

MILLWOOD SCHOOL, BURY

POLICY: E-safety policy

DATE: April 2014

Date Reviewed: November 2015 (MP)

DATE ADOPTED BY GOVERNING BODY:

Introduction

Millwood Primary Special School recognises the importance of ICT in education and the need of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their education but realises that this has to be controlled for their safety.

Safeguarding children in both the real and virtual world is everyone's responsibility. Computers and technology can be a great way to open up new learning opportunities to our children but it also means we have to be aware of the possible risks. E-safety encompasses the use of Internet technologies, electronic communications and wireless technology.

This policy provides a framework for us to ensure ICT is used safely and responsibly and that risks related to ICT use is properly managed. At Millwood the safety of our pupils is our first priority. We ensure that all staff are aware of their responsibilities and have clear policies and procedures that must be followed. This is supported by effective technological tools that protect the aspects of the internet that the children can access.

Every Child Matters and the provisions of the Children Act 2004 *Working Together to Safeguard Children*, as well as *'Keeping children safe in education (2014)'* sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- Safe from bullying and discrimination.
- Safe from crime and anti-social behaviour in and out of school.
- Secure stable and cared for.
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These aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT.

It is the duty of the school to ensure that every child is safe, and the same principles should apply to the digital world as would be applied to the school's physical building.

Content Filtering and use of the Internet

Millwood Primary Special School provides internet filtering, designed to remove controversial, offensive or illegal material that would cause our children to be upset. The School makes use of the filtering services provided by the Local Authority which seeks to provide internet use that is safe and for educational purposes only. However we ensure that all staff are aware that no system is fool proof and additional measures need to be taken to minimise the risks:

- All access to the Internet is supervised by adults.
- Safe Search is used on all pupil computers to enhance filtering.
- A medium/ high level filtering system is in operation.
- Safe internet use is included in the ICT curriculum for any pupil working at level P8 or above or earlier if the pupil is able to access the internet independently.
- Any search engine or keyword search you ask a child to do should be tested in advance to ensure the child will not encounter anything that could be upsetting.

Use of electronic equipment

Laptops and other school equipment should be used appropriately at all times and staff, workers and volunteers should ensure that usage does not conflict with their role or professional duties. Staff must never use their own equipment for taking photographs or video of pupils. Only school SIM cards and equipment should be used and images stored on the shared drive which is secure and managed by the ICT technician who is DBS-checked.

Communication with pupils

Any private communication with an individual pupil concerning issues personal to the pupil should be recorded and copied to the pupil's file.

Personal telephone numbers, including mobile numbers should not be shared with pupils or families, other than in emergency situations. If a pupil continues to use these personal contacts, this should be reported immediately to the designated teacher for safeguarding.

Improper communication between staff, workers and volunteers and a pupil is likely to result in disciplinary action.

No e-mail communication should occur which does not pass through the school network mail boxes and addresses.

Staff, workers and volunteers should not participate in chat rooms, MSN or social networking sites with any pupils irrespective of age or with former pupils under the age of 18. In particular, staff, workers and volunteers should neither accept or request pupils or former pupils under the age of 18 as friends on Facebook or other social networking sites. Staff, workers and volunteers should be mindful

of the impact on younger siblings or friends of former pupils in any social contact.

No text conversation should take place between staff, workers and volunteers and a pupil. In the event of this happening it should be recorded and placed on the pupil's file, and reported to assistant heads.

Staff, workers and volunteers using social networking sites in a personal capacity should ensure that they do not conduct themselves in a way that is detrimental to the school. For example they should not:

- allow interaction on websites to damage or compromise working relationships with colleagues.
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- post photographs of themselves, colleagues or students taken in school
- post or send abusive or defamatory messages
- record any confidential information about school on any social networking site
- post information which will disclose the identity of a student.

Use of video equipment

In pupil performances, for example, Christmas productions, parents and carers may take video or photographs of their own child. They must sign a disclaimer form available at each performance to say they will film or photograph their own child only, and that they take responsibility for storing the image of their child safely, not sharing it on social networking sites.

More explicit information is available in the Millwood School Photography Guidance from Bury MBC (2012)

CCTV

The school's use of CCTV is restricted to Premises managers and the SMT. Footage is stored for 30 days, after which it is overwritten by new footage. All accommodation outside the school on School Street has been 'blocked'.

No visitor to the school site is allowed to take photographs or video without the permission of the school management team and any parent or carer who has responsibility for a child. Any breaches of this policy will be referred to the LADO for Bury, and reported to OFSTED.

