level and only carried out using official school systems (see A.3.5)
- e-safety issues are embedded in the curriculum and other school activities (see section C)

A.1.6 Responsibilities: ICT technician

The ICT Technician is responsible for ensuring that:

- the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- the school meets the e-safety technical requirements outlined in section B.2.2 of this policy (and any relevant Local Authority E-Safety Policy and guidance.
- users may only access the school's networks through a properly enforced password protection policy as outlined in section B.1 of this policy
- shortcomings in the infrastructure are reported to the ICT coordinator or head teacher so that appropriate action may be taken.

A.2.1 Policy development, monitoring and review

This e-safety policy has been developed (from a template provided by Herefordshire Council) by a working group made up of:

- *School E-Safety Coordinator / ICT Co-ordinator*
- *Head teacher*

- *Teachers*
- *Support Staff*
- *Governors (especially the e-safety governor)*
- *Parent*
- *Pupils*

Consultation with the whole school community has taken place through the following:

- *Staff meetings*
- *Governors' Health and Safety Committee*
- *Wigmore Technical staff*

E-Safety Co-ordinator: Stewart Debenham

Governor with responsibility for E-Safety: Ed Wallington

Schedule for development / monitoring / review of this policy

This e-safety policy was approved by the governing body on:	*June 2018*
The implementation of this e-safety policy will be monitored by the:	*The e-safety committee under the direction of the e-safety coordinator*
Monitoring will take place at regular intervals:	*Termly*
The governing body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	*Annually in the Autumn Term*
The e-safety policy will be reviewed every two years, or more regularly in the 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:	Every two years
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	*Hereford Safeguarding Children Board e-safety representative* *Herefordshire Police*

A.2.2 Policy Scope

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

The Education and Inspections Act 2006 empowers head teachers, 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 cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

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 e-safety behaviour that take place out of school.

A.2.3 Acceptable Use Policies

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy. Members of staff and community users will be expected to sign before being given access to school systems.

Acceptable use policies are provided in Appendix 1 of this policy for:

- Staff (and volunteers)
- Parents / carers (including permissions to use pupil images / work and to use ICT systems)
- Community users of the school's ICT system

Acceptable use policies are amended accordingly in the light of new developments and discussions with the children which take place at the time.

Staff and volunteers sign when they take up their role in school and in the future if significant changes are made to the policy

The parents' will sign permission for use of their child's image (still or moving) by the school and permission to publish their work.

Community users sign when they first request access to the school's ICT system.

Induction policies for all members of the school community include this guidance.

A.2.4 Self Evaluation

Evaluation of e-safety is an on-going process and links to other self-evaluation tools used in school in particular to pre Ofsted evaluations along the lines of the Self Evaluation Form (SEF). The views and opinions of all stakeholders (pupils, parent, teachers …) are taken into account as a part of this process.

A.2.5 Whole School approach and links to other policies

This policy has strong links to other school policies as follows:

Core ICT policies

Computing Policy	Found within the Curriculum Policy
E-Safety Policy	How we strive to ensure that all individuals in school stay safe while using ICT. The e-safety policy constitutes a part of the ICT policy.

Other policies relating to e-safety

Anti-bullying	How our school strives to illuminate bullying – link to cyber bullying
Safeguarding	Safeguarding children electronically is an important aspect of E-Safety. The e-safety policy forms a part of the school's safeguarding policy
Behaviour	Linking to positive strategies for encouraging e-safety and sanctions for disregarding it.

A.2.6 Illegal or inappropriate activities and related sanctions

The school believes that the activities listed below are inappropriate in a school context **(those in bold are illegal)** and that users should not engage in these activities when using school equipment or systems (in or out of school).

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- **child sexual abuse images (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**
- **criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred
- threatening behaviour, including promotion of physical violence or mental harm

- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Additionally, the following activities are also considered unacceptable on ICT kit provided by the school:

- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Herefordshire Council and / or the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (eg: financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high-volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- On-line gambling and non-educational gaming
- On-line shopping / commerce
- Use of social networking sites (other than in the school's learning platform or sites otherwise permitted by the school)

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (see above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. Please see Appendix 2.

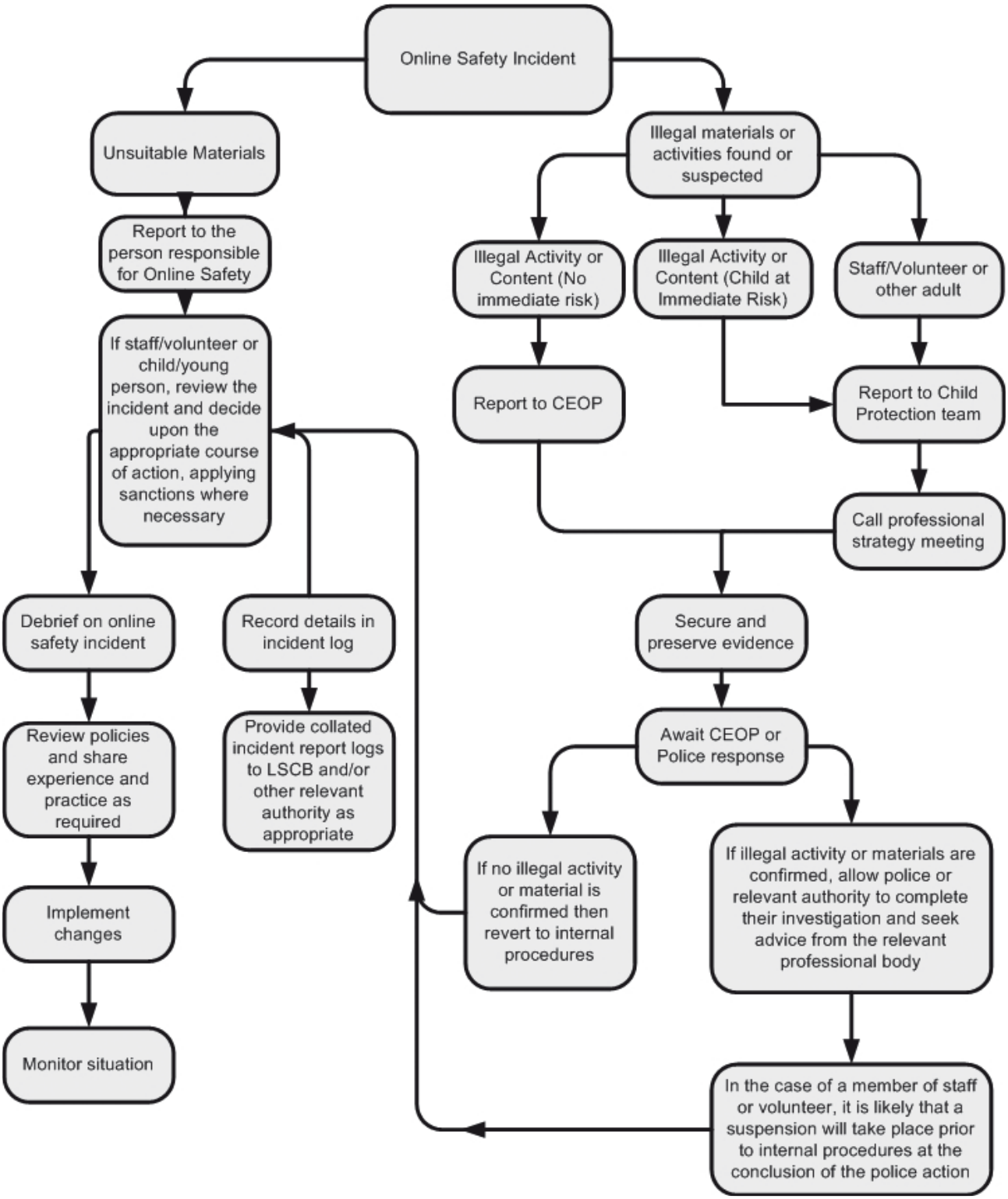
It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures

A.2.7 Reporting of e-safety breaches

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

Particular care should be taken if any apparent or actual misuse appears to involve illegal activity listed in section A.2.6 of this policy.

All data breaches are recorded on the Data Breach Record in accordance with the school's Data Protection Policy.


