



Windlesham Village Infant School E-Safety Policy

Key Details

Computing Subject Leader and Designated Safeguarding Lead : Mrs Ezzard, Headteacher

Named Governor with lead responsibility: Mr Andy Watts

Date reviewed: December 2020; approved by LAB 22/3/21

Introduction

The development of computing is changing at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects. Therefore, it is important that pupils in our school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use computing throughout their lives. The National Curriculum requires Computing to be used in all subjects where appropriate. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

Children use Computing to:

- Communicate and handle information.
- Design, develop, explore and evaluate models of real or imaginary situations.
- Measure and control physical variables and movement.

Additionally, by encouraging Computing development through the strands teachers can:

- Enable children to become familiar with computing in many contexts.
- Develop children's confidence in the use of computing.
- Enable children to take greater responsibility for their own learning and provide opportunities for them to decide when it is appropriate to use computing in their work.

Organisation of resources

We aim to provide:

- Modern and appropriate hardware, software and peripheral equipment sufficient to enable the delivery of the National Curriculum requirements.
- For every classroom, to have computers linked to colour printers with software that is appropriate for the age range and abilities.
- Computers in each class that have access to the internet, server and individual class email addresses.
- Computers in the Year 1 shared area connected to the internet.
- All computers, curriculum and administration networked to a central server.
- Every classroom with an interactive Smartboard to aid learning and teaching.
- Programmable vehicles, Bee Bots and Probots linked software to support the Control strand of Computing, and also extend the teaching of maths and literacy.
- iPads to support whole class teaching of skills or focussed group activities (locked in secure trolleys and recharged every night)

Maintenance

The school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible system by investing in resources that will effectively deliver the strands of the national curriculum and support the use of computing across the school. Teachers are required to inform the technician of any faults, using the log book in The Officer Manager's Office.

Teaching and Learning

Early Years Foundation Stage: Understanding the World; Technology

Children are taught to recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes. It is important in the foundation stage to give children a broad, play-based experience of ICT in a range of contexts, including outdoor play. Computing is not just about computers. Early years learning environments should feature ICT scenarios based on experience in the real world, such as in role play. Children gain confidence, control and language skills through opportunities to explore using resources such as walkie-talkie sets and programmable vehicles.

Key stage 1

Pupils should be taught to:

- understand what algorithms are, how they are implemented as programs on digital devices, and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Planning

We use Purple Mash

- Windlesham Village Infant School identifies 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.

2.2 Links with other policies and practices

- This policy links with a number of other policies, practices and action plans including:
 - Online Safety Policy
 - Anti-bullying policy
 - Acceptable Use Policies (AUP) and/or the Staff Code of Conduct

- Behaviour policy
- Child Protection and Safeguarding Policy
- Curriculum policies, such as: Personal Social and Health Education (PSHE), and Relationships and Health Education
- Data security

4.1 The leadership and management 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; an Acceptable Use Policy, which covers acceptable use of technology, is included as an appendix of this policy.
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with the computer technician to monitor the safety and security of school systems and networks.
- Ensure that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.
- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the school 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.

4.2 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.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the school community, as appropriate.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- 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.
- Maintain records of online safety concerns, as well as actions taken, as part of the schools 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 the management team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet regularly with the governor with a lead responsibility for online safety.

4.3 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 Policy.
- Take responsibility for the security of school 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 school's 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.

4.4 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 (*including password policies and encryption*) to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that the schools filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Report any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate.
- Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSL, in accordance with the school's safeguarding procedures.

