



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

INTRODUCTION

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times, as many new technologies can also present dangers for users.

AIMS

Children will learn about four main areas of risk in this area (KCSIE 2024 p38):

Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying).

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

In addition, the school is responsible for ensuring that the school meets the Department for Education filtering and monitoring standards (KCSIE 2024 p40), schools should:

- identify and assign roles and responsibilities to manage filtering and monitoring systems. At Chinley School filtering is completed by *ITJustdone* who provide our broadband. The school uses the *Ekte* filtering and monitoring system. This is supported by our IT Technical support at *Complink* and reports are monitored by the headteacher.
- Review filtering and monitoring provision at least annually.
- Block harmful and inappropriate content without unreasonable impacting teaching and learning.
- Have effective monitoring strategies in place that meet their safeguarding needs. Reports are checked weekly and alerts for significant issues are on-going and reported immediately to the headteacher.

MONITORING

A timetable for monitoring and evaluating the impact of the school's e-safety policy is as follows:



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

Schedule for Development / Monitoring / Reviews	
ACTION	TIMESCALE/RESPONSIBILITY
The E-Safety Policy will be reviewed every 3 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.	Every 3 years Governing Board/HT
The implementation of this e-safety policy will be monitored.	Annually HT/Computing lead
The Governing Body will receive a report on the implementation of the e-safety policy generated by the headteacher (which will include anonymous details of e-safety incidents) as part of the termly headteacher's report to governors.	Termly HT
Should serious e-safety incidents take place, the school's DPO will be informed and advise on action.	DPO HT
Updates linked to e-safety or e-safety incidents will be shared with staff as part of the weekly briefing.	HT

STAFF ACCEPTABLE USE POLICY AND AGREEMENT

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 recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT.

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 the use of school ICT systems (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) 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.
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 understand that I should not write down or store a password where it is possible that someone may steal it.
I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
I will not refer to students/pupils/parents/carers or school staff when using social media.
I will not engage in online discussion on personal matters relating to members of the school community.
I understand that personal opinions should not be attributed to the school and should not bring the school into disrepute.
I will regularly check security settings on personal social media profiles to minimise the loss of personal information.
All work related emails will be sent using the school email system.
I will report any work related use of AI technologies to the HT before using them in order that checks can be made with the school's DPO.



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

Professional communication
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. I will 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 / video images. I will not use my personal equipment to record these images, unless I have permission to do so. 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.
I will never use chat and social networking on my own devices in working hours.
I will not use the school's broadband/WiFi on any personal devices.
I will only communicate with students / pupils and parents / carers using official school systems and no forms of social media. Any such communication will be professional in tone and manner.
I will not engage in any on-line activity that may compromise my professional responsibilities or the good name of the school.

Safe use of technology
In lessons where internet use is pre-planned students 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 search.
I will use school email addresses on the school ICT systems. In some cases, my personal email will be used by agreement with the Headteacher.
I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
I will ensure that my data is regularly backed up – see IT disaster recovery plan.
I will not 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 any inappropriate material which 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 – if this happens or I inadvertently access inappropriate material then I will immediately report it to the DSL and/or HT.
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. 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.



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

Use of digital and video imaging

When using digital images, staff should inform and educate students pupils about the risks associated with taking, using, sharing, publishing and distributing images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

In accordance with guidance parents /carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with expectations of good practice in school.

Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

STAFF E-SAFETY POLICY AGREEMENT

I understand that I am responsible for my actions in and out of the 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 off the premises and my use of personal equipment on the premises 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 include being given a warning. The matter may be referred to the Governors at the school for a decision on disciplinary action which may involve suspension or dismissal. The Local Authority may be involved, and in the event of illegal activities there will be the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

