Callands Community Primary School

E-Safety Policy for Children

Created	2016
Reviewed and updated	May 2021

Overview

This policy aims to support all children (and their parents/carers) to ensure safe internet and technologies use at home and at school. It contains the key principles of the Warrington Borough Council Acceptable Use Policy and should be read alongside our school Behaviour Policy, Child Protection Policy, PROUD to be Kind and Caring Fill-osophy and the Computing Policy. (All of these can be found on the school website).

The Education and Inspections Act, 2006, empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose behaviour sanctions for inappropriate behaviour.

This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate E-safety behaviour that take place outside of school.

Roles and Responsibilities

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 Governors biannually or after considering information about E-safety incidents and monitoring reports. The E-Safety Governor is Nigel Spencer. The role of the E-Safety Governor will include:

• regular meetings with the E-Safety Co-ordinator / SLT

• regular monitoring of E-safety incident logs

• regular monitoring of filtering / change control logs

• reporting to relevant Governors

School staff

Mrs Carrier and Mr Kirk are the school E-Safety and Computing Leads. They are responsible for organising the E-Safety elements of our curriculum which runs through all subjects – particularly Computing and PSHE. They ensure all members of staff are kept informed about all aspects of E-safety legislation and good practice.

Additionally, they monitor and support staff and children with the use of the school Virtual Learning Environment as well as organising E- safety events and national activities. Mrs Carrier and Mr Kirk also liaise with school technical staff and receive reports of E-safety incidents, creating a log of incidents to inform future E-safety developments. All class teachers receive these and act upon them. We use the E-Poms system to log any incidents. They are also recorded in Class Behaviour Records and where needed the Bullying Monitoring Records.

All staff are responsible for ensuring that children in their class know how to use the internet, social media and gaming safely and how to protect themselves when online.

All staff have read and adhere to the Acceptable Use Policy and the Moblie Phone/ Camera Policy.

E-Safety in Our Curriculum

E-safety is a focus in all areas of the curriculum and staff reinforce e-safety messages whenever it is needed. The E-safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and is be delivered in the following ways:

- A planned E-safety curriculum is provided as part of Computing / PHSE / other relevant lessons and is regularly revisited.
- Key E-safety messages is reinforced as part of a planned programme of assemblies and collective worship activities, in every classroom and around the school.
- Children are taught and reminded in all lessons where the internet is used, to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Children are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

E-Safety in School

Our E-Safety whole school ethos is SMART use of the internet and technologies

The Children:

- are responsible for using the school digital technology systems in accordance with the Acceptable Use Policy and the information/advice in this document;
- 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 cyber-bullying;
- should understand the importance of adopting good E-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

How do children report something which has made them unhappy on the internet?

They could tell:

- Their parents/carers
- Teacher, Teaching Assistant or MDA
- They could tell a friend
- They could tell a BDI
- They could call the NSPCC online safety helpline on 0808 8005002
- If on the school website, they could click onto the whistle logo
- They could report my concerns to CEOP

Follow the SMART advice from school whenever and wherever you use the internet. Block any in appropriate messages and never give your personal information to anyone. Keep your passwords to yourself and make sure they are tricky ones!

Any incidents of the misuse of the internet or technologies, can be reported to any staff member or SLT at any time.

Posters of this are displayed around school and in all classrooms.

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 parents' evenings, newsletters, letters, website / VLE and information about national / local E-safety campaigns / literature.

Parents and carers will be encouraged to support the school in promoting good E-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events not being uploaded to social media;
- adhering to the use of mobile phones and tablets when volunteering on school trips;
- their children's personal devices in the school. Where possible, they should not be brought to school. In the event that a phone or tablet is brought to school, it should not be used whatsoever on the school premises and given (switched off) to the class teacher to store until the end of the day.

Advice for Parents

What should parents do if they are upset by a message or text their child has received or materials they have been exposed to or accessed online?

Any incidents of the misuse of the internet or technologies, can be reported to any staff member or SLT at any time.

Parents can also talk to a professional at the NSPCC helpline on 0808 800 5000. Talking about it will help parents decide the best action to take to ensure your child is safe. Parents can report directly any incidents to CEOP too.

If parents fear their child is being groomed or sexually exploited on line, report any concerns to CEOP or the police.

