

Learning and living as children of God

(Galatians 5:1)(You are God's children whom he loves. Try to be like God)

Deerhurst & Apperley CE Primary School



E-Safety Policy

October 2019

Review 2022

This E-Safety policy document will consider all current and relevant issues, in a whole school context, linking with other relevant policies, such as the internet Policy, Acceptable Users Policy, Mobile Devices Policy, Safeguarding and Behaviour and Anti-Bullying policies.

Deerhurst and Apperley Primary School believes that online safety (e-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles.

Deerhurst and Apperley Primary School identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.

Deerhurst and Apperley Primary School has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.

Deerhurst and Apperley Primary School identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online.

The purpose of Deerhurst and Apperley Primary School online safety policy is to: Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that Deerhurst and Apperley Primary School is a safe and secure environment.

- Safeguard and protect all members of Deerhurst and Apperley Primary School community online.
- Raise awareness with all members of Deerhurst and Apperley Primary School community regarding the potential risks as well as benefits of technology.
- To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.
- This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as children and parents/carers.
- This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children,

staff or other individuals have been provided with school issued devices for use off-site, such as a work laptops, tablets or mobile phones.

- This policy must be read in conjunction with other relevant school policies

The key responsibilities of the school/setting management and leadership team are:

- Developing, owning and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the school community.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.
- Supporting the Designated Safeguarding Lead (DSL) by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.
- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material. Deerhurst currently use Securely. Com and SWGFL
- To work with and support technical staff in monitoring the safety and security of school/setting systems and networks and to ensure that the school/setting network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole school/setting curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.
- To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- Ensuring there are robust reporting channels for the school/setting 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, including ensuring the safe and responsible use of devices.

- To ensure a member of the Governing Body is identified with a lead responsibility for supporting online safety.
- Auditing and evaluating current online safety practice to identify strengths and areas for improvement.

The key responsibilities of the Designated Safeguarding Lead are:

- Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- Keeping up-to-date with current research, legislation and trends regarding online safety.
- Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- Work with the school/setting lead for data protection and data security to ensure that practice is in line with current legislation.
- Maintaining a record of online safety concerns/incidents and actions taken as part of the schools safeguarding recording structures and mechanisms. Initial esafety log to be used for reference.
- Monitor the school/settings online safety incidents to identify gaps/trends and use this data to update the school/settings education response to reflect need
- To report to the school management team, Governing Body and other agencies as appropriate, on online safety concerns and local data/figures.
- Liaising with the local authority and other local and national bodies, as appropriate.
- Working with the school/setting leadership and management to review and update the online safety policies, Acceptable Use Policies (AUPs) and other related policies on a regular basis.
- Ensuring that online safety is integrated with other appropriate school policies and procedures.

The key responsibilities for all members of staff are:

- Contributing to the development of online safety policies.
- Reading the school Acceptable Use Policies (AUPs) and adhering to them.
- Taking responsibility for the security of school/setting systems and data.
- Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- Modelling good practice when using new and emerging technologies
- Embedding online safety education in curriculum delivery wherever possible.

- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Demonstrating an emphasis on positive learning opportunities.
- Taking personal responsibility for professional development in this area.

In addition to the above, the key responsibilities for staff managing the technical environment are:

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- To ensure that suitable access controls and encryption is implemented to protect personal and sensitive information held on school-owned devices.
- Ensuring that the schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the DSL.
- Ensuring that the use of the school/setting's network is regularly monitored and reporting any deliberate or accidental misuse to the DSL.
- Report any breaches or concerns to the DSL and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

The key responsibilities of children and young people are:

- Contributing to the development of online safety policies.
- Reading the school/setting Acceptable Use Policies (AUPs) and adhering to them.
- Respecting the feelings and rights of others both on and offline.

- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.

At a level that is appropriate to their individual age, ability and vulnerabilities:

- Taking responsibility for keeping themselves and others safe online.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

The key responsibilities of parents and carers are:

- Reading the school/setting Acceptable Use Policies, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of technology and social media.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- Contributing to the development of the school/setting online safety policies.
- Using school systems, such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

Website

- The school will ensure that information posted on the school website meets the requirements as identified by the Department for Education (DfE).
- The contact details on the website will be the school/setting address, email and telephone number. Staff or pupils' personal information will not be published.
- The head teacher/manager will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
- The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.
- Pupils work will be published with their permission or that of their parents/carers.
- The administrator account for the school website will be safeguarded with an appropriately strong password.
- The school will post information about safeguarding, including online safety, on the school website for members of the community.

