

# Sacred Heart Hindsford R.C. Primary School

## On-Line Safety Policy



Policy written by D. Bradshaw

Computing Leader

September 2021

Accepted by Governors: *J. Carter* signed (chair)

*J. M. Dornell* signed (Head)

Shared with staff: date: October 2021

## **Mission Statement:**

**By living out our Catholic faith**

**TOGETHER we**

**ENCOURAGE**

**and ACHIEVE.**

**I have called you by name.**

Online safety has a high profile at Sacred Heart RC Primary School for all stakeholders. We ensure this profile is maintained and that pupil needs are met by the following:

- Ensuring that every unit of work covered in Computing has an online safety element to its learning.
- Highlighting issues relating to online safety as they link to the wider curriculum- especially in PHSE.
- Training for staff and governors is relevant to their needs and ultimately positively impacts on the pupils.
- Scheduled pupil voice sessions steer changes and inform training needs.
- Through our home/school links and communication channels (especially the website), parents are kept up to date with relevant online safety matters, policies, and agreements. They know who to contact at school if they have concerns.
- Pupils and staff have Acceptable Use Policies which outline the standards expected of users and procedures for non-compliance with the policy.
- Data policies stipulate how we keep confidential information secure in line with GDPR.
- Staff have access to the National Online Safety website and can direct parents to appropriate materials from there as needed.
- Using Digital Leaders to disseminate online safety information to the school community.
- Parents know how to keep children safe and well during periods of remote learning.

## **Filtering and Monitoring**

- In the first instance children are kept safe by being directed to use appropriate online resources. 'Shoulder surfing' by the teacher ensures that the children are accessing the correct material.
- All pupils are provided with a username and password so that content can be monitored on a regular basis. Online activity can be tracked. Individual log ins for Purple Mash mean teachers can remotely check pupils' work and log in times.
- Webpages are filtered to prevent inappropriate use of the internet. At Sacred Heart we use a piece of software called Securus to help protect our children. Securus is a leading online safety solution, protecting students and staff by alerting safeguarding teams to inappropriate or potentially harmful behaviour. Securus helps us to comply with KCSIE 2021 and the Prevent duty guidance.

## **Communications**

- Any mobile phones or gaming tablets should not be brought onto the school premises by pupils unless specifically instructed by the class teacher. Apart from Y6 where their phones may be kept in the school office.
- School blogs are used in some classes but the posts must be approved by a teacher before appearing online.
- Any communication via social media should be done so through the schools official accounts. Teachers and teaching assistants should not be contacted through their personal social media accounts.

## **Learning**

- Pupils will be taught that some internet use is responsible and that some is not and will be given clear objectives for internet use.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation -appropriate to their age group.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Online safety will also be discussed where appropriate in all lessons where the use of digital technologies are incorporated.
- Pupils will be taught to tell an adult immediately about any offensive communications they receive or any inappropriate content they may encounter using digital technology. They will be taught to tell an adult about malicious or harmful content they may encounter from their peers in line with guidance in KCSIE 2021.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location.
- Lessons will be used to educate pupils about cyber bullying, including how to report cyber-bullying.
- Children will be taught how to protect themselves against the risks of being groomed online for exploitation or radicalisation in line with the guidance outlined in the Prevent strategy.
- Children will be taught about the risks of accessing and generating inappropriate content.

## **Use of digital and video images**

- Children should be educated by staff and parents on the risks of sharing images and information online.
- Staff are allowed to photograph children in school for educational uses. Parents must give consent for pupils' images to be shared on the school website and via social media.
- When permission is given parents and carers are welcome to take photographs of their children during school events but we ask that these are not shared online.

### **Managing failures in online safety**

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 or tablet. School will deal with failures in online safety in the following way:

- Teacher's will minimise the immediate risk to children by completing a dynamic risk assessment and acting accordingly- this might mean stopping access for one pupil or it might mean immediately stopping access for a whole class.
- Computing Leader and SLT to be informed (via email).
- Inappropriate access to be investigated by Computing Leader to check whether it was intentional or unintentional. If intentional then sanctions to be put in place in line with AUP and behaviour policy.
- Any inappropriate access whether intentional or unintentional will be reported to parents.
- The school will immediately audit filtering and monitoring provision to establish if it is adequate and that its implementation is effective.

This policy will be reviewed regularly in consultation with staff and following any national initiatives. A copy will be available on the school web site.

Reviewed: September 2021

Next review: September 2022