

# Slaley First School

## E-SAFETY POLICY

Reviewed November 2016

At Slaley First School we believe that IT and the Internet are valuable resources to both teachers and pupils. Recognising the dangers and planning the use of suitable resources is vital to safe guarding children in our school. Our aim is to promote safe use of IT and Internet resources, through developing pupil, parent and teacher awareness.

### 1. RATIONALE

At Slaley First School we believe that the use of IT and the Internet are valuable resources to both teachers and pupils and can help raise standards. Recognising the dangers and planning the use of suitable resources is vital to safe guarding children in our school. Our aim is to promote safe use of IT and Internet resources, through developing pupil, parent and teacher awareness.

### 2. WHY IS E-SAFETY IMPORTANT?

Accessing the Internet in schools has gone far beyond just the use of desktop computers. To protect young children effectively we aim to identify the numerous ways in which children access the internet, both at school and at home. Informing both children and their parents will be key to tackling E-safety through identifying ways in which children access the Internet and ways of protecting the children from potential risks whilst online.

This policy document aims to educate children and parents of ways the Internet can be used safely. Children working online in school or at home should understand the risks they face and should be equipped with strategies to deal with issues.

At Slaley First School we aim to develop an awareness through the use of our Acceptable Use Policy (AUP) and pupil/parent agreement.

Teachers, children and parents will receive information to highlight factors they should consider when using IT equipment and the Internet. Posters highlighting key responsibilities that children/adults have made a commitment to will be displayed throughout the school to remind the importance of safety first.

### 3. SCHOOL STAFF

Due to continual developments in IT, planning and practice need to be assessed and changed to suit the needs of the children in our school. At Slaley First School it is essential that the staff are briefed on procedures that will allow them to deal with discussions about children's Internet use.

Through the use of INSET staff will receive the necessary training and advice in order to combat problems children in their class may face. Advice and training may be obtained from outside agencies/advisors such as the child protection officer. Documents such as the BECTA 'Signposts to Safety 2007 Teaching e-safety at Key Stages 1 and 2' and 'Stop! Think! Go! A Teachers Guide to Internet Proficiency' will be made available to each year group. Courses that promote E-Safety will be attended by the E Learning subject leader in order to continue to develop strategies to enhance E-safety in our school. Key information will be fed back to the staff through briefing notes, policy documents and staff development sessions. The Senior Leadership Team will also scrutinise and discuss the weekly e-safety reports at their SLT meetings. The school ethos encourages trust between staff, pupils and parents/guardians.

As child educators it is part of our role that we safeguard children in our care and educate them about how to safely use IT both in and out of school.

The new Child Exploitation and Online Protection centre (CEOP) has been set up by the Home Office to "safeguard children's online experiences and relentlessly track down and prosecute offenders". All staff members are required to sign an Acceptable IT Use Agreement on appointment and thereafter on an annual basis. In signing, staff members accept that the school can monitor network and Internet use to help ensure staff and pupil safety. Staff will be briefed on procedures that define how inappropriate or illegal IT use is reported to the senior management. Senior management will follow set procedures and investigate incidents with care and attention, with an understanding that there may be an innocent explanation. Staff will be briefed on the dangers of mis-management of IT, for example, the potential for children to view inappropriate images if a search engine is used during a lesson

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without prior planning. School email accounts will be issued to new members of staff or current members of staff that do not currently possess an account.

Communication is vital in a large school and is key to the smooth running of Slaley First School. Staff members are required throughout the course of a day to use school telephones, which is essential to the safe guarding of children. The use of personal mobile phones is prohibited during teaching time when phones should be left in the school office. Personal mobiles must not be used to store images of children (Mobile Phone Policy).

## 4. ROUTES TO E-SAFETY

Despite precautions at school, open access to the Internet has become an integral part of children's lives. A growing danger is presented by the ease of uploading material to the Web. We are aware of primary pupils' use – at home – of social networking sites which allow children to set up an account and create a web page in minutes. Information given by users is not checked and there appears to be a total lack of safeguards. This policy will be introduced to children through a whole school approach at the beginning of every academic year. Through planned lessons, children will develop a better insight into the meaning of 'e-Safety' within the context of school and home.

A series of lessons and tasks provided by BECTA, "Signposts to Safety: Teaching E-Safety at Key Stages 1 and 2" and resources provided by 'Child Exploitation and Online Protection' Agency' (CEOP) will be used. These documents provide guidance and support to staff to ensure that they feel confident in using the technology safely within teaching and learning.

Raising awareness among children and young people of the risks associated with internet technologies, whilst not wishing to alarm anyone, is a responsibility for all members of staff. Staff will be asked to review and refine their practices to ensure pupils are safe.