Publishing images and videos online

- The school/setting will ensure that all use of images and videos take place in accordance with other policies and procedures including data security, Acceptable Use Policies, Codes of Conduct, social media, use of personal devices and mobile phones etc.
- Written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

Managing email

- Pupils may only use school/setting provided email accounts for educational purposes
- All members of staff are provided with a specific school/setting email address to use for any official communication.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email.
- Access to school /setting email systems will always take place in accordance to data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.
- Staff will be encouraged to develop an appropriate work life balance when responding to email, parents will email enquiries directly to admin.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper would be.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

Appropriate and safe classroom use of the internet and any associated devices

- Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum. Please access specific curriculum policies for further information.
- The school/setting's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.

- Supervision of pupils will be appropriate to their age and ability
- At Early Years Foundation Stage and Key Stage 1 pupils' 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 pupils' age and ability.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
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- All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measure in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school/setting requirement across the curriculum.
- The school will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.

Social Media Policy

- Expectations regarding safe and responsible use of social media will apply to all members of Deerhurst and Apperley Primary School community and exist in order to safeguard both the school/setting and the wider community, on and offline. Examples of social media may include blogs.
- All members of Deerhurst and Apperley Primary School community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of Deerhurst and Apperley Primary School community.
- All members of Deerhurst and Apperley Primary School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The use of social networking applications during school hours for personal use **is not** permitted.
- Inappropriate or excessive use of social media during school/work hours or whilst using school/setting devices may result in disciplinary or legal action and/or removal of Internet facilities.
- Any concerns regarding the online conduct of any member of Deerhurst and Apperley Primary School community on social media sites should be reported to the leadership team and will be managed in accordance with policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

- Any breaches of school/setting policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with relevant policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

Staff personal use of social media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school/setting Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the headteacher.
- All communication between staff and members of the school community on school business will take place via official approved communication channels (***official email site***)
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Headteacher/manager.
- Any communication from pupils/parents received on personal social media accounts will be reported to the schools designated safeguarding lead.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with schools policies and the wider professional and legal framework.
- Members of staff will notify the Leadership/Management Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- Members of staff are encouraged not to identify themselves as employees of Deerhurst and Apperley Primary School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school/setting and also to safeguard the privacy of staff members and the wider community.
- Members of staff will ensure that they do not represent their personal views as that of the school on social media.
- School email addresses will not be used for setting up personal social media accounts.

Pupils use of social media

- Safe and responsible use of social media sites will be outlined for children and their parents as part of the Acceptable Use Policy.
- Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be raised with parents/carers, particularly when concerning any underage use of social media sites.

Use of Personal Devices and Mobile Phones

- Refer to Mobile Devices policy
- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this will be discussed with leaders/managers.
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school/settings allegations management policy.

Visitors use of personal devices and mobile phones

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the school advice
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Policy Decisions

Refer to internet policy, AUP, Safeguarding, CP and anti-bullying policy

- Deerhurst and Apperley Primary School is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- The school will ensure that appropriate filtering and monitoring systems are in place to prevent staff and pupils from accessing unsuitable or illegal content. (SWGFL is the system currently used for filtering (July 2017))
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a school computer or device.
- The school will audit technology use to establish if the online safety (e-Safety) policy is adequate and that the implementation of the policy is appropriate.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the schools leadership team along with technology team Silverglobe.

Authorising internet access

Refer to internet policy and AUP

- All staff, pupils and visitors will read and sign the Acceptable Use Policy before using any school resources.
- Parents will be informed that pupils will be provided with supervised Internet access which is appropriate to their age and ability.
- Parents will be asked to sign a permission to use form
- When considering access for vulnerable members of the community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

Engagement Approaches

- An online safety (e-Safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- Education about safe and responsible use will precede internet access.
- Pupils will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Online safety (e-Safety) will be included in the PSHE, SRE, Citizenship and Computing programmes of study, covering both safe school and home use.
- Acceptable Use expectations and Posters will be posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and within all subject areas.

