
Hasland Infant and Nursery School Online Safety Policy

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Designated Safeguarding Lead/Head teacher	Miss Charlotte Ford
Link Governor	Mrs H Davies

At Hasland Infant and Nursery school we take our responsibility towards the safety of all our children seriously. This includes within the digital world.

‘Our pupils are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks’

DFE ‘Teaching Online Safety in schools’

We recognise the importance and relevance the online world has in the lives of our children and we aim to equip our children with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

This Policy takes into account the following guidance:

- Keeping Children Safe in Education – September 2021
- Teaching online safety in school – June 2019
- Education for a Connected World Framework – June 202
- The Early Years and Foundation Stage Framework – September 2021
- Working Together to Safeguard Children – December 2020
- Derby and Derbyshire Safeguarding Children’s Partnership Safeguarding procedures – June 2021

We strongly believe in creating a Whole School approach that goes beyond the curriculum and take into account all aspects of school life, including culture, ethos, environment and partnerships with families and the community.

The purpose of this online safety policy is to:

- Safeguard and protect all members of Hasland Infant and Nursery School community online.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly, including in the delivery of remote learning (see the Remote Learning Policy), to role model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.

As a school we understand that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- **Commerce:** being at risk of financial damage or harm

At Hasland Infant and Nursery School we believe that online safety is an essential part of safeguarding and we acknowledge our duty to ensure that all learners and staff are protected from potential harm online.

- We recognise that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- We believe that learners should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all staff including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy) as well as children, parents and carers
- This policy applies to all access to the internet and use of technology, including personal devices, or where learners, staff or other individuals have been provided with setting issued devices for use off-site, such as work laptops.

Links with other policies:

This policy links with several other policies, practices and action plans including:

- Acceptable Use of mobile phones policy
- Code of conduct
- Safeguarding and child protection policy

Monitoring and Review

At Hasland Infant and Nursery School we are aware that Technology in this area evolves and changes rapidly. This school will review this policy at least annually.

- The policy will also be revised following any national or local policy requirements; any child protection concerns or any changes to the technical infrastructure
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Head teacher will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on a regular basis to the governing body on online safety practice and incidents, including outcomes.

The Senior leadership team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy and acceptable use policy, which covers acceptable use of technology.
- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.
- Ensure that online safety is embedded within a progressive curriculum, which enables all learners to develop an age-appropriate understanding of online safety.
- Support the DSL and any deputies by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure parents are directed to online safety advice and information
- Provide information on a school's website for parents and the community
- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.

The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Ensure online safety is recognised as part of the settings safeguarding responsibilities and that a coordinated approach is implemented.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training provided by the Online Safety Lead, Mrs Fiona Oliver.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant knowledge and up to date required to keep learners safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.

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- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
 - Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
 - Report online safety concerns, as appropriate, to members of the Senior Leadership team and Governing Body.
 - Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with input from all stakeholders.
 - Meet regularly with the governor with a lead responsibility for safeguarding.

It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy and acceptable use policies.
- Take responsibility for the security of setting systems and the data they use or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the settings safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures as directed by the DSL and leadership team to ensure that the settings IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that our filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Ensure that our monitoring systems are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team
- Ensure appropriate access and technical support is given to the to our filtering and monitoring systems, to enable them to take appropriate safeguarding action if/when required.

We support the children to be able to:

- Engage in age appropriate online safety education opportunities.
- Respect the feelings and rights of others.
- Take responsibility for keeping themselves safe online.
- Seek help from a trusted adult, if there is a concern online.

It is the responsibility of parents and carers to:

- Read the acceptable use policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the home-school agreement.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the online safety policies.
- Use our systems, such as learning platforms, and other network resources, safely and appropriately. (see the Remote Learning policy)
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

Vulnerable Groups within our school

- At Hasland Infant and Nursery School we recognise that some learners are more vulnerable online due to a range of factors. This may include, but is not limited to disadvantaged children, children with Special Educational Needs and Disabilities (SEND) children with English as an additional language (EAL) and children in care.
- At Hasland Infant and Nursery School we will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable learners.

