Online Safety Policy

(Reviewer: Debbie Stoneley, Simon Hilliard, Dan Higgins; August 2022, SMT August 2022)

Online Safety Policy – To be read in conjunction with the IT Policies including the Social Media policy, Mobile Device Policy and Hurst E-safety Policy

N.B: The College pays due regard to the Revised Prevent Duty Guidance for England and Wales (1st April 2021) and, as such, will monitor, daily, the use of internet by both staff and students.

This policy aims to:

- Set out expectations for the online behaviour, attitudes, and activities of all those who belong to the Hurst College community when using digital technology, including when devices are offline.
- Help everyone to recognise that online/digital behaviour standards (including social media activity) must be upheld beyond the confines of the school gates and school day, and regardless of device or platform.
- Facilitate the safe, responsible, respectful, and positive use of technology to support teaching and learning, to increase attainment and prepare children and young people for the risks and opportunities of todays and tomorrows digital world, to survive and thrive online.
- Help the staff working with children to understand their roles and responsibilities to work safely and responsibly with technology and the online world.
    - For the protection and benefit of the children and young people in their care, and
    - For their own protection, minimising misplaced or malicious allegations and to better understand their own standards and practice,
    - For the benefit of the school, supporting the ethos, aims and objectives, and protecting the reputation of the school and profession.
- Establish clear structures by which online misdemeanours will be treated, and procedures to follow where there are doubts or concerns (with reference to other school policies such as the Behaviour Policy or Anti Bullying Policy)

This policy applies to all members of the Hurst community (including teaching and support staff, supply teachers, governors, volunteers, contractors, students, parents, carers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time, or who use technology in their school role.

1. Roles and Responsibilities

<u>Head of College</u>

Key responsibilities:

- Support safeguarding leads and technical staff as they review protections for pupils in the home and remote learning procedures, rules, and safeguards.
- Foster a culture of safety where online safety is fully integrated into whole-school safeguarding
- oversee the activities of the Designated Safeguarding Lead team and ensure the DSL responsibilities listed below are being followed and fully supported
- Ensure that policies and procedures are followed by all staff
- Undertake training in offline and online safeguarding, in accordance with statutory guidance and relevant Local Safeguarding Partnerships

- Liaise with the Director of Safeguarding on all online safety issues which might arise and receive regular updates on school issues and broader policy and practice information
- Take overall responsibility for data management and information security, ensuring the school follows best practice in information handling; work with the Director of Safeguarding and governors to ensure a GDPR-compliant framework for storing data, but helping to ensure that child protection is always put first and data- protection processes support careful and legal sharing of information.
- Ensure the school implements and makes effective use of appropriate IT systems and services, including school-safe filtering and monitoring, protected email systems and that all technology, including cloud systems are implemented according to child-safety first principles
- be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online roles
- understand and make all staff aware of procedures to be followed in the event of a serious online safeguarding incident
- ensure suitable risk assessments are undertaken so the curriculum meets the needs of pupils, including the risk of children being radicalised
- ensure that there is a system in place to monitor and support staff (e.g., a network manager) who can carry out internal technical online-safety procedures
- ensure governors are regularly updated on the nature and effectiveness of the school's arrangements for online safety
- ensure the school website meets statutory requirements.

<u>Designated Safeguarding Lead - named as Dominic Mott</u>

Key responsibilities:

- The DSL should take the **lead responsibility** for safeguarding and child protection, including online safety and this lead responsibility should not be delegated.
- Work with the IT team to review the rules and safeguards around remote learning
- Ensure there is regular review and open communication between the Deputy Safeguarding Lead and the DSL, and that the DSL's clear and overarching responsibility for online safety is not compromised.
- Ensure an effective approach to online safety that empowers the school to protect and educate the whole school in their use of technology and establishes mechanisms to identify, intervene in and escalate any incident where appropriate.
- Liaise with staff, especially pastoral support staff, school nurses, IT technicians and SENCOs on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Take day to day responsibility for online safety issues and be aware of the potential for serious child protection concerns
- Remind staff of safeguarding considerations as part of a review of remote learning procedures and technology, including that the same principles of online safety and behaviour apply
- Work with the Head of College, CFO and governors to ensure a GDPR-compliant framework for storing data, but helping to ensure that child protection is always put first and data-protection processes support careful and legal sharing of information
- Stay up to date with the latest trends in online safeguarding and undertake Prevent Awareness training

