Kingsbrook School

E-Safety Local Procedure

Kingsbrook School
Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2020
Review: 30th August 2021

Aims

Our school aims to:

Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors

Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology

Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

Legislation and guidance

This procedure is based on the Department for Education's statutory safeguarding guidance, Keeping Students Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting students from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The Head of School

The head of school is responsible for ensuring that staff understand this procedure, and that it is being implemented consistently throughout the school.

The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) are set out in our child protection and safeguarding procedure.

The DSL takes lead responsibility for online safety in school, in particular:

Ensuring that staff understand this procedure and that it is being implemented consistently throughout the school

Ensuring that any online safety incidents are logged and dealt with appropriately in line with this procedure

Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour procedure

Liaising with other agencies and/or external services if necessary

All staff

All staff, including contractors and agency staff, and volunteers are responsible for:

Maintaining an understanding of this procedure

Implementing this procedure consistently

Agreeing and adhering to the terms on acceptable use of the IT on site

Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this procedure

Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour procedure

This list is not intended to be exhaustive.

Parents / Carers

Parents are expected to:

Notify a member of staff or the head of school of any concerns or queries regarding this procedure

Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents / Carers can seek further guidance on keeping students safe online from the following organisations and websites:

What are the issues?, UK Safer Internet Centre: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues

Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics

Parent factsheet, Childnet International: http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf

Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this procedure, when relevant, and expected to read and follow it.

Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum.

In **Key Stage 3**, pupils will be taught to:

Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy

Recognise inappropriate content, contact and conduct, and know how to report concerns

Pupils in **Key Stage 4 and 5** will be taught:

To understand how changes in technology affect safety, including new ways to protect their online privacy and identity

How to report a range of concerns

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

Educating parents / carers about online safety

The school will raise parents/ carers' awareness of internet safety in letters or other communications home, and in information via our website. This procedure will also be shared with parents / carers.

Online safety will also be covered during open days.

If parents /carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the head of school and/or the DSL.

Concerns or queries about this procedure can be raised with any member of staff or the head of school.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour procedure.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour procedure. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Pupils using mobile devices in school

Pupils may bring mobile devices into school, but are not permitted to use them during:

Lessons

Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour procedure, which may result in the confiscation of their device.

How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour procedure. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.