Awareness and engagement with parents and carers

At Hasland Infant and Nursery School we recognise that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.

We will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety in a variety of formats.
This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings and transition events.

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- Drawing their attention to the online safety policy and expectations in newsletters, letters, our prospectus and on our website.
 - Requesting that they read online safety information as part of joining our community, for example, within our home school agreement.
 - Requiring them to read our acceptable use policies and discuss the implications with their children.

Reducing Online Risks

At Hasland Infant and Nursery School we recognise that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.

We will:

- Regularly review the methods used to identify, assess and minimise online risks.
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in the setting is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
- Ensure that all members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community.

Classroom Use

- At Hasland Infant and Nursery School we use a wide range of technology. This includes access to:
 - Computers, laptops and other digital devices including ipads
 - The Internet which may include search engines and educational websites
 - Digital cameras, web cams
- All setting owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The setting will use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.
- We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.
- Supervision of learners will be appropriate to their age and ability.
- Access to the internet is through adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.

Managing Internet Access

- All staff, learners and visitors will read and sign an acceptable use policy before being given access to our computer system, IT resources or internet.

Decision Making

- At Hasland Infant and Nursery School governors and leaders have ensured that our setting has age and ability appropriate filtering and monitoring in place, to limit learner's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what can be taught, with regards to online activities and safeguarding.
- Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team.
- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

Security and Management of Information Systems

We take appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly.
- Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
- Not downloading unapproved software to work devices or opening unfamiliar email attachments.
- Regularly checking files held on our network,
- The appropriate use of user logins and passwords to access our network.
- All users are expected to log off or lock their screens/devices if systems are unattended.

Managing the Safety of our Website

- We will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.

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- Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.
 - The administrator account for our website will be secured with an appropriately strong password.
 - We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

Managing Email

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use policies and the code of conduct/behaviour policy.
- Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
- Setting email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the community will immediately tell a member of the SLT or School Business manager if they receive offensive communication, and this will be recorded in our safeguarding files/records.

Staff email

- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff and parents
- Members of staff will refer to and adhere to the acceptable use policy and any other policy where staff use of mobiles is referred to.

Concerns about Children's Welfare

- The DSL will be informed of any online safety incidents involving safeguarding or child protection concerns.
- These issues will be recorded in line with our child protection policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Derby and Derbyshire Safeguarding Children Partnership thresholds and procedures.
- We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

Online Child Sexual Abuse and Exploitation (including child criminal exploitation)

- At Hasland Infant and Nursery School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- We recognise online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the DSL (or deputy).
- We will implement preventative approaches for online child sexual abuse and exploitation (including criminal exploitation) via a range of age and ability appropriate education for learners, staff and parents/carers.
- We will ensure that all members of the community are aware of the support available regarding online child sexual abuse and exploitation (including criminal exploitation), both locally and nationally.
- If made aware of incident involving online child sexual abuse and exploitation (including criminal exploitation), we will act in accordance with our child protection policies.
- We will respond to concerns regarding online child sexual abuse and exploitation (including criminal exploitation), regardless of whether the incident took place on our premises or using setting provided or personal equipment.
- We will report concerns via the Click CEOP report: www.ceop.police.uk/safety-centre/
- If we are unclear whether a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the Derbyshire police by using 101.
- If made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the Derbyshire police using 101 unless immediate concerns and 999 will be used by the DSL (or deputy).
- If learners at other setting are believed to have been targeted, the DSL (or deputy) will seek support from Derbyshire Police first to ensure that potential investigations are not compromised.

Indecent Images of Children (IIOC)

- At Hasland Infant and Nursery School WE will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site.
- We will seek to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.

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- If we are unclear if a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the Derbyshire Police using 101.

If made aware of IIOC, we will:

- Act in accordance with our child protection policy and the relevant Derby City & Derbyshire Safeguarding Children Partnership Safeguarding procedures.
- Store any devices involved securely.
- Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Derbyshire police or the LADO.

