Dinas Powys Primary School

E-Safety Policy

Development / Monitoring / Review of this Policy

This E- Safety policy has been developed by Dinas Powys Primary School E-Safety Group made up of:

- Headteacher / Senior Leaders
- E Safety Coordinator (both sites)
- ICT Technician
- School Admin
- E Safety Governor
- Pupil Representatives (Digital Leaders

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development / Monitoring / Review

This E-Safety policy was approved by the E-Safety Committee on:	March 2024
The implementation of this E-Safety policy will be monitored by the:	Dinas Powys Primary E-Safety Group,
Monitoring will take place at regular intervals:	Yearly and as required
The Governing Body will receive a report on the implementation of the Online Safety Policy generated by the monitoring group (which will include anonymous details of online safety incidents).	Yearly and as required
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	March 2025
Should serious online safety incidents take place, the following external persons / agencies should be informed:	Vale of Glamorgan ICT Manager, Vale of Glamorgan Safe Guarding Officer, Police

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited) / filtering with support of the Vale of Glamorgan ICT Team. Scope of the Policy
- Outcomes of meetings from the E-Safety group.

This policy applies to all members of Dinas Powys Primary School (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school digital technology systems.

Roles and Responsibilities

The following section outlines the E-Safety roles and responsibilities of individuals and groups within the *school*:

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governing body receiving regular information about e- safety incidents and monitoring reports. A member of the Governing body has taken on the role of E-Safety/ Safeguarding Governor.

Headteacher / Principal and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
- The Headteacher and Deputy should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.
- The Headteacher is responsible for ensuring that the E-Safety Coordinators (both sites) and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Headteacher / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal E-Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

E-Safety Coordinator (both sites)

The E-Safety Coordinator

- takes day to day responsibility for E-Safety issues and has a leading role in establishing and reviewing the school E-Safety policies / documents
- ensures the Headteacher or Deputy Headteacher are made aware of any concerns.
- reports any safeguarding concerns via My Concern.
- ensures that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place.
- provides advice for staff
- liaises with the Local Authority
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments.

Technical staff

The Vale of Glamorgan Technician Service is responsible for ensuring:

- that Dinas Powys Primary school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the School meets (as a minimum) the required E-Safety technical requirements as identified by the Local Authority.

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of the E-Safety matters and the current school E-Safety policy and practices.
- they have read, understood and signed the Staff Acceptable User Policy (AUP).
- they report any suspected misuse or problem to the Headteacher / E-Safety Coordinator / Safeguarding Officer for investigation / action.
- all digital communications with pupils / parents / carers is on a professional level.
- E-Safety issues are embedded in all aspects of the curriculum and other activities.
- they ensure that all pupils understand and follow the E-Safety and acceptable use policy.
- they monitor the use of all digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.
- in lessons suitable for their use and that processes are in place for the dealing with any unsuitable material that is found in internet access.

Designated Safeguarding Person

Note: It is important to emphasise that these are safeguarding issues, not technical issues.

The DSP should be trained in E-Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- online-bullying

E-Safety Group

The E-Safety Group provides a consultative group that has wide representation from the school community, with responsibility for issues regarding online safety and the monitoring the E-Safety Policy including the impact of initiatives.

Members of the E-Safety Group will assist the E-Safety Coordinators with:

- the production / review / monitoring of the school E-Safety Policy / documents.
- the production / review / monitoring of the school filtering policy (if the school chooses to have one) and requests for filtering changes.
- mapping and reviewing the E-Safety / digital literacy curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the students / pupils about the E-Safety provision
- monitoring improvement actions identified through use of the 360 degree safe self-review tool

Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement signed by parents on entry to school.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on online-bullying.
- should understand the importance of adopting good E-Safety practice when using digital technologies out of school.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through website and other relevant literature or information sessions. Parents and carers will be encouraged to support the school in promoting E-Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- be aware of children's HWB accounts

Community Users

Community Users (e.g. Playworks After School Club) will access school systems as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

Policy Statements

Education – young people

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of E-Safety is therefore an essential part of the school's E-Safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

E-Safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages across the curriculum. The E-Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways: (

- A planned E-Safety curriculum should be provided as part of ICT /Computing / PSE / Digital Literacy lessons or other lessons and should be regularly revisited
- Key E-Safety messages should be reinforced as part of a planned programme of assemblies and circle time.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Vale of Glamorgan Filtering Service (or other relevant designated

person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – Parents / Carers

Many parents and carers have only a limited understanding of E-Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- The School Website
- High profile events / campaigns e.g. Safer Internet Day
- Relevant literature

Education – The Wider Community

The school will provide E-Safety information for the wider community.

