

St. Peter's C of E Primary & Nursery School



E Safety Policy

Summer 2023

Reviewed: Summer 2023
Next review: Summer 2024

St. Peter's Vision

At St Peter's C of E Primary School, the growth and development of children and adults is central to everything we do. As a church school, we aim to serve and take care of our community by providing an education which inspires every child to be the best they can be. This is within a framework which is rooted in distinctive Christian beliefs and values whilst embracing diversity, respecting other faiths and worshipping together. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our school community.

We are a TAKE CARE school.

Everyone will take care of themselves - practicing mindfulness and being mindful of their own well being

Everyone will take care of others in their speech and actions. They will be mindful of others.

Everyone will take care of the school - its fabric and reputation.

Everyone will take care of the community through their actions.

Everyone will take care of the wider world through acts of charity.

Our 'Beyond Expectation' attitudes:



Be kind

Be positive

Be respectful

Be forgiving

Be courageous

Be trustworthy

Be yourself!

These Christian values underpin all that we do in school so that our children may live out the Vision of the school.

EQUALITY, DIVERSITY AND INCLUSION STATEMENTS

In fulfilling our legal obligations we will be guided by seven core statements:

Statement 1: All learners are of equal value.

Statement 2: We recognise, welcome and respect diversity.

Statement 3: We foster positive attitudes and relationships, and a shared sense of belonging.

Statement 4: We observe good equalities practice, including staff recruitment, retention and development.

Statement 5: We aim to reduce and remove existing inequalities and barriers.

Statement 6: We consult and involve widely

Statement 7: We strive to ensure that society will benefit.

The e-safety policy is part of the School Development Plan and relates to other policies including those for ICT, Anti-bullying and Safeguarding children.

- This policy has been agreed by senior managers and approved by governors
- The policy and its implementation will be reviewed annually
- It is available to read or download on our school website or as a hard copy from the school office

Roles and responsibilities

The school has an e-safety coordinator (in some cases this will be the Designated Safeguarding Lead as the roles may overlap).

Our coordinator is: Yvonne Reeson

Teaching and Learning

Why internet and digital communications are important

- The purpose of any technology in school is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance the school's management functions.
- The school has a duty to provide students with quality internet access as part of their learning experience.
- Internet use is part of the statutory curriculum and a necessary tool for staff.
- Pupils will be educated in the safe, effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- They will be encouraged to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- They will be taught what internet use is acceptable and what is not and be given clear objectives for use. These are also important transferable skills for their life out of school, including using mobile phones and other mobile devices.
- They will be taught how to report unpleasant internet content including Cyberbullying or unwanted contact.
- Issues such as Cyberbullying and e-safety will be built into the curriculum to encourage self-efficacy and resilience.

Some children who have had problems or with additional needs may need additional support.

Managing Internet Access Information security system

- The school ICT system security will be reviewed regularly by OrchestrateIT.
- Virus protection will be updated regularly by OrchestrateIT.
- Security strategies may be discussed with the Local Authority

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Staff to pupil e-mail communication must only take place via a school e-mail address or from within a learning platform and will be monitored
- All incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school website

- The contact details on the school's website should be the school address.
- No staff or pupil's personal details will be published
- The headteacher or their nominee will have overall editorial responsibility to ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Pupil's full names will be avoided on the website and learning platforms including blogs, forums especially if associated with a photograph.
- Written permission will be obtained from parents and carers before any photographs are published on the school website
- Parents should be clearly informed of the school policy on image taking and publishing.

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites and consider how to educate pupils in their safe use.
- This may not mean blocking every site; it may need monitoring and educating students in their use
- The school will encourage parents to support their children when setting up a social networking profile and offer help and guidance. This includes encouraging families to follow the terms and conditions specifying the appropriate age for using sites.
 - Pupils will be advised never to give out personal details which may identify them or their location.

Managing filtering

- The school will work with the County Council and OrchestrateIT to ensure systems to protect pupils are reviewed and improved.
- Any unsuitable on-line material should be reported to the e-safety coordinator and a 'ticket' sent to support@orchestrateit
- Regular checks will be made to ensure the filtering methods are appropriate, effective and reasonable by OrchestrateIT.

- A log will be kept and used to identify patterns and behaviours and therefore inform policy and educational interventions.

Managing video conferencing / remote learning / webinars

- Video conferencing will be appropriately supervised for the pupils' age.
- Pupils will always ask permission from the supervising teacher before making or receiving a video conference call.
- Video conferencing will use the educational broadband network to ensure quality of service and security.

Managing emerging technologies

- The school will examine emerging technologies for their educational benefit and carry out a risk assessment before use in school.
- Mobile phones and associated cameras will not be used in lessons or formal school time except as part of an educational activity.
- Care will be taken with the use of hand-held technologies in school which may not have the level of filtering required.
- Staff will use a school phone where contact with pupils and their families are required.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 Policy decisions

Authorising internet access

- All staff must read and sign the 'staff code of conduct before using any school ICT resource
- The school will maintain a current record of all staff and pupils who are given access to school IT systems
- Parents will be asked to sign and return a consent form
- At Key stage 1, access to the internet will be by adult demonstration with directly supervised access to specific on-line materials.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the internet from the school site

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material; however, it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will monitor ICT use to establish if the e-safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Complaints of misuse by staff will be referred to the headteacher

- Any complaints of a child protection nature must be dealt with in accordance to child protection procedures.
- Pupils and parents will be informed of the consequences and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

Community use of the internet

- All use of the school internet connection by community e.g. school governors, and other organisations shall be in accordance with the e-safety policy.

Communicating the policy

Pupils

- Appropriate elements of the e-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms • Pupils will be informed that network and internet use will be monitored.
- Age appropriate curriculum opportunities will be used to ensure all pupils gain an awareness of e-safety.

These will be addressed on a regular basis and modified as newer risks are identified

Staff

- All staff will be given a copy of the e-safety policy and required to sign to acknowledge that they have read and understood the policy and agree to work within the guidelines.
- Staff should be aware that the system is monitored and that professional standards are expected.
- Staff monitoring the system will be supervised by senior management and have a clear procedure for reporting

Parents •

Parents will be notified of the policy in newsletters and on the school website

- All parents/carers will be asked to sign the parent/pupil agreement when they register their children.
- Parents will be offered e-safety training to encourage them to support and encourage positive online activities with their children and help them to use the internet safely.

This E-safety policy was revised by: _____

On (date): _____

It was approved by the Governors on: _____

