

Shaftesbury Park Primary School E-Safety Policy



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Introduction

At Shaftesbury Park, we recognise the essential role of the internet and digital communications in everyday life and the positive effects that the use of these exciting and innovative tools, both in school and at home, have been shown to have on educational standards and student achievement.

We also recognise, however, that there are considerable safeguarding risks to pupils both within and outside of school associated with the use of these new technologies. These can be broadly categorised into the following three areas of risk:

Content	being exposed to illegal, inappropriate or harmful material
Contact	being subjected to harmful online interaction with other users
Conduct	personal online behaviour that increases the likelihood of, or causes, harm

E-safety must therefore be considered an essential component of an effective and thorough safeguarding strategy.

Purpose

The purpose of this e-safety policy is:

- Safeguard and protect all members of Shaftesbury Park Primary School community from potential harm online

- Identify approaches to educate and raise awareness of online safety throughout the community, thereby empowering others to mitigate and respond to online risk
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.

Application

This policy is applicable to any instances of the use of the internet, including (but not limited to) the use of technology (computers, iPads etc), personal or setting-issued devices for use off-site, such as a work laptops, tablets or mobile phones, as well as video / conference calling.

It applies to all staff including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as learners, parents and carers.

Links with other policies and practices

This policy takes into account the DfE statutory guidance ‘[Keeping Children Safe in Education](#)’ 2018, [Early Years and Foundation Stage](#) 2017, ‘[Working Together to Safeguard Children](#)’ 2018 and the Wandsworth [Council safeguarding procedures](#).

This policy also links with several other school policies, practices and action plans including:

- Code of conduct/staff behaviour policy
- Child protection policy
- Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
- Acceptable use policy
- GDPR
- Media use/consent policy

Responsibility for E-safety

Leadership and Management

The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy, which covers acceptable use of technology.

- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.
- Ensure that online safety is embedded within a progressive curriculum, which enables all learners to develop an age-appropriate understanding of online safety.
- Support the DSL and any deputies by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.
- Provide to date online safety support and advice for parents/carers
- Monitor and evaluate online safety practice to identify strengths and areas for improvement.

Staff members

It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies
- Read and adhere to the online safety policy and acceptable use policies
- Take responsibility for the security of setting systems and the data they use or have access to
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site - this includes applying passwords to video/audio conferencing
- Use appropriate conduct if using a video/audio conferencing platform
- Embed online safety education in curriculum delivery, wherever possible
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care
- Identify online safety concerns and take appropriate action by following the settings safeguarding policies and procedures
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally
- Take personal responsibility for professional development in this area
- Expose all children to the importance of online safety through online safety assemblies, visible posters and displays

It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensure that our filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Ensure that our monitoring systems are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team

- Ensuring that the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- Make certain that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed
- Ensuring that the use of the network / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher / Safe guarding leader / ICT Co-ordinator for investigation / action / sanction
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access. Any unsuitable material will be reported to Wandsworth IT Service who will block the site.

Learners

It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:

- Engage in age-appropriate online safety education opportunities
- Contribute to the development of online safety policies
- Read and adhere to the acceptable use policies
- Respect the feelings and rights of others both on and offline
- Use appropriate conduct if using a video/audio conferencing platform
- Take responsibility for keeping themselves and others safe online
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues

Parents and Carers

It is the responsibility of parents and carers to:

- Read the acceptable use policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Be present when their children are using a video/audio conferencing platform
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

Ensuring E-safety Within the Classroom

Shaftesbury Park Primary School uses a wide range of technology. This includes access to:

- Computers, iPads and other digital devices
- Internet which may include search engines and educational websites

- Email

Some of the dangers children may face in accessing this technology include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers via video or voice call
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Measures to mitigate these risks include:

- Ensuring that all setting-owned devices are used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Ensuring that members of staff always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Ensuring that the setting use age-appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community. Children should always use the 'child safe' version of Google for searching - kiddle.co.uk.
- Supervision of learners will be appropriate to their age and ability:
 - Early Years Foundation Stage and Key Stage 1 - Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.
 - Key Stage 2 - Learners will use age-appropriate search engines and online tools. Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.

Ensuring the E-Safety of Vulnerable Learners

- Shaftesbury Park Primary School recognises that some learners are more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental

health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

- Shaftesbury Park Primary School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable learners. When implementing an appropriate online safety policy and curriculum Shaftesbury Park Primary School will seek input from specialist staff as appropriate, including the SENCO, Julia Humble.

Reviewed: April 2023