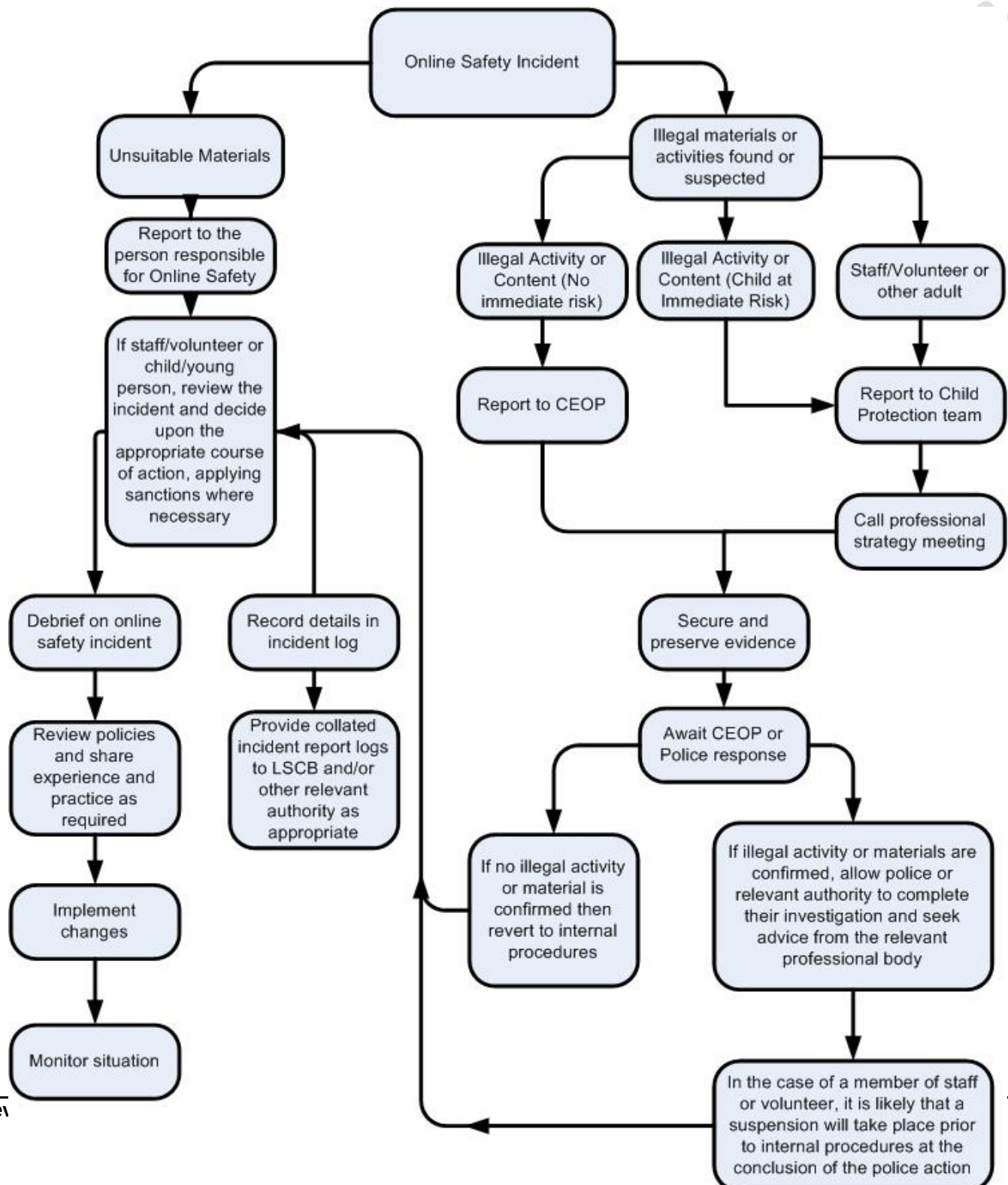
Signed

Date



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS





CHINLEY PRIMARY SCHOOL
KEEPING SAFE ON-LINE POLICY AND
PROCEDURE FOR
CHILDREN AND ADULTS

In the event of suspicion, all steps in this procedure should be followed:

- Report suspicions to the DSL; do not discuss with other staff members to protect confidentiality. This is vital to protect individuals if accusations are subsequently reported.
- 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 referral to the DSL (except in the case of images of child sexual abuse – see below)
- The DSL must assess following an investigation whether this concern has substance or not (this should normally include taking advice from the LADO). 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 organisation (CEOP).
 - Police involvement and/or action

If content being reviewed includes images of child abuse 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
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and 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.



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

PUPIL E-SAFETY CURRICULUM

The following curriculum progression map is not exhaustive and will be amended to react to any new initiatives or significant incidents both local, nationally and globally.