If made aware that a member of staff or a learner has been inadvertently exposed to indecent images of children, we will:

- Ensure that the DSL (or deputy) is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk.
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Report concerns, as appropriate to parents and carers.

If made aware that indecent images of children have been found on the setting provided devices, we will:

- Ensure that the DSL (or deputy) is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk.
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Inform the Derbyshire police via 101 (999 if there is an immediate risk of harm) and Children's Services using Call Derbyshire (as appropriate).
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- Report concerns, as appropriate to parents and carers.

If made aware that a member of staff is in possession of indecent images of children on setting provided devices, we will:

- Ensure that the headteacher is informed in line with our managing allegations against staff policy immediately and without any delay.
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with our managing allegations against staff policy.
- Quarantine any devices until police advice has been sought.

Cyber bullying

Cyber bullying, along with all other forms of bullying, will not be tolerated at Hasland Infant and Nursery School.

- Cyber Bullying may be defined as ‘the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature: children and adults may be reluctant to admit to being the victims of cyberbullying’.
- It can take a number of different forms: threats and intimidation, harassment or ‘cyber-stalking’ (e.g. repeatedly sending unwanted texts or instant messages), sexting (e.g. sending and receiving sexually explicit messages, primarily between mobile phones) vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private information/images and ‘trolling’ (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

However, it differs from other forms of bullying in several significant ways:

- Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- the potential for anonymity on the part of the bully. This can be extremely distressing for the victim
- the potential for the bully to play very rapidly to a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying.
- the difficulty in controlling electronically circulated messages as more people get drawn in as accessories. By passing on a humiliating picture or message a bystander becomes an accessory to the bullying.
- the profile of the bully and target can be different to other forms of bullying as cyberbullying can take place between peers and across generations. Teachers can be victims and age and size are not important.
- many cyberbullying incidents can themselves act as evidence so it is important the victim saves the information.

Roles and Responsibilities

We recognise that all staff have a duty to act appropriately in the event of Cyberbullying by:

- ensuring that all incidents of cyberbullying both inside and outside school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school’s Anti-bullying Policy, Behaviour Policy and Safeguarding and Child Protection Policy.
- ensuring that all policies relating to safeguarding, including cyberbullying are reviewed and updated regularly
- that all staff know that they need to report any issues concerning cyberbullying to the Designated Safeguarding Lead.

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- ensure that all staff are aware of the Prevent Duties.
 - As part of the curriculum, cyberbullying will be revisited and pupils will know how to report a concern to someone in school or at home.
 - ensure that all staff are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond. All staff should sign to say they have read and understood the Staff Code of Conduct

Useful Links:

Derby City & Derbyshire Safeguarding Children Partnership on line procedures DDCSP:

- <http://derbyshirescbs.proceduresonline.com/>

Derbyshire Police:

- In an emergency dial 999. For other non-urgent enquiries contact Derbyshire Police via 101

LADO

- By referral into Professional.Allegations@derbyshire.gov.uk
- Visit http://derbyshirescbs.proceduresonline.com/docs_library.html

Call Derbyshire (Starting Point)

- Immediate risk of harm phone 01629 533190
- For all other referrals complete an online form <https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx>
- For professional advice phone 01629 535353

National Links and Resources for Educational Settings

- CEOP: www.thinkuknow.co.uk
- www.ceop.police.uk
- Childnet: www.childnet.com
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/online-safety
- ChildLine: www.childline.org.uk

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- Net Aware: www.net-aware.org.uk
 - The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
 - UK Safer Internet Centre: www.saferinternet.org.uk
 - Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
 - 360 Safe Self-Review tool for schools: www.360safe.org.uk

National Links and Resources for Parents/Carers

- Action Fraud: www.actionfraud.police.uk
- CEOP:
 - www.thinkuknow.co.uk
 - www.ceop.police.uk
- Childnet: www.childnet.com
- Get Safe Online: www.getsafeonline.org
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/online-safety
- ChildLine: www.childline.org.uk
- Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

Hasland Infant and Nursery School is committed to safeguarding and promoting the welfare of all children.

Signed.....

Chair of Governors

Dated.....