As part of the policy that children sign when entering Slaley First School we will alert the children to the dangers of accessing sites through links sent to them. We will highlight the need to seek advice from teachers or family members. Pupils will be told not upload photographs or videos of themselves or other pupils or staff, or the school. They must not publish personal information, such as their address or contact details.

## 5. PARENTAL INVOLVEMENT

Working alongside parents/guardians is vital when promoting e-safety, as children can spend a lot of time using IT in their homes, such as Internet browsing, chat rooms, messenger facilities, games consoles, etc. Providing parents with the appropriate information regarding safeguarding their children is essential. Key areas to be focused on will be:

- ☐ Mobile phone
- ☐ Internet grooming
- ☐ Gaming websites or consoles that can be attached the Internet.
- ☐ Social networking sites
- ☐ Chat forums or blogs

Parents can report incidents using the 'Report Abuse' facility on 'Think You Know' homepage. Parents will be provided with information about how we intend to promote e-safety in school and the rules/contract we will implement. Resources, information and advice will be made available to parents regarding how to promote safe-use in their homes.

## 6. IDENTIFYING VULNERABLE GROUPS

Many primary pupils have access to mobile devices. The use of internet-enabled mobile phones and handheld games consoles both inside and outside school is increasing rapidly. The most IT capable may be the most vulnerable. They may not be the most academically gifted. Children who interact poorly socially may be more at risk from inappropriate online contact. Both the E-safety policy and Acceptable Use Policy (Pupils) are available for parents to view in the Parent Zone section of the school's website.

## 7. USING THE INTERNET TO SUPPORT LEARNING

The use of Internet sites is essential to teaching and staff members are encouraged to use safe, purposeful sites that

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are beneficial to learners. Through the use of the '**Northumberland Grid for Learning Homepage**', websites are recommended that contain suitable content to assist teaching and learning. We recognise that there is always an element of risk: even an innocent search can occasionally turn up links to adult content or violent imagery. Risks are magnified by the upsurge in schools' Internet access. However, many teachers feel that there is a far greater problem in the amount of irrelevant, incomprehensible material typically yielded by Web-wide searches. For the youngest pupils, the greatest risk is through inadvertent access. Fast broadband means that inappropriate images can appear almost instantaneously. Children can innocently follow a series of links to undesirable content. In order to combat this issue a procedure has been agreed by staff of how to handle the situation with pupils. Teachers will be advised to:

- ☐ **Tell children to minimize the screen immediately.**
- ☐ **Do not navigate away from the screen.**
- ☐ **Talk to children about what has happened and reassure them they are not in trouble.**
- ☐ **Later investigate the history of the sites visited to get details of the inappropriate site and how the child got there.**
- ☐ **Report the incident using the appropriate form.**

In light of potential problems when accessing Internet sites or search engines, primary pupils are not permitted to use the Internet in school unless they are supervised by an adult at all times.

## 8. SEARCH ENGINES

As a school network, strict filtering features are applied and sites block by County. At home this may be a very different matter. Parents will need to select their specific security settings and restrictions.

A search engine such as the BBC search engine is a safer approach for children: <http://search.bbc.co.uk/>.

Image searches present a high degree of risk. There may be no need for pupils to use them, provided an adult downloads images before the lessons and stores them in a shared folder. Alternatively, teachers may use Microsoft's clipart library, which automatically adds downloaded images to Clipart: <http://office.microsoft.com/clipart/>. Tagged image browsers are fun to explore. A good example is [www.airtightinteractive.com/projects/related\\_tag\\_browser/](http://www.airtightinteractive.com/projects/related_tag_browser/). The danger is that this will accept inappropriate keywords. While useful to teachers, it is not recommended that it is used by pupils. Links such as this must not be stored in 'Favorites' accessible to pupils.

For most curriculum-related research, there is no need to use an unfenced search engine. **Yahooligans**, although US centric, does offer a range of selected sites which are relevant to the UK curriculum. For details, see **Yahooligans UK**: <http://uk.docs.yahoo.com/yahooligans/parents.html>

There is excellent advice on safe searching at The Guardian's NetClass: <http://education.guardian.co.uk/netclass> (click on 'I can't find what I want'). However, please note that NO filtering-based search engine is completely safe. The homepage in Northumberland schools is <http://ngfl.northumberland.gov.uk/>. This features a Google search box. Great care should be taken as this offers the opportunity to any pupil to go onto a computer in an unsupervised area and search the Internet. Even with strict filtering, unsuitable content can be found.

Children will be encouraged to search respected school based websites such as [www.coxhoe.durham.sch.uk](http://www.coxhoe.durham.sch.uk) that provide links to useful curriculum based websites, suitable for children.