Sources of information – Websites and organisations which can search for help

https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/

https://www.thinkuknow.co.uk/parents/

http://www.saferinternet.org.uk/advice-and-resources/parents-and-care

Links to these websites can be found through our school website

If parents are worried that your child is being groomed online or sexually exploited you should report your concerns to CEOP.

It is not always easy to spot the signs of online grooming and sexual exploitation so if parents have any concern at all about someone their child is in contact with, they should get advice and make contact with the above agencies/ charities.

Parents should always report if your child is or has been in contact with someone who is:

- Chatting online to their child about sex;
- Asking them to do sexual things on webcam;
- Asking to meet up if they've only met them online;
- Requesting sexual pictures;
- Forcing them into sexual activity;
- Making them feel unsafe.

CEOP is a command of the National Crime Agency and can investigate what is happening – with the assurance that the safety and wellbeing of your child is paramount at all times.

If parents are concerned that their child is in immediate danger, call 999.

How do I make a report?

Parents can make a report to CEOP using the CEOP Safety Centre.

They will need to complete an online form which will ask them for their contact details and information about what has happened. It will ask:

- What happened?
- Who did it happen to?
- What do you know about the suspect involved?

Parents should complete the form as fully as they can but don't worry if they don't have all of the details.

Do I have to give my name?

When completing a CEOP report you are reporting suspicions of crime to law enforcement so we can't receive anonymous reports.

If you want to discuss your concerns with someone first then call the NSPCC Helpline on 0800 800 500

Age Appropriate Content / Apps

The increase in online gaming and social media sites / apps means children can be exposed to content which is not age appropriate. The following websites give parents up-to-date information on the age classifications for games and apps, including social media:

 [Home | Pegi Public Site](#)

This website gives information about the age ratings on games and also has a search facility to locate the ratings for specific games.

 [What age can my child start social networking? - Internet Matters](#)

The minimum age for any social networking platform is 13. Therefore, no primary school children should be accessing these platforms. The Internet Matters website gives a comprehensive breakdown of the age ratings of social networking platforms.

EYFS E-Safety Agreement

- I will not send unkind messages or be a Bucket Dipper.
- I will tell an adult if something pops up and I don't know what it is.
- I will only use websites that are suitable for me.
- I will not open messages without an adult.

Name: _____

Date: _____

Key Stage 1 E-Safety Agreement

- I will not send any horrible messages to anyone on the school website, when using a phone, iPad or computer or when playing online games.

- I will not send any horrible pictures to anybody.

- I will be sensible when using the camera/iPads and when playing learning games online in class.

- I will make sure I tell an adult if I see ANYTHING on line I don't like or if someone is mean to me.

- I will never tell anybody my name, age, which school I go or where I live if someone asks me this who I don't know online.

- I know how to be SMART when I use the internet/phone/iPad or computer.

- I will always try to be a Bucket Filler when I use the internet/phone/iPad or computer.

Signed: _____

Date: _____

Key Stage 2 E-Safety Agreement

Things I should not do when at school:

- deliberately try to access material that could be considered illegal or very offensive;
- use non-educational sites during lessons;
- use my mobile phone / digital camera / other mobile device;
- use of social media / messaging apps / personal email on the iPads or laptops;
- download or upload files or personal information to a website;
- allow others to access school website by sharing my username and passwords;
- attempt to access the network, using another pupil's account;
- attempt to access or accessing the school network, using the account of a member of staff;
- corrupt or destroy the data or work of other users;
- change the password or log in for my year group or any year group;
- actions which could bring the school into disrepute or breach the integrity of the ethos of the school;
- continued infringements of the above, following previous warnings or sanctions;

Things I should not do at home

- send an email, text or message that is regarded as offensive, harassment or of a bullying nature (including racist, homophobic/biphobic or transphobic);
- send an email, text or message that is regarded as communicating extremist views/ breaches our Community Values and British Values;
- send rude/sexually explicit and indecent images or videos of themselves or others to any one in our school community. Be Share Aware!
- accidentally access offensive or very rude (pornographic material) and fail to report the incident;
- deliberately accessing or trying to access offensive or very rude (pornographic material);
- receive or send material that infringes the copyright of another person;

I will always try to be a Bucket Filler when I use the internet/phone/iPad or computer in school or at home.

Signed: _____

Date: _____