- External support will be used to complement and support the schools internal online safety (e-Safety) education approaches.

Engagement and education of children and young people considered to be vulnerable

- Deerhurst and Apperley Primary School is aware that some children may be considered to be more vulnerable online due to a range of factors.
- Deerhurst and Apperley Primary School will ensure that differentiated and ability appropriate online safety (e-Safety) education is given, with input from specialist staff as appropriate (e.g. SENCO, Looked after Child Coordinator).

Engagement and education of staff

- The online safety (e-Safety) policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- Staff will be made aware that our Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using school systems and devices.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular basis.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- The technology team who are responsible for managing filtering systems or monitor ICT use will be supervised by the Leadership Team and will have clear procedures for reporting issues or concerns.

Engagement and education of parents and carers

- Deerhurst and Apperley Primary School recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the school policies and expectations in newsletters, letters and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Parents will be encouraged to role model positive behaviour for their children online.

Managing Information Systems

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

Security and Management of Information Systems

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site (such as via portable media storage) will be encrypted or accessed via appropriate secure remote access systems.
- Unapproved software will not be allowed in work areas or attached to email.
- The computing coordinator/network manager will review system capacity regularly.
- The appropriate use of user logins and passwords to access the school network will be enforced for all but the youngest users.
- All users will be expected to log off or lock their screens/devices if systems are unattended.

Password policy

All users will be informed not to share passwords or information with others and not to login as another user at any time.

- Staff and pupils must always keep their password private and must not share it with others or leave it where others can find it.
- All members of staff will have their own unique username and private passwords to access school systems. Members of staff are responsible for keeping their password private.
- We require staff and pupils to use STRONG passwords for access into our system.

Filtering and Monitoring

- The governors/proprietors will ensure that the school has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit children's exposure to online risks.
- The school's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- All monitoring of school owned/provided systems will take place to safeguard members of the community.
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- The school uses educational filtered secure broadband connectivity which is appropriate to the age and requirement of our pupils.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School Designated Safeguarding Lead and will then be recorded and escalated as appropriate.
- The Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.

- Any material that the school believes is illegal will be reported to appropriate agencies such as CEOP immediately.

Responding to Online Incidents and Safeguarding Concerns

- All members of the community will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for pupils.
- All members of the school community will be informed about the procedure for reporting online safety (e-Safety) concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.
- The Designated Safeguarding Lead (DSL) will be informed of any online safety (e-Safety) incidents involving child protection concerns, which will then be recorded.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Gloucestershire Safeguarding Children Board thresholds and procedures.
- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- Complaints about online/cyber bullying will be dealt with under the School's anti-bullying policy and procedure
- Any complaint about staff misuse will be referred to the head teacher
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Pupils, parents and staff will be informed of the schools complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.
- The school will manage online safety (e-Safety) incidents.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Education Safeguards Team or Gloucestershire Police via 101 or 999 if there is immediate danger or risk of harm.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Gloucestershire Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- Parents and children will need to work in partnership with the school to resolve issues.

Responding to concerns regarding Youth Produced Sexual Imagery or “Sexting”

- Deerhurst and Apperley ensure that some members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as “sexting”).
- Deerhurst and Apperley views “sexting” as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead (*Mrs Neveu, Mrs Oldroyd or Mrs Perry*).
- If the school are made aware of incident involving creating youth produced sexual imagery the school will:
 - Act in accordance with the schools child protection and safeguarding policy and the relevant Gloucestershire Safeguarding Child Boards procedures.
 - Immediately notify the designated safeguarding lead.
 - Store the device securely.
 - Carry out a risk assessment in relation to the children(s) involved.
 - Consider the vulnerabilities of children(s) involved (including carrying out relevant checks with other agencies)
 - Make a referral to children’s social care and/or the police (as needed/appropriate).
 - Put the necessary safeguards in place for children e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
 - Implement appropriate sanctions in accordance with the schools behaviour policy but taking care not to further traumatise victims where possible.
 - Review the handling of any incidents to ensure that the school is implementing best practice and the leadership team will review and update any management procedures where necessary.
 - Inform parents/carers about the incident and how it is being managed.