Online Safety Incident
Unsuitable Materials
Report to the person responsible for Online Safety
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Debrief on online safety incident
Review policies and share experience and practice as required
Implement changes
Monitor situation
Record details in incident log
Provide collated incident report logs to LSCB and/or other relevant authority as appropriate
Illegal materials or activities found or suspected
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Secure and preserve evidence
Await CEOP or Police response
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

A.3.1 Use of hand held technology (personal phones and hand held devices)

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:
    - Personal hand held devices will be used in lesson time only in an emergency or extreme circumstances
    - Personally owned mobile phones cannot be used when in the presence of children on school premises. An urgent call should be made in an area where it cannot be heard or seen by pupils, ideally in the school office, and never in an EYFS setting.
    - A school mobile phone is available for all professional use (for example when engaging in off-site activities) and members of staff should not use their personal device for school purposes except in an emergency.
- Pupils are not permitted to use their personal hand held devices in school.
- A number of such devices are available in school (e.g. ActivExpression, ActiVote, IPod) and are used by children as considered appropriate by members of staff.

	Staff / adults				Pupils			
Personal hand held technology	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Mobile phones may be brought to school	✓					✓		
Use of mobile phones in lessons		✓						✓
Use of mobile phones in social time	✓							✓
Taking photos on personal phones				✓				✓
Use of hand held devices e.g. PDAs, gaming consoles				✓				✓

A.3.2 Use of communication technologies

A.3.2a - Email

Access to email is provided for all users in school via the intranet page accessible via the web browser from their desktop.

These official school email services may be regarded as safe and secure, and are monitored.

- Staff and pupils should use only the school email services to communicate with others when in school, or on school systems (eg by remote access).
- Users need to be aware that email communications may be monitored

- Pupils normally use only a class email account to communicate with people outside school and with the permission / guidance of their class teacher. Pupils have access to an individual email account for communication within school.
- A structured education programme is delivered to pupils which helps them to be aware of the dangers of and good practices associated with the use of email (see section C of this policy)
- Staff may only access personal email accounts on school systems for emergency or extraordinary purposes (these may be blocked by filtering).
- Users must immediately report, to their class teacher / e-safety coordinator – in accordance with the school policy (see sections A.2.6 and A.2.7 of this policy), the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.

	Staff / adults				Pupils			
Use of Email	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Use of personal email accounts in school / on school network		✓						✓
Use of school email for personal emails				✓				✓

A.3.2b - Social networking (including chat, instant messaging, blogging etc)

	Staff / adults				Pupils			
Use of social networking tools	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Use of non-educational chat rooms etc.				✓				✓
Use of non-educational instant messaging				✓				✓
Use of non-educational social networking sites				✓				✓
Use of non-educational blogs				✓				✓

A.3.3 Use of digital and video images

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. (See section C). In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Members of staff are allowed to take digital still and video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission

See also the following section (A.3.4) for guidance on publication of photographs

A.3.4 Use of web-based publication tools

A.3.4a - Website (and other public facing communications)

Our school uses the public facing website (www.kingslandceprimary.com) for sharing information with the community beyond our school. This includes, from time-to-time celebrating work and achievements of children. All users are required to consider good practice when publishing content.

- Personal information should not be posted on the school website and only official email addresses (provided as links rather than appearing directly on the site) should be used to identify members of staff (never pupils).
- Only pupil's first names are used on the website, and only then when necessary.
- Detailed calendars are not published on the school website.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with the following good practice guidance on the use of such images:
    - pupils' full names will not be used anywhere on a website or blog, and never in association with photographs
    - images that can easily be reedited are not posted in public areas
    - Written permission from parents or carers will be obtained before photographs of pupils are published on the school website (see section A.2.3 and Appendix 1)
- Pupil's work can only be published with the permission of the pupil and parents or carers. (see section A.2.3 and Appendix 1)

A.3.5 Professional standards for staff communication

In all aspects of their work in our school teachers abide by the broad **Professional standards for teachers** laid down by the TDA. Teachers translate these standards appropriately for all matters relating to e-safety.

Any digital communication between staff and pupils or parents / carers (email, chat etc.) must be professional in tone and content.

- These communications may only take place on official (monitored) school systems.
- Personal email addresses, text messaging or public chat / social networking technology must not be used for these communications.

