

**GORING CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**



**Goring C E Primary School**  
**Faith, Love and Learning**

# **E-SAFETY POLICY**

**Date adopted by Governing Body: June 2017**

## **Mission – what is our reason for being?**

- To educate
- To nurture
- To serve the community
- To develop children's faith and spirituality
- To be inclusive
- To improve life outcomes
- To develop children's life and learning skills
- To develop morals and principles

## **Our Values**

- ✓ Love
- ✓ Faith
- ✓ Self –worth
- ✓ Respect
- ✓ Aspiration
- ✓ Equality
- ✓ Fun

## **Our School Vision for 2020**

To be a Church of England Primary School that:-

- Secures outstanding outcomes for all children throughout the primary age range.
- Establish positive, recognisable 'hallmarks' for children that reflect our ethos and values.
- Reflects God's love in the community and beyond.

## Overview

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The previous Internet Policy has been revised and renamed as the School's e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

Our e-Safety Policy has been written by the school, building on the government guidance and will be reviewed annually.

The school's e-safety policy will operate in conjunction with other policies. These policies set the boundaries of acceptable use including those for Acceptable Use ICT, The West Sussex Internet Filtering Policy, Staff Guidance for the Safer Use of the Internet, Behaviour, Bullying, Curriculum, Child Protection, Data Protection and Security.

The E-Safety Co-ordinator is Mrs Hannah Jones who will work alongside the Designated Child Protection Coordinator as the roles overlap.

## Teaching and Learning

### Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### Internet use will enhance learning

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access will be planned to enrich and extend learning activities. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

# Managing Internet Access

## Information system security

School ICT systems capacity and security will be reviewed annually.  
Virus protection will be updated constantly.

## E-mail – Key Stage 2

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive inappropriate e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication.

Pupil's passwords for emailing will be kept securely by the class teacher or ICT technician.

## Published content and the school Website

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The School Secretary and ICT Technician will take overall editorial responsibility and ensure that content is accurate and appropriate.

## Publishing pupils' images and work

Photographs that include pupils will be selected carefully and will only be displayed with parental consent as per Acceptable Use Policy.

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the parents. This work will be published on our web-site by the Secretary or ICT Technician after reference to the Headteacher.

## **Social networking and personal publishing**

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

## **Managing filtering**

The school will work with WSCC, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.

The ICT Technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the school believes is illegal must be reported to appropriate agencies.

## **Protecting personal data**

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

## **Sexting – See Appendix A**

# **Policy Decisions**

## **Authorising Internet access**

All staff must read and sign the 'Staff User Agreement Form' on an annual basis before using any school ICT resource.

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Parents will be asked to sign and return a parental permission form when starting the school and this will expire when the child leaves the school.

## **Assessing risks**

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. Neither the school nor WSCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimize risks will be reviewed regularly.

### **Handling e-safety complaints**

Complaints of Internet misuse will be dealt with by the Assistant Headteacher/Headteacher

Any complaint about staff misuse must be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Parents and pupils will need to work in partnership with staff to resolve issues.

### **Community use of the Internet**

The school will liaise with local organisations to establish a common approach to e-safety.

## **Communications Policy**

### **Introducing the e-safety policy to pupils**

E-safety rules will be explained to the children across the school before Internet access. The teachers will discuss with the pupils at the start of each year about Internet safety (See ICT/Computing Long Term Progression Plan). Pupils will engage in Safer Internet Day activities to develop their understanding and skills.

Pupils will be informed that network and Internet use will be monitored. A 'Democracy Circle' meeting will discuss and produce e-safety poster.

### **Staff and the e-safety policy**

All staff will be given the School e-Safety Policy and its importance explained. Staff will also undertake E-Safety training in school.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Enlisting parents' support**

Parents' attention will be drawn to the School E-Safety Policy and E-Safety Training on the website. Any parents who do not have access to a computer a letter including appropriate resources will be sent home.

Internet issues will be handled sensitively, and parents will be advised accordingly.

# **Appendix A**

## **Sexting**

### **Background**

The UK Council for Child Internet Safety released guidance in 2016 regarding sexting in schools and colleges. Whilst this guidance is non statutory, it is in reference to statutory guidance from "Keeping Children Safe in Education".

### **The Law**

It is illegal to make, possess, distribute and view indecent imagery of someone under 18. This is always considered as a safeguarding issue and can be considered as a sex offence which can be criminalised depending on circumstance. Children aged 10 or older could be prosecuted.

### **What is sexting?**

There is no clear definition of 'sexting'. Many professionals consider sexting to be 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet.' Yet when young people are asked 'What does sexting mean to you?' they are more likely to interpret sexting as 'writing and sharing explicit messages with people they know'. Similarly, many parents think of sexting as flirty or sexual text messages rather than images.

On this basis this advice [*from Sexting in Schools and Colleges*] introduces the phrase 'youth produced sexual imagery'.

'Youth produced sexual imagery' best describes the practice because:

- 'Youth produced' includes young people sharing images that they, or another young person, have created of themselves.
- 'Sexual' is clearer than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and dependent on context.
- 'Imagery' covers both still photos and moving videos

Source: *Sexting in Schools and Colleges*

### **Curriculum**

We understand that the internet has had a huge impact on the accessibility and sharing of indecent messages and that social media adds additional pressure to children for social acceptance.

We have developed a comprehensive Sex and Relationships (SRE), Internet Safety, Anti-Bullying and PSHCE program of study throughout Goring Primary School which addresses issues of social media and appropriate messages to empower children to make informed choices and know channels of support available to them.

## **Handling of incidents**

We take any incidents that occur of a sexual nature very seriously and will handle these in reference to the guidance mentioned above.

All incidents will be dealt with by the school's safeguarding team and will only be shared with relevant members of staff if deemed necessary and appropriate. Parents will be informed of any incident which occurs and involved in any outcomes. Children will be spoken to and required to remove any inappropriate images or messages themselves with a parent present. In some circumstances, referrals may need to be made to local authority safeguarding teams or the local police. Relevant and appropriate sanctions will be applied on an individual basis.

## **Referrals**

All incidents involving youth produced sexual imagery will be responded to in line with the school's safeguarding and child protection policy.

When an incident involving youth produced sexual imagery comes to the school's attention:

- The incident will be referred to the safeguarding lead as soon as possible
- The safeguarding lead will hold an initial review meeting with appropriate school staff
- There will be subsequent interviews with the young people involved (if appropriate)
- Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

## **Resources**

The NSPCC has released videos for parents and schools to use which address the issues of online safety and sharing images.

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

*Keeping Children Safe In Education and Sexting in Schools and Colleges* documents are accessible online.

## **Linked policies**

Child Protection Policy

Anti-Bullying Policy

Acceptable Use Policy

Sex and Relationships Policy