Responding to concerns regarding Online Child Sexual Abuse and Exploitation

- Deerhurst and Apperley will ensure that all members of the community are made aware of online child sexual abuse, including exploitation and grooming including the consequences, possible approaches which may be employed by offenders to target children and how to respond to concerns.
- If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Gloucestershire Police.
- If the school are made aware of incident involving online child sexual abuse of a child then the school will:
 - Act in accordance with the schools child protection and safeguarding policy and the relevant Gloucestershire Safeguarding Child Boards procedures.
 - Immediately notify the designated safeguarding lead.
 - Store any devices involved securely.
 - Immediately inform Gloucestershire police via 101 (using 999 if a child is at immediate risk)

- Where appropriate the school will involve and empower children to report concerns regarding online child sexual abuse e.g. using the Click CEOP report form: www.ceop.police.uk/safety-centre/
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
- Make a referral to children's social care (if needed/appropriate).
- Put the necessary safeguards in place for pupil(s) e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
- Inform parents/carers about the incident and how it is being managed.
- Review the handling of any incidents to ensure that the school is implementing best practice and the school leadership team will review and update any management procedures where necessary.

Responding to concerns regarding Indecent Images of Children (IIOC)

- If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Gloucestershire Police.
- If the school/setting is made aware of Indecent Images of Children (IIOC) then the school will:
 - Act in accordance with the schools child protection and safeguarding policy and the relevant Gloucestershire Safeguarding Child Boards procedures.
 - Immediately notify the school Designated Safeguard Lead.
 - Store any devices involved securely.
 - If the school are made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet then the school will:
 - Ensure that the Designated Safeguard Lead is informed.
 - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Police
- If the school are made aware that a member of staff is found in possession of indecent images of children on their electronic device provided by the school, then the school will:
 - Ensure that the Designated Safeguard Lead is informed or another member of staff in accordance with the school whistleblowing procedure.
 - Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
 - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy.
 - Follow the appropriate school policies regarding conduct.

Responding to concerns regarding radicalisation and extremism online

- When concerns are noted by staff that a child may be at risk of radicalisation online then the Designated Safeguarding Lead (DSL) will be informed immediately and action will be taken in line with the safeguarding policy.
- Online hate content directed towards or posted by specific members of the community will be responded to in line with existing school policies, including anti-bullying, behaviour etc. If

the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately via the Education Safeguarding Team and/or Gloucestershire Police.

Responding to concerns regarding cyberbullying

- Cyberbullying, along with all other forms of bullying, of any member of Deerhurst and Apperley Primary School will not be tolerated. Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the schools e-Safety ethos.
- Sanctions for those involved in online or cyberbullying may include:
 - Those involved will be asked to remove any material deemed to be inappropriate or offensive.
 - A service provider may be contacted to remove content if those involved refuse to or are unable to delete content.
 - Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
 - Parent/carers of pupils involved in online bullying will be informed.
 - The Police will be contacted if a criminal offence is suspected.

Responding to concerns regarding online hate

- Online hate at Deerhurst and Apperley Primary School will not be tolerated.)
- The Police will be contacted if a criminal offence is suspected. If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Gloucestershire Police.

National Links and Resources

Action Fraud: www.actionfraud.police.uk

BBC WebWise: www.bbc.co.uk/webwise

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

ChildLine: www.childline.org.uk

Childnet: www.childnet.com

Get Safe Online: www.getsafeonline.org

Internet Matters: www.internetmatters.org

Internet Watch Foundation (IWF): www.iwf.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

Know the Net: www.knowthenet.org.uk

Net Aware: www.net-aware.org.uk

NSPCC: www.nspcc.org.uk/online-safety

Parent Port: www.parentport.org.uk

Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline

The Marie Collins Foundation: <http://www.mariecollinsfoundation.org.uk/>

Think U Know: www.thinkuknow.co.uk

Virtual Global Taskforce: www.virtualglobaltaskforce.com

UK Safer Internet Centre: www.saferinternet.org.uk

For approval by the Governing Body 9th October 2019, after discussion by staff and governors.

Signed:

Chair of Governors:



Mr Aaron Mulligan

Date:

Head Teacher:



Mrs Jayne Neveu

Date: