

# Welton St. Mary's Church of England Primary Academy



## Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

*'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13

**Wisdom Hope Community Dignity**

## E-Safety Policy (Staff)

Approved March 2024

# **Welton St. Mary's Church of England Primary Academy**

## **E-safety Policy (School staff)**

**Designated E-safety Officer: Nicola Gough**

**E-safety Lead and support – Mr James Durkan and Ark**

**Safeguarding Governor –Andy Harris**

**Online Safety governor – Andy Johnson**

### **E-Safety**

The use of digital technology is seen as an essential part of everyday life. The use of new technologies, internet and electronic communications such as iPads, mobile phones, collaboration tools and personal publishing, Nintendo Wii, Switch PlayStation, X Box and anything else which allows interactive digital communication, is a major part of today's society. 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.

Whilst digital technology can be used in positive ways, it can also be used in negative ways. The risks are real but many people do not see that activity within the virtual world can have an effect on the real world.

Primarily e-safety is used to describe pro-active methods of educating and safeguarding children and young people while they use digital technology. In order for children and young people to remain safe, we need to educate them not only in the dangers but also inform them about whom they can contact, should they feel at risk, and where to go for advice, while still promoting the many benefits of using digital technology, thereby empowering them with the knowledge and confidence of well-researched good practice.

- E-safety concerns safeguarding children and young people in the digital world.
- E-safety emphasises learning to understand and use new technologies in a positive way.
- E-safety is less about restriction and more about education and about the risks as well as the benefits, so we can feel safe online.
- E-safety is concerned with supporting children and young people to develop safer online behaviour both in and out of school.

The school's e-safety policy will operate in conjunction with other policies including those for Behaviour, Anti Bullying, Curriculum, Data Protection and Security.

### **Staff Training and Awareness**

All staff members will undergo e safety training upon joining the academy and will be updated regularly on the latest e safety guidelines and best practices. This will include training on identifying and responding to online risks such as phishing, cyberbullying, and data protection issues.

### Acceptable Use Policy

A comprehensive acceptable use policy will be in place, outlining the appropriate use of academy-provided devices and networks. Staff will be expected to adhere to these guidelines, ensuring that they do not engage in any activities that could compromise e safety.

### Data Protection

Staff will be required to adhere to the Data Protection Act and GDPR regulations when handling and storing sensitive data. This policy will cover guidelines on secure data management, password protection, and encryption of sensitive information.

The e-Safety Policy relates to other policies including those for ICT, bullying and for child protection.

**The school's Safeguarding lead is also the e-Safety lead - Mrs. Nicola Gough**

### Digital Communication

Guidelines will be provided for professional conduct in digital communication, including emails, social media usage, and online collaboration platforms. Staff will be expected to maintain professionalism and confidentiality in their online interactions.

### Monitoring and Review

Regular monitoring of staff's online activities will be conducted to ensure compliance with e safety policies. This will be carried out in line with legal requirements and will be balanced with respect for staff privacy.

### **E-safety curriculum**

E-safety is one of the 3 core concepts of Computing at Welton St Mary's, as we view using technology safely as a key part of being digitally literate. The e-safety concept of the Welton St Mary's computing curriculum follows a progression of skills in 8 aspects which continue through year groups and key stages. These 8 aspects are set out in the UKCCIS Education for a Connected World Framework, and are as follows:

- Self-image and identity
- Online relationships
- Online reputation
- Online bullying
- Managing online information
- Health, well-being and lifestyle
- Privacy and security
- Copyright and ownership

Each aspect is covered every year and this is delivered progressively so that the children build on their previous year's learning as they move up the school. Please see our e-safety curriculum for further information about the curriculum.

