



Southfield Park Primary School Online Safety Policy

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Southfield Park School Online Safety Policy

1. Policy Aims

This online safety policy has been written by Andrew Batty, involving staff, pupils and parents/carers and with specialist advice and input as required. It takes into account the DfE statutory guidance “Keeping Children Safe in Education” 2016, Early Years and Foundation Stage 2017.

The purpose of Southfield Park School’s online safety policy is to:

- Safeguard and protect all members of Southfield Park School’s community online.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.

Southfield Park School identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- being exposed to illegal, inappropriate or harmful material
- being subjected to harmful online interaction with other users
- personal online behaviour that increases the likelihood of, or causes, harm.

2. Policy Scope

- Southfield Park School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.
- Southfield Park School identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- Southfield Park School believes that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- 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 pupils and parents/carers.
- This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptop, tablets or mobile phones.

2.1 Links with other policies and practices

This policy links with a number of other policies, practices and action plans including:

- Anti-bullying policy
- Acceptable Use Policies (AUP) and/or the Code of conduct
- Behaviour and discipline policy
- Child protection policy

- Confidentiality policy
- Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Sex and Relationships Education (SRE)
- Data Protection Policy

3. Monitoring and Review

This policy will be reviewed at least annually and the policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure.

As a school, we ensure that internet usage is regularly monitored and evaluate online safety mechanisms to ensure that this policy is consistently applied. To ensure they have oversight of online safety, the head teacher will be informed of online safety concerns, as appropriate. Furthermore, the named Governor for safeguarding will report on a regular basis to the governing body on online safety incidents, including outcomes and any issues identified will be incorporated into the school's action planning.

4. Roles and Responsibilities

The school has appointed Andrew Batty, as computing leader, to be the online safety lead. Whilst this is the case, Southfield Park School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a Code of conduct and/or an AUP, which covers acceptable use of technology.
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with technical staff to monitor the safety and security of school systems and networks.
- Ensure that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.
- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the school 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. Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.2 The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the school community, as appropriate.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.

- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the schools safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the management team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with input from governors.
- Meet regularly with the governor with a lead responsibility for safeguarding and online safety.

4.3 It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy and acceptable use policy.
- Take responsibility for the security of school systems and the data they use, or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the school's safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures (*including password policies and encryption*) to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that the schools filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Report any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate.
- Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSL, in accordance with the school's safeguarding procedures.

4.5 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:

- Engage in age appropriate online safety education opportunities.
- Contribute to the development of online safety policies.
- Read and adhere to the school AUPs.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

4.6 It is the responsibility of parents and carers to:

- Read the school AUPs and encourage their children to adhere to them.
- Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the school online safety policies.
- Use school systems, such as Fronter, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education and Engagement Approaches

5.1 Education and engagement with pupils

The school will establish and embed a progressive online safety curriculum throughout the whole school, to raise awareness and promote safe and responsible internet use amongst pupils by:

- Ensuring education regarding safe and responsible use precedes internet access.
- Including online safety in the PSHE, SRE and Computing programmes of study, covering use both at home school and home.
- Reinforcing online safety messages whenever technology or the internet is in use.
- Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.
- Teaching pupils to be critically aware of the materials they read and be shown how to validate information before accepting its accuracy.

The school will also support pupils to read and understand the AUP in a way which suits their age and ability by:

- Displaying acceptable use posters in all rooms with internet access (SMART rules).

- Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
- Rewarding positive use of technology by pupils.
- Implementing appropriate peer education approaches.
- Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
- Seeking pupil voice when writing and developing school online safety policies and practices, including curriculum development and implementation.
- Using support, such as external visitors, where appropriate, to complement and support the school's internal online safety education approaches.

5.1.1 Vulnerable Pupils

At Southfield Park School, we are aware that some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to; children in care; children with Special Educational Needs and Disabilities (SEND) or mental health needs; children with English as an additional language (EAL) and children experiencing trauma or loss. In order to overcome this, we ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils and where appropriate will seek input from specialist staff as appropriate, including the SENCO and leaders for LAC.

5.2 Training and engagement with staff

Southfield Park School recognises the importance of regular staff training and therefore will:

- Provide and discuss the online safety policy with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates.
 - This will cover the potential risks posed to pupils (Content, Contact and Conduct) as well as our professional practice expectations.
- Make staff aware that school systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with school's policies when accessing school systems and devices.
- Make staff aware that their online conduct out of school, including personal use of social media, could have an impact on their professional role and reputation within school.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the school community.

5.3 Awareness and engagement with parents and carers

Southfield Park School recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies. The school will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings, transition events, fetes and sports days.
- Drawing their attention to the school online safety policy and expectations in newsletters, letters, our prospectus and on our website.
- Requesting that they read online safety information as part of joining our school.
- Requiring them to read the school AUP and discuss its implications with their children.

6 Reducing Online Risks

Southfield Park School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. In response to this issue we will:

- Regularly review the methods used to identify, assess and minimise online risks.
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.

All members of the school community are made aware of the school's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the school's AUP and highlighted through a variety of education and training approaches.

Whilst all of this is the case, due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.

7. Safer Use of Technology

7.1 Classroom Use

Southfield Park School uses a wide range of technology. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- School learning platform (Fronter)/intranet
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras

All school owned devices will be used in accordance with the school's AUP and with appropriate safety and security measures in place. Alongside this, members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home. In order to minimise the risk of inappropriate material being viewed, the school will use age appropriate search tools, such as google safe search. The school will also ensure that the use of internet-derived materials, by staff and pupils, complies with copyright law and acknowledge the source of information.

Supervision of pupils will be appropriate to their age and ability. This includes:

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.

Key Stage 2

Pupils will use age-appropriate search engines and online tools. Children will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils' age and ability.

7.2 Managing Internet Access

The school will maintain a written record of users who are granted access to the school's devices and systems and all staff, pupils and visitors will read and sign an AUP before being given access to the school computer system, IT resources or internet.

7.3 Filtering and Monitoring

7.3.1 Decision Making

Southfield Park School governors and leaders have ensured that the school has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks. The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding. The school's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our school's specific needs and circumstances.

Any changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded. Whilst an important tool to safeguard the children, all members of staff are made aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential.

7.3.2 Filtering

The school uses educational broadband connectivity through Talk Straight. In order to effectively filter internet usage, LightSpeed Systems, which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature, is in place for all devices capable of connecting to the Wi-Fi. The school works with GFL IT Support to ensure that our filtering policy is continually reviewed.

Dealing with Filtering breaches

The school has a clear procedure for reporting filtering breaches:

- If pupils discover unsuitable sites, they will be required to turn off monitor/screen and report the concern immediate to a member of staff.
- The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead and/or technical staff.

- The breach will be recorded and escalated as appropriate.
- Parents/carers will be informed of filtering breaches involving their child.
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as: IWF, Police or CEOP.

7.3.4 Monitoring

The school will appropriately monitor internet use on all school owned or provided internet enabled devices. This is achieved via: supervision, reviewing log file information and active technology monitoring services (Light Speed).

The school has a clear procedure for responding to concerns identified via monitoring approaches, including:

Concerns will be responded to in line with the Child Protection and Safeguarding Policy. Section 23 And appendix 7 detail the procedure of dealing with an online safety concern.

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.

7.4 Managing Personal Data Online

Personal data will be recorded, processed, transferred and made available online in accordance with the Data Protection Act 1998. Full information can be found in the school's Data Protection Policy.

7.5 Security and Management of Information Systems

The school takes appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly.
- Encryption for personal data sent over the Internet or taken off site (such as via encrypted portable media storage) or access via appropriate secure remote access systems. -
- Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
- Not downloading unapproved software to work devices or opening unfamiliar email attachments.
- Regularly checking files held on the school's network.
- The appropriate use of user logins and passwords to access the school network.
- All users are expected to log off or lock their screens/devices if systems are unattended.

7.5.1 Password policy

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. From 2017, all pupils were provided with their own unique username and passwords to access school systems.

We require all users to:

- Use strong passwords for access into our system.

- Change their passwords regularly (not applicable for children).
- Always keep their password private; users must not share it with others or leave it where others can find it (not applicable for children).
- Not to login as another user at any time.

7.6 Managing the Safety of the School Website

The school will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE). The school will also ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright. The administrator account for the school website will be secured with an appropriately strong password and staff or pupils' personal information will not be published on our website; the contact details on the website will be the school address, email and telephone number.

7.7 Publishing Images and Videos Online

The school will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to): Data security, AUPs, Codes of conduct (including use of social media, personal devices and mobile phones).

7.8 Managing Email

Access to school email systems will always take place in accordance with Data protection legislation and in line with other school policies, including: Confidentiality, AUPs and Code of conduct.

- The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the school community will immediately tell the head teacher if they receive offensive communication, and this will be recorded in the school safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked in school.

7.9 Management of Learning Platforms

Southfield Park School uses Fronter as its official learning platform which leaders and staff will regularly monitor the usage of, in particular, messages and communication tools and publishing facilities. Only current members of staff, pupils and parents will have access to the LP and when staff and/or pupils' leave the school, their account or rights to specific school areas will be disabled or transferred to their new establishment. Pupils and staff will be advised about acceptable conduct and use when using the LP as well as being instructed to be mindful of copyright and will only upload appropriate content onto the LP.

Any concerns about content on the LP will be recorded and dealt with in the following ways:

- The user will be asked to remove any material deemed to be inappropriate or offensive.
- If the user does not comply, the material will be removed by the site administrator.
- Access to the LP for the user may be suspended.
- The user will need to discuss the issues with a member of leadership before reinstatement.
- A pupil's parent/carer may be informed.
- If the content is considered to be illegal, then the school will respond in line with existing child protection procedures.

7.10 Management of applications used to Record Children's Progress

The school uses Pupil Asset to track pupils progress which the head teacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation

In order to safeguard pupil's data:

- Only school issued devices will be used for apps that record and store children's personal details, attainment or photographs.
- Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
- School devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
- All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
- Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

The expectations regarding safe and responsible use of social media applies to all members of Southfield Park School community. The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger. All members of Southfield Park School community are expected to engage in social media in a positive, safe and responsible manner, at all times. Alongside this, members of Southfield Park School 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 school will control pupil and staff access to social media whilst using school provided devices and systems on site. Any concerns regarding the online conduct of any member of Southfield Park School community on social media, should be reported to the school and will be managed in accordance with our Anti-bullying, Allegations against staff, Behaviour and Child protection policies.

8.2 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 Code of Conduct within the AUP.

Reputation

All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within school. Civil, legal or disciplinary action may 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.

All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):

- Setting the privacy levels of their personal sites as strictly as they can.
- Being aware of location sharing services.
- Opting out of public listings on social networking sites.
- Logging out of accounts after use.
- Keeping passwords safe and confidential.
- Ensuring staff do not represent their personal views as that of the school.

Members of staff are encouraged not to identify themselves as employees of Southfield Park School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members. All members of staff are also 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 school's policies and the wider professional and legal framework.

Any 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 or colleagues will not be shared or discussed on social media sites. Members of staff will notify the Senior Leadership Team immediately if they consider that any content shared on social media sites conflicts with their role in the school.

Communicating with pupils and parents and carers

All members of staff are advised not to communicate with or add as 'friends' any current or past 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 head teacher.
- If ongoing contact with pupils is required once they have left the school roll, members of staff will be expected to use existing alumni networks or use official school provided communication tools.

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 head teacher. Any communication from pupils and parents received on personal social media accounts will be reported to the schools Designated Safeguarding Lead.

8.3 Pupils' Personal Use of Social Media

Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach, via age appropriate sites and resources. The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the school will not create accounts specifically for children under this age. Any concerns regarding pupils' use of social media, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.

Pupils will be advised:

- To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, other social media contact details, email addresses, full names of friends/family, specific interests and clubs.
- To only approve and invite known friends on social media sites and to deny access to others by making profiles private/protected.
- Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age and abilities.
- How to block and report unwanted communications and report concerns both within school and externally.

8.4 Official Use of Social Media

Southfield Park School's official social media channel is @Southfield_Park on Twitter. The official use of this social media account only takes place with clear educational or community engagement objectives, with specific intended outcomes. Official social media use will be conducted in line with existing policies, including: Anti-bullying, Image use, Data protection, Confidentiality and Child protection and all communication on official social media platforms will be clear, transparent and open to scrutiny.

Parents, carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community. The school will also ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

Members of staff who follow the school social media channels will be advised to use dedicated professional accounts, where possible, to avoid blurring professional boundaries. If members of staff are participating in online social media activity as part of their capacity as an employee of the school, they will:

- Be professional at all times and aware that they are an ambassador for the school.
- Disclose their official role and/or position, but make it clear that they do not necessarily speak on behalf of the school.
- Be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace, including: Libel, Defamation, Confidentiality, Copyright, Data protection and Equalities laws.
- Ensure that they have appropriate written consent before posting images on the official social media channel.
- Not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
- Not engage with any direct or private messaging with current, or past, pupils, parents and carers.
- Inform their line manager, the Designated Safeguarding Lead and/or the head teacher of any concerns, such as criticism, inappropriate content or contact from pupils.

9. Use of Personal Devices and Mobile Phones

Southfield Park School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within school.

9.1 Staff Use of Personal Devices and Mobile Phones

Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant school policy and procedures, such as: Confidentiality, Child protection, Data security and Acceptable use.

Staff will be advised to:

- Keep mobile phones and personal devices in a safe and secure place during lesson time.
- Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
- Not use personal devices during teaching periods, unless written permission has been given by the head teacher, such as in emergency circumstances.
- Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.

Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers although any pre-existing relationships, which could undermine this statement, will be discussed with the Designated Safeguarding Lead and/or head teacher.

Where a member of staff is given permission to use a personal device they must only use it in emergency or exceptional circumstances and will not use personal devices, such as: mobile phones, tablets or cameras to take photos or videos of pupils, except for uploading official photographs to the schools official Twitter account. If a member of staff breaches the school policy, action will be taken in line with the school behaviour and allegations policy.

9.2 Pupils' Use of Personal Devices and Mobile Phones

At Southfield Park School, children who attend school with a mobile phone or personal device will be expected to keep it switched off and secured in the classroom box which is locked. If a pupil needs to contact his/her parents or carers they will be allowed to use the office phone and parents are advised to contact their child via the school office during school hours.

If a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place.

School staff may confiscate a pupil's mobile phone or device if:

- They believe it is being used to contravene the school's Behaviour or Bullying policy, or could contain youth produced sexual imagery (sexting).
- There is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

Searches of mobile phone or personal devices will only be carried out by a member of the Senior Leadership Team, with the consent of the pupil or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes school policies. Any mobile phones and devices that have been confiscated will be released to parents or carers at the end of the day.

9.3 Visitors' Use of Personal Devices and Mobile Phones

Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's Acceptable Use Policy and other associated policies, such as: Anti-bullying, Behaviour, Safe Guarding and Child Protection policy. All members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead of any breaches of school policy.

10 Responding to Online Safety Incidents and Concerns

All members of the school community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content. They must respect confidentiality and the need to follow the official school procedures for

reporting concerns. Pupils, parents and staff will be informed of the school's complaints procedure and staff will be made aware of the whistleblowing procedure.

The school requires staff, parents, carers and pupils to work in partnership to resolve online safety issues.

- After any investigations are completed, the school will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If the school is unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Safeguarding Team.
- Where there is suspicion that illegal activity has taken place, the school will contact the Education Safeguarding Team or Surrey Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond the school community (for example if other local schools are involved or the public may be at risk), the school will speak with Surrey Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

10.1 Concerns about Pupils Welfare

In the event of a concern been raised, the DSL will be informed of any online safety incidents involving safeguarding or child protection concerns and will record these issues in line with the school's Safeguarding and Child Protection policy. They will also ensure that online safety concerns are escalated and reported to relevant agencies in line with Safeguarding thresholds and procedures. Furthermore, the school will inform parents and carers of any incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

Any complaint about staff misuse will be referred to the head teacher, according to the Allegations policy. A member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer) and appropriate action will be taken in accordance with the Behaviour policy (Code of Conduct).

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Youth Produced Sexual Imagery or "Sexting"

Southfield Park School recognises youth produced sexual imagery (known as "sexting") as a safeguarding issue; therefore, all concerns will be reported to and dealt with by the Designated Safeguarding Lead. The school will follow the advice as set out in the non-statutory UKCCIS guidance: 'Sexting in schools and colleges: responding to incidents and safeguarding young people'. We will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of 'sexting' by implementing preventative approaches, via a range of age and ability appropriate educational methods.

11.1.1 Dealing with Youth Produced Sexual Imagery or 'Sexting'

If the school is made aware of an incident involving the creation or distribution of child produced sexual imagery, the school will:

- Act in accordance with our Child protection and Safeguarding policies and the relevant Safeguarding Child Board's procedures.
- Immediately notify the Designated Safeguarding Lead.
- Store the device securely.
- If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
- Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
- Inform parents and carers, if appropriate, about the incident and how it is being managed.
- Make a referral to Children's Services and/or the Police, as appropriate.
- Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
- Implement appropriate sanctions in accordance with the school's Behaviour policy, but taking care not to further traumatise victims where possible.
- Consider the deletion of images in accordance with the UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
- Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

The school will **not**:

- View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so.
 - In this case, the image will only be viewed by the Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
- Send, share, save or make copies of content suspected to be an indecent image of children (i.e. youth produced sexual imagery) and will not allow or request pupils to do so.

11.2 Online Child Sexual Abuse and Exploitation

- Southfield Park School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- We recognise online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The school will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.
- The school will ensure that the 'Click CEOP' report button is available to pupils and other members of the school community - this can be accessed via the school website

11.2. 1 Dealing with Online Child Sexual Abuse and Exploitation

If the school are made aware of incident involving online sexual abuse of a child, the school will:

- Act in accordance with the school's Safeguarding and Child protection policy and the relevant Safeguarding Child Board's procedures.
- Immediately notify the Designated Safeguarding Lead.
- Store any devices involved securely.
- Immediately inform Surrey police via 101 (or 999 if a child is at immediate risk)
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
- Inform parents/carers about the incident and how it is being managed.
- Make a referral to Children's Services (if required/ appropriate).
- Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
- Review the handling of any incidents to ensure that best practice is implemented; school leadership team will review and update any management procedures, where necessary.
- The school will take action regarding online child sexual abuse, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- Where possible pupils will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report : www.ceop.police.uk/safety-centre/

If the school is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Surrey Police.

In the event that pupils at other schools are believed to have been targeted, the school will seek support from Surrey Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

11.3 Indecent Images of Children (IIOC)

Southfield Park School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC) and that the school will take action regarding IIOC on school equipment and/or personal equipment, even if access took place off site. In the school is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Surrey Police and/or the Education Safeguarding Team.

The school will take action to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.

If made aware of IIOC, the school will:

- Act in accordance with the school's child protection and safeguarding policy and the relevant Surrey Safeguarding Child Boards procedures.
- Immediately notify the school Designated Safeguard Lead.
- Store any devices involved securely.

- Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Surrey police.

If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, 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 Internet Watch Foundation via www.iwf.org.uk .
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Report concerns, as appropriate to parents and carers.

If made aware that indecent images of children have been found on the school devices, 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 Internet Watch Foundation via www.iwf.org.uk .
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Inform the police via 101 (999 if there is an immediate risk of harm) and Children’s Services (as appropriate).
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- Report concerns, as appropriate to parents and carers.

If made aware that a member of staff is in possession of indecent images of children on school devices, the school will:

- Ensure that the head teacher is informed.
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy.
- Quarantine any devices until police advice has been sought.

11.4 Cyberbullying

Cyberbullying, along with all other forms of bullying, will not be tolerated at Southfield Park School. Full details of how the school will respond to cyberbullying are set out in the Anti-Bullying policy.

11.5 Online Hate

Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Southfield Park School and will be responded to in line with existing school policies, including Anti-bullying and Behaviour. All members of the community will be advised to report online hate in accordance with relevant school policies and procedures. If the school is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Team and/or Surrey Police.

11.6 Online Radicalisation and Extremism

Southfield Park School will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school as referred to in the 'Safer use of Technology' section of this policy. Staff have all received training about the Prevent strategy and understand their obligation and responsibilities in terms of safeguarding children, including in relation to online radicalisation. If the school is concerned that a child or parent/carer may be exposed to extremist material or at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Safeguarding and Child Protection policy. If the school is concerned that member of staff may be at risk of radicalisation online, the head teacher will be informed immediately and action will be taken in line with the Safeguarding Child Protection and Allegations against staff policies.

Date written: January, 2018

Date agreed and ratified by Governing Body:

Date of next review: