



E-safety Policy

Date Written: December 2022

Updated: December 2023

Updated: December 2024

Scope of the Policy

At Tottington Primary School, we believe in the importance of balancing the regulation and use of technology to keep children safe with teaching them the necessary skills to take responsibility for their own online safety. As stated in the National Computing Curriculum, it is crucial for children to learn how to use technology safely, respectfully, and responsibly. They should know how to keep their personal information private, identify acceptable and unacceptable behaviour, and understand how to report concerns about online content and contact. Throughout our curriculum, we prioritize children's safety and provide them with the guidance and support they need to recognize and avoid online risks while developing resilience. Our staff will consistently reinforce safe online learning.

This policy applies to all members of the Tottington Primary School community who have access to and use school ICT systems and online resources, both within and outside of school.

Incidents and Procedures

Tottington Primary School will handle incidents as outlined in this policy, within the framework of our safeguarding, behaviour, and anti-bullying policies, and other relevant policies.

Monitoring and Review

The e-Safety Policy will be reviewed annually, or more frequently if there are significant new developments in technology use, online threats, or incidents. We will monitor the implementation of this policy through various means, including:

- Logs of reported incidents
- Monitoring logs of internet activity (visited websites)
- Internal monitoring data for network activity
- Surveys/questionnaires of staff, pupils, and parents The Governing Body will receive regular reports on the implementation of the e-Safety Policy generated by the monitoring group, typically on a termly basis. In the event of serious online incidents, the Headteacher, School Safeguarding Lead, LADO (Local Authority Designated Officer), and the Police should be informed.

Roles and Responsibilities

Headteacher:

The Headteacher holds the responsibility for ensuring the day-to-day safety of all members of the school community, including online safety. The Headteacher's role includes:

- Ensuring that everyone in the school community understands their responsibilities in response to serious online allegations
- Providing suitable training to staff to fulfil their safeguarding responsibilities under the e-Safety Policy.
- Making the e-Safety Policy accessible to the wider school community through the school website.
- Regularly meeting with the Computing Lead to oversee policy implementation.
- Allocating subject leader time to fulfil these responsibilities.
- Ensuring relevant parties receive monitoring reports from the Computing Lead.
- Providing up-to-date online safety information to the school community.

Governors:

Governors are responsible for approving and reviewing the effectiveness of the e-Safety Policy. The Governing Board will receive regular information about online incidents and monitoring reports. If an Online Governor is appointed, their role will include:

- Regular meetings with the Computing Lead.
- Regular monitoring of the Online Incident Log/CPOMS (which includes anonymous details of online incidents).
- Ensuring robust technical support is in place to maintain system safety and security.
- Regular monitoring of filtering.
- Reporting to the Governing Board.
- Attending relevant online safety training.

Safeguarding Lead:

The Safeguarding Lead is responsible for taking necessary action that may arise from various online activities, including:

- Sharing personal data
- Accessing illegal or inappropriate materials
- Exposure to inappropriate online content
- Inappropriate contact with adults/strangers
- Grooming incidents
- Sexting
- Cyberbullying

Computing Lead/Team:

The Computing Lead/Team is responsible for managing online issues and taking a leading role in establishing and reviewing the school's e-Safety Policy. Their responsibilities include:

- Providing advice and directing staff to relevant training and resources.
- Collaborating with external agencies and technical support teams.
- Regularly meeting with the Headteacher and relevant parties to address issues and take necessary actions.
- Communicating up-to-date online safety information to the school community.

School Staff:

All staff members at Tottington Primary School play a crucial role in maintaining online safety. They should:

- Understand and acknowledge their responsibilities as outlined in this policy.
- Read, understand, and sign the *Staff Acceptable Use Policy*
- Stay updated on the e-Safety Policy as part of their continuous professional development (CPD).
- Be aware of online matters relevant to the children they teach or interact with.
- Report concerns and log incidents using CPOMS
- Ensure that all digital communications with the school community are professional and conducted using approved school systems.

- Apply the e-Safety Policy across the curriculum.
- Share and discuss the age-appropriate *Acceptable Use Policy with students*.
- Be positive role models in their use of digital technologies.
- Monitor how students use digital technologies and access online content while under their care.

It is acknowledged that there may be instances where students need to research topics that would typically result in blocked internet searches, such as racism, drugs, or discrimination. In such cases, staff can request temporary removal of those blocked sites for the duration of the study, following an auditable process with clear reasons for the need.

Technical Support:

The school's technical infrastructure must be secure and actively reduce the risk of misuse or malicious attacks. Technical support responsibilities include:

- Reporting detected risks or misuse to the Headteacher.
- Informing schools about guidance changes or planned maintenance.
- Managing and reviewing the school's technical systems annually to meet recommended requirements.
- Assigning clear access rights to all users of school technical systems and devices.
- Providing internet filtering to block illegal content using the Internet Watch Foundation CAIC list.
- Updating content lists regularly and monitoring internet use.
- Establishing a process for handling requests for filtering changes.
- Offering a platform for reporting any inappropriate content accessible within the school.
- Ensuring appropriate security measures are in place to protect servers, firewalls, routers, wireless systems, workstations, and mobile devices from accidental or malicious threats. Regular testing is conducted. The school's infrastructure and workstations are protected by up-to-date antivirus software, monitored and updated by In4Tech

Pupils:

At Tottington Primary School, we prioritize the holistic learning of our pupils in online safety. Their learning journey includes understanding their online reputation, addressing online bullying, and promoting their health and well-being.

It is essential that all pupils:

- Understand, acknowledge, and follow their age-appropriate *Acceptable Use Policy*
- Recognise when something online makes them feel uncomfortable and know how to report it.
- Accept their responsibility to respond appropriately to any content they consider inappropriate.
- Understand the importance of safeguarding their personal information and privacy online.
- Actively participate in the online safety curriculum, which covers a wide range of topics.
- Adhere to the guidelines provided by teachers and staff regarding online behavior.
- Understand the potential risks and consequences associated with online activities.
- Report any incidents or concerns to a trusted adult or using the designated reporting system.
- Use digital technologies responsibly and follow the school's acceptable use policy.
- Be aware of their online reputation and the impact of their online actions.
- Engage in discussions and activities that promote online safety and well-being.

Conclusion

At Tottington Primary School, we are committed to ensuring the online safety of our school community. This revised e-Safety Policy provides clear guidance and responsibilities for all members, in a concise and easily understandable manner. By working together, we can create a safe and responsible digital environment for our students, staff, and parents.