OVERTON GRANGE SCHOOL
POLICY

ONLINE SAFETY

Govs Comm: CURRICULUM & STUDENT

This policy applies to all members of the Overton Grange School community (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of Overton Grange digital technology systems, both in and out of the school.

Reasons for the policy

To ensure that the school's expectation that students will be polite and well-mannered and show consideration and respect for others at all times, is apparent in their online activity;

To ensure that all members of the school community are safeguarded from potentially harmful and inappropriate online material (see 'Keeping Children Safe in Education',DfE, September 2021);

To ensure that all staff are aware that technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of abuse online as well as face to face;

To recognise that incidents of discrimination, bullying, peer-on-peer abuse and harmful sexual behaviour can occur online;

To ensure that all members of the school community know how to use the internet and other forms of communication technology appropriately and safely;

To ensure that the school implements local, national and statutory guidance

To ensure that the school responds to the four areas of risk in relation to online safety (see 'Keeping Children Safe in Education' ,DfE, September 2021):

- Content
- Contact
- Conduct
- Commerce

To ensure that procedures are in place to deal with online safety incidents. An **online safety incident** may involve students and/or staff in relation to the internet or any form of communications technology. The actions may be inappropriate, distressing or illegal and may include:

- Bullying via e-mail, texting or social networking services
- Use of webcams to create or transmit inappropriate or illegal content
- Inappropriate or illegal images or video sent, received or viewed
- Sexting: inappropriate images sent via mobile phones
- False profiles created on social networking sites
- Finding inappropriate content whilst searching the internet
- Using another's password to post false information
- Inappropriate sexual comments or enticements

- Using Bluetooth to manipulate another person's mobile phone

An online safety incident may occur outside the school

How is the policy going to be put into practice?

Students
- Students will sign and follow the school's Acceptable User Agreement to ensure that their behaviour when using information technology keeps themselves and others safe

All Staff
- Staff will ensure that students are taught how to keep themselves safe when using information technology. This will be through tutor time, ICT lessons, PSHE and assemblies
- Staff will report concerns about online safety to the Designated Safeguarding Lead (or deputy)
- Staff will sign and follow the school's Acceptable Use of ICT policy
- Staff will follow the standards laid down in the Teacher's Standards

Deputy Headteacher (Pastoral) / Designated Safeguarding Lead
- Safeguarding concerns will be followed up in line with the school's Child Protection Policy and Procedures and local, national and statutory guidance
- Online safety lessons will be delivered to students in Year 8
- Staff will be kept up to date about developments in online safety through staff meetings, the staff shared area and the regular Safeguarding Updates
- Staff will be advised about how to protect themselves when using information technology
- Advice will be provided for parents and carers about how to keep their child(ren) safe when using information technology
- The school will liaise with parents/carers when following up any concerns about online safety
- The school will liaise with other relevant agencies, if appropriate, when dealing with online safety incidents (e.g. Police, Children's Social Care)

Headteacher
- Incidents of unacceptable use will be followed up in line with the school's behaviour policy or staff discipline procedures
- Online safety will be taken into consideration whilst devising and implementing school policies and procedures
- The school will have a clear procedure on the use of mobile and smart technology.

Governing Body
- Online safety will be taken into consideration whilst devising and implementing school policies and procedures
- Appropriate monitoring and filtering will be in place on the school's ICT network
- Governors will be kept up to date about developments in online safety through meetings and the regular Safeguarding Updates.

Network Manager
- The Network Manager will block inappropriate sites and monitor the use of the school internet and school e-mail accounts (staff and students)
- The Network Manager will alert the Deputy Headteacher (Pastoral) to any concerns raised by the Local Authority's monitoring systems
- The Network Manager will alert the Local Authority to any concerns

Criteria for success

- Students and staff know how to keep themselves safe

- Students and staff will understand the basic legal implications in relation to online safety

- Students feel safe, happy and successful at school.

- There are few incidents of online safety or unacceptable use. Those that do occur are reported immediately and followed up appropriately

- Students and parents have confidence in the school's procedures for dealing with online safety issues.

- Staff feel supported by the systems and procedures which are in place and staff implement them consistently.

- Parental feedback is positive

Monitoring and evaluation

- The Deputy Headteacher (Pastoral) is responsible for keeping a record of incidents of discrimination, bullying, peer-on-peer abuse and harmful sexual behaviour.
- The Designated Safeguarding Governor will include online safety in a termly report to governors
- Parental questionnaires will be completed as appropriate and responses made as appropriate

- Online safety is a key component in the Sutton LSCP annual safeguarding audit which is completed by the school

Links with other policies

- Anti-bullying
- Behaviour
- Child Protection
- Equal Opportunities
- Exclusions
- Teaching and Learning

Links with other documents

- School expectations
- Pastoral Handbook
- Acceptable Use Agreement (school admission form)
- Acceptable Use of ICT policy (staff handbook)
- Use of mobile phones in school
- Keeping Children Safe in Education' (DfE, September 2021)