Staff constantly monitor and evaluate developing technologies, balancing risks and benefits, and consider how appropriate these are for learning and teaching. These evaluations help inform policy and develop practice.

The views and experiences of pupils are used to inform this process also.

Section B. Infrastructure

B.1 Password security

This is dealt with in detail in the Herefordshire Local Authority ***E-security Policy***. Please see that document for more information.

Teachers frequently discuss issues relating to password security and how it relates to staying safe in and out of school (see section C of this policy)

B.2.1 Filtering

B.2.1a - Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

As a school we shall ensure that we buy broadband services for a provider whose filtering service is secure and well managed.

B.2.1b - Responsibilities

The day-to-day responsibility for the management of the school's filtering policy is held by the **e-safety coordinator** (with ultimate responsibility resting with the **head teacher and governors**). They manage the school filtering, in line with this policy and keep logs of changes to and breaches of the filtering system.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the standard Herefordshire school filtering service must:

- be logged
- be reported to a second responsible person (the head teacher / ICT coordinator [if they are not also the e-safety coordinator] / e-safety governor) within the time frame stated in section A.1.3 of this policy
- be authorised by a second responsible person prior to changes being made (this will normally be the class teacher who originally made the request for the change).

All users have a responsibility to report immediately to class teachers / e-safety coordinator any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should be filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

B.2.1c - Education / training / awareness

Pupils are made aware of the importance of filtering systems through the school's e-safety education programme (see section C of this policy).

Staff users will be made aware of the filtering systems through:

- signing the AUP (a part of their induction process)
- briefing in staff meetings, training days, memos etc. (from time to time and on-going).

Parents will be informed of the school's filtering policy through this E-Safety policy.

B.2.1d - Changes to the filtering system

Where a member of staff requires access to a website for use at school that is blocked, the process to unblock is as follows:

- The teacher makes the request to the school e-safety coordinator.
- The e-safety coordinator checks the website content to ensure that it is appropriate for use in school. The E-safety coordinator will liaise with Wigmore technicians in order to change filtering.
- If agreement is reached, the e-safety coordinator logs the request with Wigmore technicians (we receive broadband services via Wigmore technicians who provided us with a portal with for local filtering changes). The process involves logging in, selecting the profile to edit (staff or pupils) then adding a site into the Allow list or Block list. Changes are reflected in about 5 minutes. We can also manage a keyword list to block searches on specific words.

OR

- If agreement is reached the e-safety coordinator unblocks the site and logs the action in the log to be reported as described above

The e-safety coordinator applies a rigorous policy for approving / rejecting filtering requests. This can be found in Appendix 3 but the core of this should be based on the site's content:

- The site promotes equal and just representations of racial, gender, and religious issues.
- The site does not contain inappropriate content such as pornography, abuse, racial hatred and terrorism.
- The site does not link to other sites which may be harmful / unsuitable for pupils.

B.2.1e - Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment. Monitoring takes place as follows:

- Audit logs of internet activity (at whole school level) are requested of the Herefordshire ICT Schools Helpdesk periodically (options 1 and 2a of the filtering choices offered to schools)
- Audit logs of internet activity (at whole school level) are generated in school by the e-safety coordinator at regular intervals and when requested (options 2b and 2c of the filtering choices offered to schools)
- Audit logs of internet activity (at user level) are requested of the Herefordshire ICT Schools Helpdesk periodically (option 3a of the filtering choices offered to schools)
- Audit logs of internet activity (at user level) are generated in school by the e-safety coordinator at regular intervals and when requested (options 3b and 3c of the filtering choices offered to schools)

B.2.1f - Audit / reporting

Logs of filtering change controls and of filtering incidents are made available to

- the e-safety governor within the timeframe stated in section A.1.3 of this policy
- the e-safety committee (see A.1.1)
- the Herefordshire Safeguarding Children Board (HSCB) on request

This filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

B.2.2 Technical security

This is dealt with in detail in our Local Authority ***E-security Policy***. Please see that document for more information.

B.2.3 Personal data security (and transfer)

This is dealt with in detail in our schools ***E-security Policy***. Please see that document for more information.

Teachers frequently discuss issues relating to data security and how it relates to staying safe in and out of school (see section C of this policy)

Section C. Education

C.1.1 E-safety education

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 e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. This is particularly important for helping children to stay safe out of school where technical support and filtering may not be available to them.

This policy is formulated in conjunction with Teaching Online Safety in Schools 2023.

E-Safety education will be provided in the following ways:

- A planned e-safety programme should be provided as part of ICT, PHSE and other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- We use the resources on CEOP's Think U Know site as a basis for our e-safety education http://www.thinkuknow.co.uk/teachers/resources/ (Hector's World at KS1 and Cyber Café at KS2)
- Learning opportunities for e-safety are built into the NCE Teach Computing schemes of work.
- Key e-safety messages should be reinforced through further input via assemblies and pastoral activities as well as informal conversations when the opportunity arises.
- Pupils should be helped to understand the need for the pupil AUP (see Appendix 1) and encouraged to adopt safe and responsible use of ICT both within and outside school.
- 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, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.

C.1.2 Information literacy

- Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information by employing techniques such as:
    - Checking the likely validity of the URL (web address)
    - Cross checking references (can they find the same information on other sites)
    - Checking the pedigree of the compilers / owners of the website

- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils are taught how to make best use of internet search engines to arrive at the information they require
- We use the resources on CEOP's Think U Know site as a basis for our e-safety education http://www.thinkuknow.co.uk/teachers/resources/ (Hector's World at KS1 and Cyber Café at KS2)

C.1.3 The contribution of the children to e-learning strategy

It is our general school policy to require children to play a leading role in shaping the way our school operates and this is very much the case with our e-learning strategy. Children often use technology out of school in ways that we do not in school and members of staff are always keen to hear of children's experiences and how they feel the technology, especially rapidly developing technology (such as mobile devices) could be helpful in their learning.

Pupils play a part in monitoring this policy (see section A.1.1)

C.2 Staff training

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:

- An audit of the e-safety training needs of all staff will be carried out regularly.
- It is expected that some staff will identify e-safety as a training need within the performance management process.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and acceptable use policies which are signed as part of their induction
- The E-Safety Coordinator will receive regular updates through attendance at local authority or other information / training sessions and by reviewing guidance documents released by the DfE, local authority, the HSCB and others.
- All teaching staff have been involved in the creation of this e-safety policy and are therefore aware of its content
- The E-Safety Coordinator will provide advice, guidance and training as required to individuals as required on an ongoing basis.
- External support for training is often sought from Herefordshire's Learning and Achievement Service ICT consultants and from the HSCB

C.3 Governor training

Governors should take part in e-safety awareness sessions, with particular importance for those who are members of any subcommittee or group involved in ICT, e-safety, health and safety or child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority (Governor Services or Learning and Achievement Service), National Governors Association or other bodies.
- Participation in school training / information sessions for staff or parents

The e-safety governor works closely with the e-safety coordinator and reports back to the full governing body (see section A.1.3)

C.4 Parent and carer awareness raising

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 and regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

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

- *Letters, newsletters, website*

Appendix 1 – Acceptable use policy agreement templates

This will form part of the induction process when children move to a new class. This will be displayed in the classroom.

Appendix 1a – Acceptable use policy agreement – pupil (KS1)

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computer
- I will only use activities that an adult says are OK.
- I will take care of the computer and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

Appendix 1b – Acceptable use policy agreement – pupil (KS2)

This will form part of the induction process when children move to a new class. This will be displayed in the classroom.

For my own personal safety:

- I understand that my use of technology (especially when I use the internet) will be supervised and monitored.
- I understand that my use of the internet will be monitored
- I will keep my password safe and will not use anyone else's (even with their permission)
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others,
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my own personal ICT device if I have permission and then I will use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school safe (such as filtering of the internet).
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes on ICT devices belonging to the school unless I have permission.
- I will only use social networking, gaming and chat through the sites the school allows

Appendix 1c - Acceptable use policy agreement – staff & volunteer

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (laptops, email, etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school in the e-safety policy.
- I will not disclose my username or password to anyone else, nor will I try to use anyone else's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital images. I will not use my personal equipment to record these images. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured. (see section A.3.3 of the e-safety policy)
- I will only use chat and social networking sites in school in accordance with the school's policies. (see section A.3.2 of the e-safety policy)
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (see sections A.3.1 and A.3.2 of the e-safety policy))
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will only use my personal mobile ICT devices as agreed in the e-safety policy (see section A.3.1) and then in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems except in an emergency (A.3.2).
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

- I will ensure that my data is regularly backed up, in accordance with relevant school policies (see e-security policy).
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (see e-security policy). Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police (see section A.2.6).

