




Alexandra Primary School

Online Safety Policy and Guidance

Governor Responsible	Curriculum Committee Agreed at Full Governing Body 9 th March 2021
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Signed	

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1. Aims and rationale

The purpose of this document is to ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices. The school also has a duty of care to provide students with high-quality education which is provided through safe internet access.

The policy statement applies to **all** staff, volunteers, children and young people and anyone involved with Alexandra Primary School. Please also refer to our Remote Learning Policy (updated January 2021).

This online safety policy for staff aims to:

- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure consistency in the approach to online safety for pupils when they are in school and educating themselves about how to be safe when not in school
- set out expectations for all members of the school community with regards to online safety
- provide appropriate guidelines for data protection.

2. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online abuse: <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- Bullying: <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
- Child protection: <https://learning.nspcc.org.uk/child-protection-system>

The NSPCC, 'Keeping children safe in Education', CEOP, The National Curriculum, The key and various current documents have been used to generate this document to ensure consistency, validity and appropriateness in relation to our current environment, (February 2021).

2.1. Online abuse – Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices (Department for Education, 2018; Department of Health, 2017; Scottish Government, 2014; Welsh Assembly Government, 2018). It can happen anywhere online that allows digital communication, such as:

- social networks
- text messages and messaging apps
- email and private messaging
- online chats
- comments on live streaming sites
- voice chat in games.

Children and young people can be re-victimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline. Children and young people may experience several types of abuse online:

- bullying/cyberbullying
- emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)
- sexting (pressure or coercion to create sexual images)
- sexual abuse
- sexual exploitation.

Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.

2.2. Bullying - is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable (Oxford English Dictionary, 2020). It can involve people of any age, and can happen anywhere – at home, school or using online platforms and technologies (cyberbullying). This means it can happen at any time. Bullying encompasses a range of behaviours which may be combined and may include the behaviours and actions, set out below.

Verbal abuse

- name-calling
- saying nasty things to or about a child or their family.

Physical abuse

- hitting a child
- pushing a child

- physical assault

Emotional abuse

- making threats
- undermining a child
- excluding a child from a friendship group or activities.

Cyberbullying/online bullying

- excluding a child from online games, activities or friendship groups
- sending threatening, upsetting or abusive messages
- creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- voting for or against someone in an abusive poll
- setting up hate sites or groups about a particular child
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

3. Roles and responsibilities

Alexandra Primary school believes that children and young people should never experience abuse of any kind and that children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at **all** times.

The online world provides everyone with many opportunities; however, it can also present risks and challenges. We have a duty to ensure that all children, young people and adults involved in our organization are protected from potential harm online. We have a responsibility to help keep children and young people safe online, whether or not they are using Alexandra Primary schools' devices.

We must understand that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse. We must also recognize that working in partnership with children, young people, their parents, carers and other agencies is **essential** in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

4. Safeguarding

Online Safety reflects the need to raise awareness of the safety issues associated with information systems and electronic communication as a whole. It encompasses not only internet technologies but also electronic communications such as mobile phones and wireless technology. It highlights the benefits of these technologies in educating children and young people, but also the risks and responsibilities of using them. (*Appendix, Image 1*). It provides safeguards and raises awareness to enable users to control their online experiences.

The school will always follow the statutory safeguarding guidance '**Keeping Children Safe in Education**' and if anyone has a concern about a child they should act on it immediately by contacting the **DSL** or a member of the **Senior Leadership Team** by email or phone.

In the event of individual, partial or whole school absence the safeguarding team will contact all families classed as vulnerable and signpost further support where needed.

Vulnerable families to receive 2 phone calls a week, 1 from SENCO/Learning mentor and 1 from class teacher. Teaching staff will follow school standard reporting procedures for any safeguarding concerns including mental wellbeing and online bullying via 'MyConcern'.

5. Our pledge

We (Headteacher, Designated Safeguarding Leads, Governors, Senior leaders, Middle leaders, teachers, teaching assistants, and all staff who come into contact with children at Alexandra Primary school), will seek to keep young people and children safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults, (the use of personal devices is prohibited when in contact with children and should not be used for contacting parents/children of the school, or for social media interaction)
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respects for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parent/s and/or carer/s
- developing clear and robust procedures to enable us to respond appropriately to any incident of inappropriate online behaviour, whether by an adult or a child/young person.
- protecting children from undesirable content on the internet
- protecting them from undesirable contacts over the internet
- to prevent unacceptable use of the internet by children or adults
- to address issues of copyright for materials published on the internet.

We (Headteacher, Designated Safeguarding Leads, Governors, Senior leaders, Middle leaders, teachers, teaching assistants, and all staff who come into contact with children at Alexandra Primary school), will seek to keep young people and children safe by:

- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term
- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).

We also pledge to review and update the security of our information systems regularly, ensuring that user names, logins, email accounts and passwords are used effectively. We understand that the personal information of those involved within our organisation (adults/children/those we come into contact with) is held securely and shared only as appropriate and strictly not for personal use.