Reporting Problems

An important element of e-safeguarding is the ability to identify and deal with incidents so they are dealt with effectively. If there is ever an issue, concern or incident related to e-safety it should be recorded on the safety incident form attached and handed directly to the designated teacher for safeguarding, who will follow the appropriate procedures (outlined in the attached flowchart).

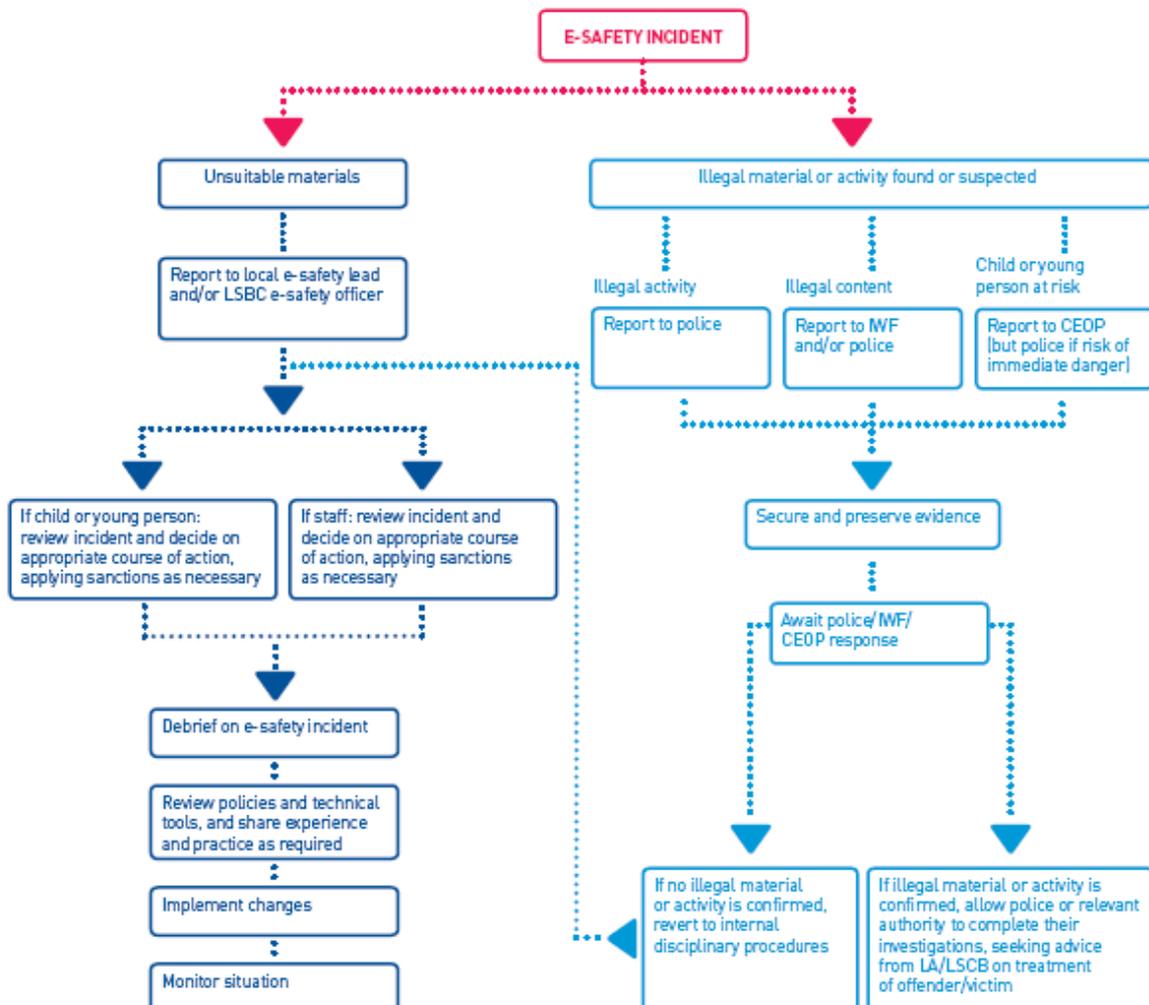
Complaints of cyberbullying are dealt with in accordance with our school Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school/ LA child protection procedure.

This policy has been drawn up to protect all parties- the pupils, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

Training

All staff receive training on safeguarding. ICT staff receive training on e-safety. From September 2014, all staff will receive training on e-safety. Governors are able to access training on e-safety through Governor Services.

Flowchart for responding to e-safety incidents



Millwood E-safety Incident Report

Incident Date:	Description of the occurrence	Immediate action	Further action	Legal Implication	Closed Date (Date that the incident is closed by the SMT)

Signed and dated by the person making the incident report.

Pass to the designated teacher for safeguarding.