I have read and understand the above and agree to use the school ICT systems (both in and out of school) within these guidelines.

Staff / volunteer Name:	
Signed:	
Date:	

Appendix 1d - Acceptable use policy agreement – community user

You have asked to make use of our school's ICT facilities. Before we can give you a log-in to our system we need you to agree to this acceptable use policy.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, of which I become aware, to a member of the school's staff.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, except with the specific approval of the school.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) within these guidelines. I understand that failure to comply with this agreement will result in my access to the school's ICT system being withdrawn.

Community user Name:	
Signed:	
Date:	

Appendix 2 - Guidance for Reviewing Internet Sites

This guidance is intended for use when the school needs to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might typically include cyber-bullying, harassment, anti-social behaviour and deception. These may appear in emails, texts, social networking sites, messaging sites, gaming sites or blogs etc.

Do not follow this procedure if you suspect that the web site(s) concerned may contain child abuse images. If this is the case please refer to the Flowchart for responding to online safety incidents and report immediately to the police. Please follow all steps in this procedure:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following
    - Internal response or discipline procedures
    - Involvement by Local Authority or national / local organisation (as relevant).
    - Police involvement and/or action
- If content being reviewed includes images of Child abuse3 then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
    - incidents of ‘grooming’ behaviour
    - the sending of obscene materials to a child
    - Isolate the computer in question as best you can. Any change to its state may affect a later police investigation.
- It is important that all of the above steps are taken as they will provide an evidence trail for the group, possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

Sample documents for recording the review of and action arriving from the review of potentially harmful websites can be found in the PDF version of the SWGfL template e-safety policy (pages 36-38):
http://www.swgfl.org.uk/Files/Documents/esp_template_pdf

Appendix 3 – Criteria for website filtering

A. ORIGIN - What is the website's origin?

- The organisation providing the site is clearly indicated.
- There is information about the site's authors (about us, our objectives, etc.)
- There is a contact for further information and questions concerning the site's information and content.

B. DESIGN - Is the website well designed? Is it / does it:

- appealing to its intended audience (colours, graphics, layout)?
- easy to navigate through the site - links are clearly marked etc?
- have working links?
- Have inappropriate adverts?

C. CONTENT - Is the website's content meaningful in terms of its educational value?

- The site is free of spelling mistakes, grammatical errors, syntax errors, or typos.
- The site promotes equal and just representations of racial, gender, and religious issues.
- The site does not contain inappropriate content such as pornography, abuse, racial hatred and terrorism.
- The site does not link to other sites which may be harmful / unsuitable for the pupils
- Is the website current?

D. ACCESSIBILITY - Is the website accessible?

- Loads quickly?
- Does the site require registration or passwords to access it?
- The site does not require usage fees to be paid.

Appendix 4 - Supporting resources and links

The following links may help those who are developing or reviewing a school e-safety policy.

General

South West Grid for Learning "SWGfL Safe" http://www.swgfl.org.uk/safety/default.asp

Child Exploitation and Online Protection Centre (CEOP) http://www.ceop.gov.uk/

ThinkUKnow http://www.thinkuknow.co.uk/

ChildNet http://www.childnet-int.org/

InSafe http://www.saferinternet.org/ww/en/pub/insafe/index.htm

Byron Review ("Safer Children in a Digital World") http://www.dcsf.gov.uk/byronreview/

Becta – various useful resources now archived
http://webarchive.nationalarchives.gov.uk/20101102103654/http:/www.becta.org.uk

London Grid for Learning http://cms.lgfl.net/web/lgfl/365

Kent NGfL http://www.kented.org.uk/ngfl/ict/safety.htm

Northern Grid http://www.northerngrid.org/ngflwebsite/esafety_server/home.asp

National Education Network NEN E-Safety Audit Tool: http://www.nen.gov.uk/hot_topic/13/nen-e-safety-audit-tool.html

WMNet – www.wmnet.org.uk

NCEE Teach Computing - https://teachcomputing.org/

Cyber Bullying

DCSF - Cyberbullying guidance

http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DCSF-00658-2007

Teachernet http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyberbullying/

Teachernet "Safe to Learn – embedding anti-bullying work in schools"

http://www.teachers.gov.uk/wholeschool/behaviour/tacklingbullying/safetolearn/

Anti-Bullying Network - http://www.antibullying.net/cyberbullying1.htm

Cyberbullying.org - http://www.cyberbullying.org/

East Sussex Council – Cyberbullying - A Guide for Schools:

https://czone.eastsussex.gov.uk/supportingchildren/healthwelfare/bullying/Pages/eastsussexandnationalguidance.aspx

Social networking

Home Office Task Force - Social Networking Guidance -

http://police.homeoffice.gov.uk/operational-policing/crime-disorder/child-protection-taskforce

Digizen – "Young People and Social Networking Services": http://www.digizen.org.uk/socialnetworking/

Ofcom Report:

http://www.ofcom.org.uk/advice/media_literacy/medlitpub/medlitpubrss/socialnetworking/summary/

Data protection and information handling

Information Commissioners Office - Data Protection:

http://www.ico.gov.uk/Home/what_we_cover/data_protection.aspx

See also Becta (archived) resources above

Parents' guide to new technologies and social networking

http://www.iab.ie/

Links to other resource providers

SWGfL has produced a wide range of information leaflets and teaching resources, including films and video clips – for parents and school staff. A comprehensive list of these resources (and those available from other organisations) is available on the "SWGfL Safe" website: http://www.swgfl.org.uk/staying-safe

BBC Chatguides: http://www.bbc.co.uk/chatguide/index.shtml

Kidsmart: http://www.kidsmart.org.uk/default.aspx

Know It All - http://www.childnet-int.org/kia/

Cybersmart - http://www.cybersmartcurriculum.org/home/

NCH - http://www.stoptextbully.com/

Chatdanger - http://www.chatdanger.com/

Internet Watch Foundation: http://www.iwf.org.uk/media/literature.htm

Digizen – cyber-bullying films: http://www.digizen.org/cyberbullying/film.aspx

London Grid for Learning: http://cms.lgfl.net/web/lgfl/safety/resources

Appendix 5 - Glossary of terms

AUP	Acceptable Use Policy – see templates earlier in this document
Becta	British Educational Communications and Technology Agency (former government agency which promoted the use of information and communications technology – materials and resources are still used)
CEOP	Child Exploitation and Online Protection Centre (part of UK Police), dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
DfE	Department for Education
FOSI	Family Online Safety Institute
HSCB	Herefordshire Safeguarding Children Board (the local safeguarding board)
ICT	Information and Communications Technology
ICT Mark	Quality standard for schools
ICT Services	Herefordshire ICT Services - provide broadband services and ICT support to Herefordshire schools
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
IWF	Internet Watch Foundation
JANET	Provides the broadband backbone structure for Higher Education and for the National Education Network and RBCs.
KS1	KS1 = years 1 and 2 (ages 5 to 7) KS2 = years 2 to 6 (age 7 to 11)
LA	Local Authority
LAN	Local Area Network
LSCB	Local Safeguarding Children Board
MIS	Management Information System
NEN	National Education Network – works with the Regional Broadband Consortia (eg WMNet) to provide the safe broadband provision to schools across Britain.
Ofcom	Office of Communications (Independent communications sector regulator)
Ofsted	Office for Standards in Education, Children's Services and Skills
PDA	Personal Digital Assistant (handheld device)
PHSE	Personal, Health and Social Education
SRF	Self Review Framework – a tool maintained by Naace used by schools to evaluate the quality of their ICT provision and judge their readiness for submission for the ICTMark
SWGfL	South West Grid for Learning – the Regional Broadband Consortium of SW Local Authorities and recognised authority on all matters relating to e-safety (on whose policy this one is based)
URL	Universal Resource Locator – posh name for a web address
	Virtual Learning Environment - an online system designed to support teaching and learning in an educational setting,
WMNet	The Regional Broadband Consortium of West Midland Local Authorities – provides support for all schools in the region and connects them all to the National Education Network (Internet)