HOLLAND HOUSE SCHOOL

E-Safety Policy

Applicable to all pupils in the school, including the Early Years Foundation Stage

Review Arrangements:

Date	January 2022
Review Date	January 2023

Linked policies

- Safeguarding Policy
- Behaviour Discipline and Sanctions Policy
- Anti-Bullying and Anti-Racism Policy
- Mental Health and Wellbeing Policy
- PSHE Policy
- RSE Policy
- The HHS Staff Code of Conduct
- The HHS Handbook

Policy statement

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children when using the internet or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- The policy statement applies to all staff, volunteers, children and young people and anyone involved in School activities

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Key legislation and guidance used to inform this policy:

- KSCIE 2021
- ISI commentary on the regulatory requirements 2021
- DfE Guidance Teaching Online Safety In Schools
- NSPCC guidance online abuse
- NSPCC guidance bullying
- NSPCC guidance child protection

Policy Review

This policy will be reviewed on an annual basis or sooner if there are changes to the legislation.

E-safety: A Whole School Approach

All members of the school community have a responsibility for promoting and supporting safe behaviours in their classrooms and follow school e-safety procedures.

The Computing lead and DSL will ensure they are up to date with current guidance and issues through organisations such as the NSPCC, the DfE, CEOP (Child Exploitation and Online Protection), and Child Net. And the ISI Commentary on the Regulatory requirements.

They will then ensure that the Head teacher is informed of any changes who will inform the staff, Senior team and Governors as necessary.

Staff are reminded/updated about e-safety regularly and new staff and students receive information on the school's acceptable use policy as part of their induction.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development,
- safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using the School's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep pupils safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online
- through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with pupils and their parents/carers

- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any new technologies before they are used within the organisation.

Reporting Mechanisms

- If pupils come across inappropriate content when using computers in school, they should immediately notify the teacher taking the lesson who will then take matters in hand. The teacher will notify the Head and contact our IT support team for help. Depending on the content viewed, parents may need to be informed and pastoral support given to the children. A review of how the content was able to pass our firewall will be conducted.
- If parents come across evidence that their child is being bullied on line, regardless of the platform, they should contact the school immediately. See Antibullying and Antiracism Policy for details (pg 9-10)

Mobile Phones and other communication technologies

It is strict HHS policy that **pupils are not permitted to have mobile phones/smart watches with them on site**. This is for a number of reasons, some of which are:

- Phones are a disruption to the day
- There is nothing in the primary curriculum that necessitates a phone. Parents can call the Office at any time if they need to pass on a message to their child.
- Use of phones can quickly become addictive and can severely impact the mental health and wellbeing of users. Our policy ensures that children are protected from the dangers of phone use for at least 7 hours a day.
- Phones and camera technology can represent a real safeguarding risk to children which the school has a legal obligation to reduce to an absolute minimum, certainly for when children are on site.
- The school cannot regulate what apps parents allow children to have on their phones and there is a risk that these may not all be appropriate
- Staff do not have their phones during the day therefore so neither should pupils
- The vast majority of pupils are dropped off and collected by parents. The few children who walk to school in Y5 & Y6 can have mobiles/smart watches for their journey but these must be handed-in to staff on the gate when they arrive in school.
- Phones and other communication technologies are very expensive and can easily be lost, damaged or broken, for which the school accepts no liability.

The school reserves the right to search for these items if there is legitimate reason to believe a pupil has brought a prohibited item onto the site.

Managing Internet Access

- Children may have access to Internet during IT lessons or sometimes in Prep sessions when they are using School online learning platforms such as Mathletics, Atom Learning, Purple Mash etc but this will always be supervised.
- Children are not permitted to use the IT suite during breaks or lunchtime unless asked to do so by a teacher.
- Staff must preview any recommended sites before use. Particular care must be taken when using search engines with the children as these can return undesirable links.
- Raw image searches are discouraged when working with pupils.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work.
- Our internet access is controlled through a web filtering service which blocks social networking sites
- Staff and pupils are aware that school-based email and internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the Head.
- It is the responsibility of the school, by delegation to our IT Support Provider, to ensure that antivirus protection is installed and kept up-to-date on all school machines.

E-safety in the curriculum

Computing and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new opportunities to promote e-safety.

- We provide opportunities within the IT and PSHE & Relationships curriculum teach about e-safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling, and activities as part of the IT curriculum.
- Pupils are aware of the impact of online bullying through PSHE & Relationships and are taught how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems or being cyberbullied when using the internet and related technologies.
- Pupils are taught to critically evaluate materials and learn good searching skills through, discussions and via the IT curriculum
- Pupils are taught about the risks inherent in using social media, particularly if they are contacted by people they do not know and are reminded that most social media sites

are for young people aged 13 or above and as such primary aged children should not have social media accounts

School Endorsed Online Platforms

Mathletics The School pays for every child to have a Mathletics account to support their learning. The school has carefully vetted this platform. Whilst the World Forum allows children to compete with others around the world, there is no direct communication possible between any two individuals. The School strongly encourages the use of Mathletics and some homework will regularly be set on this platform.

Atom Learning The School supplies every child in Y3-Y6 with an Atom Learning account. Passwords are given to parents and the school does not have access to these. Atom Learning does not allow for users to communicate with each other, though in online lessons, the HHS teacher can send messages to a HHS pupil.

Purple Mash All children in the school have a Purplemash account which provides resources and lessons that help develop computing and digital skills across the curriculum.

MS TEAMS When the UK went into National Lockdown in March 2020, the School continued to supply a full teaching day live via MS Teams. We have maintained the use of Teams for self-isolating children and some online pieces of work. Children are regularly reminded of their e-safety obligations through classroom discussion and Responsible User Agreements. Children are taught that the School Teams Account should be considered an extension of the classroom, not used for Private Chat and only accessed when home learning or when asked to do so by a teacher.

E-mail The use of email within school is an essential means of communication for staff. In the context of school, email should not be considered private. See the HHS Staff Code of Conduct for policies on staff use of email and technologies.

Managing emerging technologies Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed.

Publishing pupil's images

On a child's entry to the school, all parents/guardians will be asked to give permission for their child's photo to be taken and to used in the following ways:

- on the school web site
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school, prospectus

Pupils' names will not be published alongside their image and vice versa without permission from the parents. Full names will not be published.

Cyberbullying

The School has a Zero-tolerance approach to all forms of bullying including cyberbullying. Cyberbullying is the use of communication technologies, particularly mobile phones and the internet, to deliberately upset someone else.

The whole school community has a duty to protect all its members and provide a safe, healthy environment. As mentioned above, pupils are not permitted to have mobile phones in school. However, the Educations and Inspections Act 2006 states that Head teachers have the power 'to such an extent as is reasonable' to regulate the conduct of pupils when they are off site. *Pupils and parents need to understand that there are likely to be consequences in school for those that are found to have cyberbullied another HHS pupil online*. Incidents will always be handled in a case-by-case manner but bullying is considered a Level 4/5 misdemeanour according to the school's Behaviour, Discipline and Sanctions Policy.

Please See Anti-Bullying and Anti-Racism Policy and Behaviour, Discipline and Sanctions Policy for full details.

Contact details

Online safety co-ordinator	carolineng@hollandhouse.org.uk
Designated Safeguarding Lead	rakshadave@hollandhouse.org.uk
NSPCC Helpline	0808 800 5000