- Review and update this policy, and any other relevant policies at least annually
- Receive regular updates in online safety issues and legislation and be aware of local and school trends ensure that online safety is embedded across the curriculum in line with statutory RSHE guidance and beyond, in wider school life
- Promote an awareness of and commitment to online safety throughout the school community, with a strong focus on parents, but also including hard to reach parents
- Communicate regularly with the SLT and the designated safeguarding governor to discuss current issues (anonymised), review any incident logs and discuss how filtering and monitoring work and have been functioning/helping
- Ensure all staff are aware of the procedures that need to be followed in the event of an online safety incident, and that these are logged in the same way as any other safeguarding incident
- Ensure adequate provision for staff to flag issues when not in school and for pupils to disclose issues when off site, especially when in isolation- for example, the Hurst Help button.
- Oversee and discuss 'appropriate filtering and monitoring' with governors and ensure that staff are also aware
- ensure the updated 2021 DfE guidance on 'Sexual Violence and sexual Harassment Between Children in Schools and Colleges' is followed throughout the school and that staff adopt a zero-tolerance, whole school approach to this, including supply teachers
- Ensure all staff are aware of Annex A of KCSiE (2022)
- Cascade knowledge of risks and opportunities through regular updates to staff

Safeguarding Governor: named as Dr Sadhana Brydie

Key responsibilities:

- Approve the policy and strategy and subsequently review its effectiveness
- Ask about how the school has reviewed protections for any remote learning procedures.
- Ensure that an appropriate senior member of staff, from the college leadership team, is appointed to the role of DSL with lead responsibility for safeguarding and child protection (including online safety) with the appropriate status and authority and time, funding, training, resources and support. Support the school in encouraging parents and the wider community to become engaged in online safety activities. Have regular strategic reviews with the online-safety co-ordinator/DSL and incorporate online safety into standing discussions of safeguarding at governor meetings.
- Where the online safety co-ordinator is not the named DSL ensure that there is regular review and open communication between these roles and that the DSL's clear, over-arching responsibility for online safety is not compromised.
- Work with relevant parties to ensure a GDPR-compliant framework for storing data but helping to ensure that child protection is always put first and data-protection processes support careful and legal sharing of information.
- Check that all staff have read Part 1 of KCSiE (2022) and check that Online safety reflects the practice in your school.
- Ensure that all staff undergo safeguarding and child protection training, which includes online safety training, annually. The online safety training package from the Online Safety Alliance will be used. This training will be regularly updated, and at least occur annually after an update to KCSiE.

- Ensure appropriate filters and monitoring systems are in place but with care taken not to 'overblock'. It should not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding.
- Ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum.

<u>All Staff</u>

Key Responsibilities:

- Recognise that RSHE is now statutory and that it is a whole school subject requiring the support of all staff; online safety has become core to this new subject.
- Understand that online safety is a core part of safeguarding; as such it is everyone's job- never think that someone else will pick it up.
- Know who the DSL (Dominic Mott) and DDSL (Simon Hilliard) are, and the Online Safety Lead (Deputy Director Safeguarding)
- Read Part 1, Annex B and Annex D of KCSiE(2022)
- Read and follow this policy in conjunction with the school's main safeguarding policy.
- Record online safety incidents in the same way as any safeguarding incident and report in accordance with school procedures
- Understand that safeguarding is often referred to as a jigsaw puzzle- you may have discovered the missing piece so do not keep anything to yourself.
- Sign and follow the staff acceptable use policy and staff code of conduct
- Notify the DSL/OSL if policy does not reflect practice in your school and follow escalation procedures if concerns are not promptly acted upon.
- Identify opportunities to thread online safety through all school activities as part of a whole school approach, in line with the RSHE curriculum, both outside the classroom and within the curriculum whilst making the most of learning opportunities as they arise.
- Whenever overseeing the use of technology in school, or for homework, encourage and talk about appropriate behaviour and how to get help and consider potential risks and the age-appropriateness of websites.
- When supporting pupils remotely, be mindful of additional safeguarding considerations which apply to all online learning.
- Carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking, age-appropriate materials and signposting, and legal issues such as copyright and GDPR.
- Be aware of security best- practice at al times, including password hygiene and phishing strategies.
- Prepare and check all online sources and resources before using them.
- Encourage pupils to follow their acceptable use policy at home as well as at school. Remind them about it and enforce school sanctions.
- Notify the DSL/OSL of new trends and issues before they become a problem.
- Take a zero-tolerance approach to bullying and sexual harassment
- Be aware that you are often most likely to see or overhear online-safety issues in the playground, corridors, toilets, in Houses and communal areas.
- Receive regular updates from the DSL/OSL and have a healthy curiosity.