### **Remote learning and Seesaw**

After the successful implementation of online learning tool 'Seesaw' during lockdown, we have continued to utilise Seesaw for our homework tasks. The children have been taught and shown how

to use this platform safely and responsibly, such as discussing the appropriateness of different comments, pictures and videos posted. We want our children to be aware that the internet can be used positively to enhance their learning experience. We also have a duty to prepare our children for secondary education, and many of the local secondary schools do actively use a VLE when the children join them in Year 7. We actively encourage children themselves to take responsibility for their Seesaw account as they progress through our school. Our school rules of 'be responsible' and 'be safe' are continuously reinforced when discussing their online activity and use of Seesaw. Staff refer to these rules regularly within lessons when discussing safety online and also when any issues arise.

### **Why is internet use so important?**

- The Internet is an essential element in the 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.

### **Internet use enhances learning**

- The school Internet access has been safely designed for pupil use and includes filtering appropriate to the age of pupils.
- Pupils are taught what internet use is acceptable and what is not and are given clear objectives for internet use.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

### **Pupils are taught how to evaluate internet content**

- The school ensures that the use of internet-derived materials by staff and pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy.

### **Managing Internet Access**

#### **Information system security**

- School ICT systems capacity and security are reviewed regularly.
- Virus protection is updated regularly.
- Security strategies are discussed with Central IT.
- Inappropriate websites are blocked in school to avoid the potential misuse of the internet.

#### **Published content and the school web site**

- The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal information are not published.
- The head teacher takes overall editorial responsibility and ensures that content is accurate and appropriate.

### **Publishing pupil's images and work**

- Photographs that include pupils are selected carefully.
- Pupils' full names are not used anywhere on the website.
- Written permission from parents or carers is obtained, on admissions and contact forms, for photographs of their child to be used on the school website and in the local press.

### **Social networking and personal publishing**

- The school blocks/filters access to social networking sites.
- Newsgroups are blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location.

### **Managing filtering**

- The school works with the LA, 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 DSL (Mrs Gough) who logs this information and reports it to internet provider.

### **Managing emerging technologies**

- Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Children's mobile phones are not allowed in the classroom. The school policy is for all mobile phones brought by children to be turned off and stored in the school office. The sending of abusive or inappropriate text messages is forbidden. Mobile phones belonging to staff should be kept out of sight in the teacher's desk or cupboard.

### **Protecting personal data**

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 2018.

### **Authorising Internet access**

- All staff read the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Children are taught about the risks and how to manage their own safety when using the internet

### **Assessing risks**

- The school takes 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 the LA can accept liability for the material accessed, or any consequences of internet access. Assessing and then teaching children to manage the risks is the essential action.
- The school audits ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

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

- Complaints of internet misuse are dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature are dealt with in accordance with school child protection procedures.
- Parents are informed of the complaints procedure.

### **Communication**

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

- The Digital Leaders talk to the children throughout the year about staying safe online and in particular on Safer Internet Day.
- Pupils are informed by class teachers that network and internet use is monitored.
- A programme of e-safety lessons are planned and delivered in every year group through the school year.
- As a National Online Safety School children have access to the latest information about online safety.

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

- All staff are given the School e-Safety Policy and its importance explained.
- Staff are aware that Internet traffic can be monitored and traced to the individual user and that discretion and professional conduct is essential.
- As a National Online Safety School children have access to the latest information about online safety and are required as part of 6 year safeguarding pathway to undertake online safety training.

#### **Enlisting parents' support**

- Parents' attention is drawn to the School e-Safety Policy through parents and children signing an acceptable use policy.
- As a National Online Safety School parents have access to the latest information about online safety and have access to online safety training to support them with their children. We regularly distribute the latest e-safety parental advice via our social media platforms and our monthly newsletters.

#### **Useful websites:**

CEOP is part of the UK police force dedicated to eradication of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages

[www.ceop.gov.uk](http://www.ceop.gov.uk)

IWF – (internet Watch Foundation) provides the UK hotline to report criminal online content

[www.iwf.org.uk](http://www.iwf.org.uk)

Digital citizenship is about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy – using your online presence to grow and shape your world in a safe, creative and inspiring others to do the same

[www.digizen.org](http://www.digizen.org)