6. Links with other policies

This policy is linked to and should be read alongside our organisational policies and procedures, including:

- Remote Learning Policy – updated January 2021
- Parent information – Remote learning, updated January 2021
- Behaviour and Anti-bullying policy 2020
- Safeguarding and Child protection policy – updated January 2021
- Data protection policy (GDPR)
- Staff code of conduct
- Home-school agreement 2020
- ICT and internet acceptable use policy

Please also familiarize yourself with: [learning.nspcc.org.uk/safeguarding-child-protection]

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Photography and image sharing guidance

Excellent background information and signpost for guidance:

- <https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/online-safety-policy>
- <https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools>
- <https://learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection>

7. Approach to home learning

Homework at Alexandra Primary School is issued weekly via our online platform, Google classroom. Pupils are set homework on a Friday to be returned on Wednesday. The homework is carefully matched to our curriculum with the key function being to consolidate the classroom based learning. The tasks covered are Maths, writing tasks, spelling and handwriting. Tasks are to be completed and uploaded on Google Classroom. Spelling and handwriting is completed in a homework book. Children take home books to read that are matched to their reading level and a book of choice. During half term, children complete project based tasks about the History or Geography topic they will learn about the following term. Each week, children are set times tables to practice on Times Tables Rock stars. Please see Remote learning policy – updated January 2021 for more information.

Our key aims for online learning and homework at Alexandra Primary School are:

- To echo the high-quality provision of our classroom teaching and the curriculum expectations
- To consolidate classroom learning and build confidence in pupil understanding
- To support parental engagement and offer a platform where families can access key teaching methods
- To encourage independence and prepare pupils for the next stage of their education
- Teachers will acknowledge homework with a comment and gaps in pupil understanding will be addressed through classroom teaching the following week
- A list has been collated of children who do not have access to the internet at home and a hard copy will be given to these children each week
- Work will be differentiated and children with AEN will be set work that is accessible.

Our key aims for remote learning are:

- To create a seamless transition to home learning through a familiar digital platform
- To provide a curriculum offer of similar content and length to that in school and set high expectations for all pupils
- To offer remote learning that allows pupil to work independently with support from their class teacher
- To include teaching videos that deliver new content with high quality modelling from class teachers

8. Who to contact

If staff have any questions or concerns about online safety, you should contact the following individuals:

- Disclosures – Designated Senior Leads (Manjit Dulay, John Coggin, Kate Birch)
- Concerns about Safeguarding – talk to the Designated Senior Leadership Team / SLT
- Computing / Online Safety concerns - Head of Computing (Sundeeep Kaur)
- Issues in setting work – talk to the phase lead or SENCO
- Issues with behaviour – talk to the phase lead/learning mentor/SENCO
- Issues with IT – log a ticket with Turn It On / Head of Computing (Sundeeep Kaur)
- Issues with their own workload or wellbeing – talk to their phase lead/SLT

Online safety co-ordinator

Name:

Phone/email:

Senior lead for safeguarding and child protection

Name:

Phone/email:

NSPCC Helpline:

0808 800 5000

We are committed to reviewing our online safety policy **annually**.

This policy was last reviewed on: **25.02.21**

Dated:

Alexandra Primary school is responsible for providing supervision, support and online safety training for all staff and volunteers, examining and risk assessing any social media platforms and new technologies before they are used within the organisation. By reading and signing this document, you are stating that you will ensure that information and/or images of children, young people and families are used only after their written permission has been obtained, and only for the person for which consent has been given.

Kate Birch - Lead DSL

Signed:

Date:

Appendix 1: Teachers' standards

2. Demonstrate good subject and curriculum knowledge

7: Manage behaviour effectively to ensure a good and safe learning environment,

P2: Fulfil wider professional duties and communicate effectively with parents with regards to pupil achievements and well-being.

Image 1: An example of Y1 computing lesson - Online Safety and Digital Citizenship. Keeping children informed.

Progression of lessons: Online Safety and Digital Citizenship

Date: 7.1.21

LO: To talk about what is safe/unsafe online.

- I can talk about the websites I can access at home.
- I can talk about what is right and what is wrong.
- I can provide suggestions based upon the situation.

Date: 14.1.21

LO: To understand what is classed as personal information.

- I can talk about what to share and what not to share on the internet.
- Recognise some examples of strong and poor password practice.
- Understand how passwords and PINs keep devices and information secure.

Date: 21.1.21

LO: I can explain why it is important to always ask a trusted adult before sharing any personal information online, belonging to myself or others.

- To be able to demonstrate the types of data that may be personal to you.
- To be able to articulate under what conditions I would ask an adult for help.

Date: 28.1.21

LO: To understand that photographs are personal and should not be shared with everyone.

- To be able to demonstrate the types of data that may be personal to you.

Date: 4.2.21

LO: To plan a poster about Online Safety.

- I can talk about things that are safe/ unsafe online.
- I can list reasons as to why I use

Date: 11.2.21

LO: To create an online poster about Online Safety.

- I can talk about different ways of staying safe on the internet.
- I can write about key facts that I