Online Relationships		
KS1 Objectives (statutory guidance)	Opportunities for this topic to be covered	Further resources (in RSE pack or as otherwise stated)
- rules for and ways of keeping physically and emotionally safe including responsible ICT use and online safety - to recognise that they share a responsibility for keeping themselves and others safe, when to say, 'yes', 'no', 'I'll ask' and 'I'll tell'	<u>Computing</u> E-safety	- Safer Internet Day (online) - Read <i>Chicken Clicking</i> (A picture book about online safety x3 copies in school) - NSPCC resources (online)
KS2 Objectives (statutory guidance)		
- strategies for keeping safe online; the importance of protecting personal information, including passwords, addresses and the distribution of images of themselves and others - about the people who are responsible for helping them stay healthy and safe; how they can help these people keep them healthy and safe - to recognise what constitutes a positive, healthy relationship and develop the skills to form and maintain positive and healthy relationships - to realise the nature and consequences of discrimination, teasing, bullying and aggressive behaviours (including cyber bullying, use of prejudice-based language, 'trolling', how to respond and ask for help) - to recognise how images in the media (and online) do not always reflect reality - to recognise ways in which a relationship can be unhealthy and whom to talk to if they need support - how pressure to behave in unacceptable, unhealthy or risky ways can come from a variety of sources, including people they know and the media	<u>Character Education: Self-discipline (Summer)</u> - Can you wait? (Year 4) - Knowing the limits (Year 5) - E-safety: Cyber-bullying; E-safety: Being smart online (Year 6) <u>Computing</u> - E-safety	- Safer Internet Day (online) - NSPCC resources (online)



CHINLEY PRIMARY SCHOOL

KEEPING SAFE ON-LINE POLICY AND PROCEDURE FOR CHILDREN AND ADULTS

to critically examine what is presented to them in social media and why it is important to do so; understand how information contained in social media can misrepresent or mislead; the importance of being careful what they forward to others		
---	--	--

Being Safe		
KS1 Objectives (statutory guidance)	Opportunities for this topic to be covered	Further resources (in RSE pack or as otherwise stated)
- what is meant by 'privacy'; their right to keep things 'private'; the importance of respecting others' privacy - the difference between secrets and nice surprises (that everyone will find out about eventually) and the importance of not keeping any secret that makes them feel uncomfortable, anxious or afraid - to judge what kind of physical contact is acceptable, comfortable, unacceptable and uncomfortable and how to respond - about people who look after them, their family networks, who to go to if they are worried and how to attract their attention - to recognise that they share a responsibility for keeping themselves and others safe, when to say, 'yes', 'no', 'I'll ask' and 'I'll tell'	<u>Character Education: Helpfulness (Autumn)</u> - Who helps you? (Reception) - Who do you help? (Year 1) - People who help us (year 2)	- NSPCC - The Underwear Rule - NSPCC – I saw your willy (online) - Big Talk Primary Cards - Public and Private activity
KS2 Objectives (statutory guidance)		
- the concept of 'keeping something confidential or secret', when they should or should not agree to this and when it is right to 'break a confidence' or 'share a secret' - to understand personal boundaries; to identify what they are willing to share with their most special people; friends; classmates and others; and that we all have rights to privacy - how to manage requests for images of themselves or others; what is and is not appropriate to ask for or share; who to talk to if they feel uncomfortable - about taking care of their body, understanding that they have the right to protect their body from inappropriate and unwanted contact	<u>Character Education: Helpfulness (Autumn)</u> - People who need our help (year 3) - Helpfulness in your class (year 4) - Helpfulness in your family (year 5) - Who would you help? (year 6) <u>Character Education: Self-discipline (Summer)</u> - Can you wait? (Year 4) - Knowing the limits (Year 5) - E-safety: Cyber-bullying; E-	- NSPCC - The Underwear Rule - Big Talk Primary Cards - Public and Private activity - Touching Good or Bad - Touching Rules - Good/Bad touches (sorting cards) - Types of touches (sorting cards)



CHINLEY PRIMARY SCHOOL

**KEEPING SAFE ON-LINE POLICY AND
PROCEDURE FOR
CHILDREN AND ADULTS**

- about people who are responsible for helping them stay healthy and safe; how they can help these people to keep them healthy and safe - to recognise when they need help and to develop the skills to ask for help	safety: Being smart online (Year 6)	
---	-------------------------------------	--