Online Safety Policy

School Values

ENJOYMENT HONESTY CARING RESPECT EQUALITY

Purpose of this policy

The purpose of this policy statement 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
➔ provide staff and volunteers with the overarching principles that guide our approach to online safety
➔ ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices

The policy statement applies to all staff, volunteers, children and governors at Larkhall Primary Campus.

We believe that children and young people should never experience abuse of any kind and 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.

We recognise that 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 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 Larkhall's network and devices. 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. 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.

Risk assessment

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school approach to online safety empowers Larkhall to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk. These include:

➔ **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.

How we will keep children safe online

We will seek to keep children and young people safe by:

➔ appointing an online safety lead
➔ providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults

➡️ 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 respect for others

➡️ supporting and encouraging parents and carers to do what they can to keep their children safe online

➡️ developing an online safety/ acceptable use agreement for use with children and their parents or carers

➡️ developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person

➡️ reviewing and updating the security of our information systems regularly

➡️ ensuring that usernames, logins, email accounts and passwords are used effectively

➡️ ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

➡️ ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given

➡️ providing supervision, support and training for staff and volunteers about online safety

➡️ examining and risk assessing any social media platforms and new technologies before they are used

Dealing with concerns

If concerns linked to online usage are raised, we will respond to it by:

➡️ having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)

➡️ providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or 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.

How pupils learn how to evaluate internet content.

The school internet access has been designed expressly for pupil use and includes filtering appropriate to the age of pupils. Throughout their Primary education pupils will be taught what internet use is acceptable and what is not. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. They will also be taught to acknowledge the source of information used and to respect copyright when using material found on the internet in their own work, rather than simply cutting and pasting information. The school will ensure that the use of internet-derived materials by staff and pupils complies with copyright law.

How will published content be managed

The contact details on the school website give Larkhall's address, e-mail and telephone number. Staff or pupils' personal information will not be published. Photographs that include pupils will be selected carefully and pupils' full names will not be used anywhere on the website, particularly in association with photographs. This is the same with Twitter and Class Dojo. The Headteacher takes overall editorial responsibility and ensures that content is accurate and appropriate. The website also complies with the school's guidelines for publications including respect for intellectual property rights and copyright.

Class Dojo

Class dojo is an app we use to communicate between school and home. All parents and carers will need to download this in order to keep up to date with school communication. This is an app only accessible for parents and carers with children at our school.

We will use class dojo to:

➔   Share newsletters
➔   Tell school about school events
➔   Celebrate learning
➔   Send reminders about things happening in school
➔   Allow class teachers to message you directly

Parents/Carers can use class dojo to:
➔   Contact your child's class teacher
➔   Check dates and events
➔   Read newsletters
➔   Stay up to date with school news

Please see below the attached guide for Class Dojo.

Class Dojo Guide and Agreement for Parents and Carers

Communication of the Policy

Pupils
➔   Pupils will be informed that network and internet use will be monitored.
➔   Acceptable Use will be posted in rooms with internet access
➔   Online safety and computing is a core part of the curriculum to raise the awareness and importance of safe and responsible internet use. Coverage of online safety is planned for in each year group's curriculum plan for the year.

Staff
➔   All staff will be given the school online safety policy and its application and importance explained
➔   Staff should be aware that internet traffic can be monitored and traced to the individual user
➔   Discretion and professional conduct is essential
➔   Staff to adhere to statutory guideline in Keeping Children Safe in Education
➔   Annual online safety training to be undertaken

Parents/Carers
Internet use in pupils' homes is increasing rapidly, encouraged by offers of free access and continual media coverage. Unless parents are aware of the dangers, pupils may have unrestricted access to the internet. The school will help parents plan appropriate supervised use of the Internet at home.

➔   Parents' attention will be drawn to the school's online safety in newsletters, dojo messages and online safety week
➔   Online issues will be handled sensitively, and parents will be advised accordingly
➔   Parent workshops are held annually to help parents protect their children online
➔   School will expect children to access the following websites
◆   Google Classroom
◆   Timetables Rockstars https://ttrockstars.com/
◆   Numbots https://numbots.com/
◆   Spellzone https://www.spellzone.com/
◆   Letterjoin https://www.letterjoin.co.uk/

Use of smart/ mobile technology

Children are not permitted to have mobile or smart phones in school. THey must be handed into the school office on arrival where they will be kept safely and securely until the end of the school day. Children may not use

their phones on the school site at any point. Any concerns should be brought to the attention of the DSL or Headteacher.

Related policies and procedures

This policy statement should be read alongside other Larkhall policies and procedures including:

➔ safeguarding child in education policy (child protection)
➔ acceptable use policies
➔ 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
➔ behaviour policy

Policy agreed by Governors December 2022