Education & Training – Staff / Volunteers

It is essential that all staff receive E-Safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal E-Safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the E-Safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school E-Safety Policy and Acceptable Use Agreements.
- The E Safety Coordinators will receive regular updates through attendance at external training events (e.g. from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This E-Safety Policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The E-Safety Coordinators will provide advice / guidance / training to individuals as required.

Training – Governors

Governors should take part in online safety training / awareness sessions as appropriate, e.g.

- Attendance at training provided by the Local Authority / MAT / National Governors Association / or other relevant organisation (e.g. SWGfL).
- Participation in school / academy training / information sessions for staff or parents.

Technical – infrastructure / equipment, filtering and monitoring

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- The "master / administrator" passwords for the school ICT systems, used by the Network Manager (or other person) must also be available to the Headteacher / Principal or other nominated senior leader and kept in a secure place (e.g. school / academy safe)
- Software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users.
- Internet filtering / monitoring should ensure that children are safe from terrorist and extremist material when accessing the internet.
- The school has provided enhanced / differentiated user-level filtering.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place for the provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the school systems.
- An agreed policy is in place regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on school devices that may be used out of school.
- An agreed policy is in place that allows staff to / forbids staff from downloading executable files and installing programmes on school devices.
- An agreed policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website / social media / local press
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *students / pupils* in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Communications

When using communication technologies the school considers the following as good practice:

- The official email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email

service or Hwb email to communicate with others when in school, or on school systems (e.g. by remote access).

- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, social media, chat, blogs, VLE etc.) must be professional in tone and content. These communications may only take place on official (monitored) school / academy systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the *school /academy* or local authority / MAT
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established there should be:

- *A* process for approval by teachers and senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts.
- Systems for reporting and dealing with abuse and misuse

- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school / academy with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

Monitoring of Public Social Media

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school
- The school should effectively respond to social media comments made by others according to a defined policy or process

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and E-Safety Group to ensure compliance with the school policies.

Dealing with unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school /academy context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in or outside the school when using school equipment or systems. The school policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	