## 9. CURRICULUM PLANNING

Good planning and preparation is critical in ensuring a safe starting point for the development of Web search skills and strategies. Tasks can be planned that do not require an Internet-wide search engine. To teach search skills we plan to use the **Schools 360 (Northumberland)**. This offers a safe environment for children to access information they require that is relevant to topics they are being taught.

## 10. EMAIL

Email in our school has been taught through the use of simulation software 2Email which simulates the facilities of sending and receiving emails. A feature of this software is the facility to restrict pupils' email to sending / receiving within the domain only.

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For external email, there is no need for pupils to use individual accounts. A 'class' email address may be set up, and moderated by the teacher. School EPals are being developed as part of the Year 3 and 4 IT units studied. To ensure safety, email exchanges as part of a class project have been established through the Northumberland Grid for Learning Teachers resources. Teachers can exchange details of schools and classes who wish to communicate via email.

NB: The IT coordinator will keep the administrator account and password details in a safe place to ensure that someone else will have overall access to school email accounts in the event of him/her leaving the school establishment.

Staff must not give out their own personal emails to pupils.

## 11. E-SAFETY FOR PUPILS WITH ADDITIONAL NEEDS

At Slaley First School we are aware that some of the children will not necessarily understand the term "safety". Children will take part in Key Stage assemblies where safety will be addressed through multimedia presentation provided by CEOP 'Think U Know' site, which provides suitable material for varying age ranges. As part of their ICT education, teachers will be required to teach children safety rules in a way that does not frighten them and which gives them confidence to know what to do in certain situations. When children progress from Key Stage One to Key Stage Two rules and guidelines are adjusted and changed in accordance to their age. Children will be required to sign a pupil agreement at the beginning of every academic year that outlines the rules and procedures that they must follow.

Children need to learn how to apply strategies that will help them to avoid certain "risks" such that they need to plan ahead. Visual aids will be displayed in the classrooms and areas where children come into contact with IT, to promote safety.

There are certain aspects of the above that are particularly challenging for pupils with additional needs and children who we may consider to be vulnerable in this learning context. Children will clearly have individual needs that will present different issues when teaching e-safety but some common difficulties may be:

- ☐ Children may be still developing their social understanding of safety and so may relate better to strategies used with younger children
- ☐ Children are likely to find it hard to apply the same rules in different situations.
- ☐ Most safety principles rely on children being able to explain what happened or to ask for help.
- ☐ Some children may have poor recall and difficulties with learning through experience.

Adults working with children who are at more risk will be given appropriate resources in order to promote safety, including visual aids, websites and advice on how to develop children's awareness of how to use the Internet safely. Adults need to plan group interactions carefully when raising awareness of internet safety.

The designated teachers (looked after children) are Mrs. Debbie Brett, Mrs. Rachel O'Neill & Mrs. Julie Hay.

## 12. RESPONSE TO AN INCIDENT OF CONCERN

Internet technologies and electronic communications provide children and young people with the opportunity to broaden their learning experience and develop creativity in and out of school. We recognise the importance of considering the risk associated with technology our children come into contact with.

At Slaley First School we seek to develop the skills that children and young people need when communicating and using these technologies properly, while keeping safe and secure, and acting with respect for other users.

These risks to e-safety are, of course, caused by people acting inappropriately or even illegally. Any potential issue must be dealt with at a personal level. Teachers are our first line of defence; their observation of behaviour is essential in detecting danger to pupils and in developing trust so that issues are reported. Incidents will vary from the prank or unconsidered action to occasional extremely concerning incidents that may involve Child Protection Officers or the Police.

This section will provide guidance to help staff determine what action they can take within the school and when to hand the issue over to the school-based Child Protection Co-ordinator, the e-Safety Officer or the Police Liaison Officer.

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## What Does Electronic Communication Include?

- ☐ **Internet collaboration tools:** social networking sites and blogs
- ☐ **Internet Research:** web sites, search engines and Web browsers
- ☐ **Mobile Phones and personal digital assistants (PDAs)**
- ☐ **Internet communications:** e-Mail and instant messaging (IM)
- ☐ **Webcams and videoconferencing**

## What Are The Risks?

- ☐ Receiving inappropriate content
- ☐ Predation and grooming
- ☐ Requests for personal information
- ☐ Viewing 'incitement' sites
- ☐ Bullying and threats
- ☐ Identity theft
- ☐ Publishing inappropriate content
- ☐ Online gambling
- ☐ Misuse of computer systems
- ☐ Publishing personal information / images
- ☐ Hacking and security breaches

## Monitoring and review

The governing body is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

The governing body and headteacher will monitor its operation and effectiveness of the school's appraisal arrangements. The governing body will review this policy every year.

Revision Record of Issued Versions			
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