

# TRANMERE PARK PRIMARY SCHOOL

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## Online Safety Policy

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*Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

# Online Safety Policy

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## Introduction

Online safety is a safeguarding issue not an ICT or Computing issue and all members of the school community have a duty to be aware of online safety at all times, to know the required procedures and to act on them.

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

## Ethos

It is the duty of the School to ensure that every child and young person in its care is safe. The same 'staying safe' outcomes and principles outlined in the Every Child Matters agenda apply equally to the 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the School's ICT facilities and digital technologies.

## Why Internet use is important

The internet is an essential element for education, business and social interaction. The school offers provision to pupils to access the internet as part of their learning experience. It is also a resource for both staff and pupils.

## Why we teach Online safety

### Benefits of Internet Use for Education

The internet is part of the statutory curriculum and as such, is a necessary tool for staff and children. It allows access to worldwide educational resources such as museums and galleries. The internet also supports staff's continuing professional development through access to relevant frameworks, national policies and educational materials.

### Internet use will enhance learning

- The school internet access will be designed for pupils and will include appropriate filtering
- Pupils will be taught about acceptable internet use and will be given clear objectives for this
- Pupils will be taught effective use of the Internet for research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught how to evaluate Internet content
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## What we teach

In Key Stage 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage 2 will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the end of primary school, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not.

- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

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

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

### **Education parents about online safety**

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents. Online safety will also be covered during parents' information evenings.

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

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

### **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. Class teachers will discuss cyber-bullying with children, and the issue will be addressed in assemblies.

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. All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

The school also sends information on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. 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.

### **Examining electronic devices**

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation. Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## **Managing Internet Access**

### **Information system security and filtering**

School ICT systems capacity and security are reviewed regularly. All internet access is filtered by the school's ISP (Currently Schools Broadband) and we will work together with them to ensure the efficacy of the filter as far as practicably possible.

If staff or pupils discover an inappropriate website it must be reported to the designated safeguarding lead. We recognise that no filter can ever be perfect, therefore, children will be taught the necessary skills to manage risks themselves on an age appropriate level.

Virus protection is updated and files scanned continuously.

### **The Prevent Duty**

The filtering systems in place are compliant with the Prevent Duty and any internet use that is in violation of this duty is automatically reported to a Designated member of staff for safeguarding. All staff have up to date prevent duty training and this will be updated as required.

### **Acceptable use of the internet in school**

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

### **E-mail**

- Pupils may only use their Office 365 e-mail account in school
- The Office 365 email system only allows communication within the school community.
- Any instances of Cyber-bullying will not be tolerated

### **Managing emerging technologies**

Emerging technologies will be examined for educational benefit and children will be supervised and monitored when using these.

Pupils are not permitted to have in their possession, any personal electronic device which allows internet access. Mobile phones used for the purposes of walking home must be handed in to the teacher at the beginning of each day.

### **Managing data security**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and the General Data Protection Regulation 2016.

### **Assessing risks**

The school will take all reasonable precautions to ensure that users only access 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. Neither the school nor Schools Broadband can accept liability for the material accessed, or any consequences of Internet access. Methods to identify, assess and minimise risks will be reviewed regularly.

### **Staff using work devices outside of school**

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

### **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 our behaviour policy and acceptable use agreement. 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 code of conduct. 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.

### **Training**

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

Please refer to these additional policies to supplement this one: Keeping Children Safe in Education, Child Protection, Behaviour, RSE.