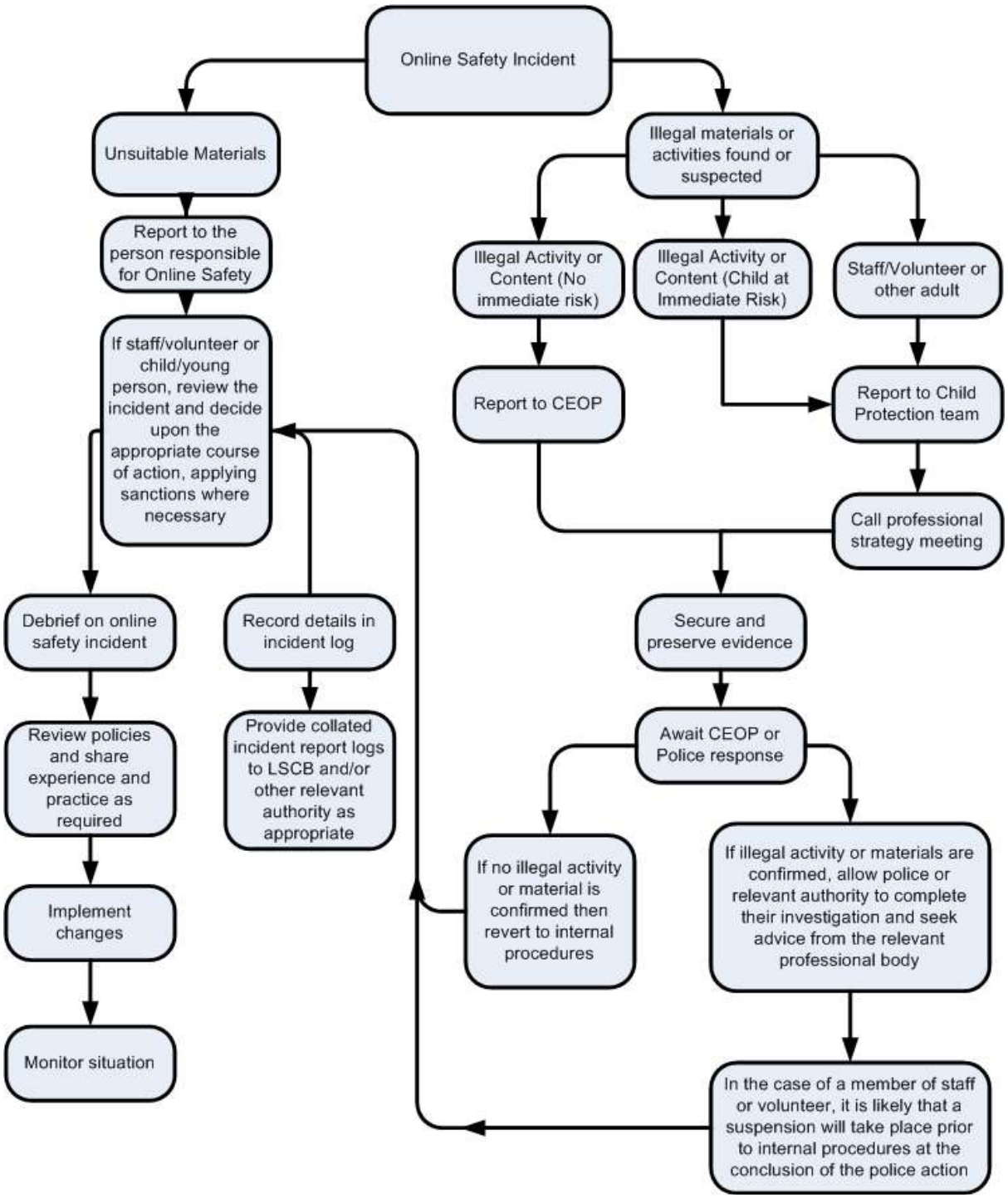
On-line gaming (educational)		X			
On-line gaming (non-educational)			X		
On-line gambling					X
On-line shopping / commerce				X	
File sharing		X			
Use of social media			X		
Use of messaging apps		X			
Use of video broadcasting e.g. YouTube		X			

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.


Online Safety Incident
Unsuitable Materials
Report to the person responsible for Online Safety
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Debrief on online safety incident
Review policies and share experience and practice as required
Implement changes
Monitor situation
Record details in incident log
Provide collated incident report logs to LSCB and/or other relevant authority as appropriate
Illegal materials or activities found or suspected
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Secure and preserve evidence
Await CEOP or Police response
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by Local Authority
    - Police involvement and/or action
- If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
    - incidents of ‘grooming’ behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

	Actions / Sanctions								
Students / Pupils Incidents	Refer to class teacher / tutor	Refer to Head of Department / Year / other	Refer to Headteacher / Principal	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X					
Unauthorised use of non-educational sites during lessons	X								
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device	X		X			X			
Unauthorised / inappropriate use of social media / messaging apps / personal email	X		X			X			
Unauthorised downloading or uploading of files	X	X							
Allowing others to access school network by sharing username and passwords	X	X	X	X	X				

Attempting to access or accessing the school network, using another student's / pupil's account	X							X	
Attempting to access or accessing the school network, using the account of a member of staff			X						
Corrupting or destroying the data of other users	X					X		X	
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X		X	X					
Continued infringements of the above, following previous warnings or sanctions			X	X	X	X	X		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			X	X	X		X		
Using proxy sites or other means to subvert the school's filtering system					X				
Accidentally accessing offensive or pornographic material and failing to report the incident	X		X		X		X		
Deliberately accessing or trying to access offensive or pornographic material	X		X	X	X	X	X		
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X							X	

Actions / Sanctions

Staff Incidents	Refer to line manager	Refer to Headteacher Principal	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc.	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				

Inappropriate personal use of the internet / social media / personal email	X	X						
Unauthorised downloading or uploading of files	X	X				X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X	X				X		
Careless use of personal data e.g. holding or transferring data in an insecure manner		X				X		
Deliberate actions to breach data protection or network security rules		X	X					
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X	X				
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X		X			X	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	X	X	X	X	X	X		
Actions which could compromise the staff member's professional standing		X	X					
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X	X					
Using proxy sites or other means to subvert the school's filtering system		X	X	X	X			X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X			
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X	X	X	X
Breaching copyright or licensing regulations		X						
Continued infringements of the above, following previous warnings or sanctions		X				X	X	X