4.5 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:

- Engage in age-appropriate online safety education opportunities.
- Contribute to the development of online safety policies.
- Read and adhere to the school Acceptable Use Policy.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

4.6 It is the responsibility of parents and carers to:

- Read the school Acceptable Use Policy and encourage their children to adhere to it.
- Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the school's home-school agreement and Acceptable Use Policy. Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Use school systems, such as learning platforms, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education and Engagement Approaches

5.1 Education and engagement with pupils

- The school will establish and embed a progressive online safety curriculum throughout the whole school, to raise awareness and promote safe and responsible internet use amongst pupils by:
 - Ensuring education regarding safe and responsible use precedes internet access.
 - Including online safety in the PSHE, SRE and Computing programmes of study, covering use both at home school and home.
 - Reinforcing online safety messages whenever technology or the internet is in use.
 - Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.
 - Teaching pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The school will support pupils to read and understand the Acceptable Use Policy in a way which suits their age and ability by:
 - Displaying acceptable use posters in all rooms with internet access.
 - Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
 - Rewarding positive use of technology by pupils.
 - Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
 - Seeking pupil voice when writing and developing school online safety policies and practices, including curriculum development and implementation.
 - Using support, such as external visitors, where appropriate, to complement and support the schools internal online safety education approaches.

5.1.1 Vulnerable Pupils

- Windlesham Village Infant School is aware that some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational

Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

- Windlesham Village Infant School will ensure that differentiated and ability- appropriate online safety education, access and support is provided to vulnerable pupils.
- Windlesham Village Infant School will seek input from specialist staff as appropriate, including the SENCO, Child in Care Lead.

5.2 Training and engagement with staff

The school will:

- Provide and discuss the online safety policy with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates. This will cover the potential risks posed to pupils (Content, Contact and Conduct) as well as our professional practice expectations.
- Make staff aware that school systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with school's policies when accessing school systems and devices.
- Make staff aware that their online conduct out of school, including personal use of social media, could have an impact on their professional role and reputation within school.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the school community.

5.3 Awareness and engagement with parents and carers

- Windlesham Village Infant School recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.
- The school 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.
 - Drawing their attention to the school 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 school, for example, within our home school agreement.
 - Requiring them to read the school Acceptable Use Policy and discuss its implications with their children.
 - Seek their permission to publish photos or learning in local or social media, on our website and for use in slideshows; we will not publish images or learning if families do not give permission.

6. Reducing Online Risks

- Windlesham Village Infant School recognises 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 school 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.
- Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.
- All members of the school community are made aware of the school's 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. This is clearly outlined in the school's Acceptable Use Policy and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Classroom Use

- Windlesham Village Infant School uses a wide range of technology. This includes access to:
 - Computers, laptops, learnpads, notebooks and other digital devices
 - Internet which may include search engines and educational websites
 - Email
 - Games consoles and other games based technologies
 - Digital cameras
- All school owned devices will be used in accordance with the school's Acceptable Use Policy 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 school will use age appropriate search tools such as *Google Safe Search* or *CBBC safe search*, following an informed risk assessment, to identify which tool best suits the needs of our community.
- The school will ensure that the use of internet-derived materials, by staff and pupils, complies with copyright law and acknowledge the source of information.
- Supervision of pupils will be appropriate to their age and ability. Pupils' access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the pupils' age and ability.

7.2 Managing Internet Access

- The school will maintain a written record of users who are granted access to the school's devices and systems.
- All staff, pupils and visitors will read and sign an Acceptable Use Policy before being given access to the school computer system, IT resources or internet.

7.3 Filtering and Monitoring

Note: A guide for education settings about establishing 'appropriate levels' of filtering and monitoring can be found at: <https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring>

7.3.1 Decision Making

- Windlesham Village Infant School governors and leaders have ensured that the school has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding.
- The school's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our school's 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; all changes to the filtering policy are logged and recorded.
- 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 pupils; effective classroom management and regular education about safe and responsible use is essential.

7.3.2 Filtering

- The school uses educational broadband connectivity through Unicorn
- The school uses Smooth Wall (provided by Unicorn) which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature. (***Edit to reflect school decisions e.g. what categories are or are not blocked***).
 - The school filtering system blocks all sites on the [Internet Watch Foundation](#) (IWF) list.
- The school works with Unicorn and Smooth Wall to ensure that our filtering policy is continually reviewed.

Dealing with Filtering breaches

- The school has a clear procedure for reporting filtering breaches.
 - If pupils discover unsuitable sites, they will be required to turn off monitor/screen and report the concern immediate to a member of staff.
 - The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead and/or technical staff.
 - The breach will be recorded and escalated as appropriate.
 - Parents/carers will be informed of filtering breaches involving their child.
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as: Surrey Police or CEOP.

7.3.4 Monitoring

- The school will appropriately monitor internet use on all school owned or provided internet enabled devices. This is achieved by physical monitoring (supervision), monitoring internet and web access (reviewing logfile information).
- The school has a clear procedure for responding to concerns identified via monitoring approaches e.g. DSL will respond in line with the Child Protection and Safeguarding Policy
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

7.4 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with the Data Protection Act 1998.

7.5 Security and Management of Information Systems

- The school takes 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 using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
 - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
 - Regularly checking files held on the school's network,
 - The appropriate use of user logins and passwords to access the school network.
 - Specific user logins and passwords will be enforced for Year 1 and Year 2 users, with a cohort login.
 - All users are expected to log off or lock their screens/devices if systems are unattended.

7.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access school systems; members of staff are responsible for keeping their password private.
- We require all users to:
 - Use strong passwords for access into our system.
 - Change their passwords regularly.
 - Always keep their password private; users must not share it with others or leave it where others can find it.
 - Not to login as another user at any time.

7.6 Managing the Safety of the School Website

- The school will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- The school will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff or pupils' personal information will not be published on our website; the contact details on the website will be the school address, email and telephone number.
- The administrator account for the school website will be secured with an appropriately strong password.
- The school will post appropriate information about safeguarding, including online safety, on the school website for members of the community.

7.7 Publishing Images and Videos Online

- The school will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to): Data security, Acceptable Use Policy, Staff Code of Conduct.

- **7.8 Managing Email** Access to school email systems will always take place in accordance with Data protection legislation and in line with other school policies.
- The forwarding of any chain messages/emails is not permitted. 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.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the school community will immediately tell the Headteacher if they receive offensive communication, and this will be recorded in the school safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked in school.

7.8.1 Staff

- The use of personal email addresses by staff for any official school business is not permitted.
- All members of staff are provided with a specific school email address, to use for all official communication.
- 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 pupils and parents. As a general guide, such emails will use the office@ address.

7.8.2 Pupils

Whole-class or group emails may be used for communication outside of the school, using the class teacher's address, or that of the office.

7.9 Management of Applications (apps) used to Record Children's Progress

- The school uses Tapestry to track pupils progress in Yr R; this is relatively new to the school but in time, we plan to share appropriate information with parents and carers.
- The headteacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation
- In order to safeguard pupils data:
 - Only school issued devices will be used for apps that record and store children's personal details, attainment or photographs.
 - Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
 - School devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
 - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
 - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of Windlesham Village Infant School community.
- The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of Windlesham Village Infant School community are expected to engage in social media in a positive, safe and responsible manner, at all times.
- All members of Windlesham Village Infant School community are advised **not** to publish specific and detailed private thoughts, concerns, pComputingures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- Pupil access to social media whilst using school provided devices and systems on site is not permitted.
- The use of social media during school hours for personal use is not permitted, unless a member of staff is using their mobile 'phone during their break.
- Inappropriate or excessive use of social media during school/work hours or whilst using school devices may result in disciplinary or legal action and/or removal of internet facilities.
- Concerns regarding the online conduct of any member of Windlesham Village Infant School community on social media, should be reported to the school and will be managed in accordance with our Anti-bullying, Allegations against staff, Behaviour and Child Protection policies.

8.2 Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the staff Code of Conduct within the Acceptable Use Policy.

Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within school. Civil, legal or disciplinary action may be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):
 - Setting the privacy levels of their personal sites as strictly as they can.
 - Being aware of location sharing services.
 - Opting out of public listings on social networking sites.
 - Logging out of accounts after use.
 - Keeping passwords safe and confidential.
 - Ensuring staff do not represent their personal views as that of the school.

- Members of staff are encouraged not to identify themselves as employees of Windlesham Village Infant School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with schools policies and the wider professional and legal framework.
 - Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues will not be shared or discussed on social media sites.
- Members of staff will notify the Leadership Team immediately if they consider that any content shared on social media sites conflicts with their role in the school.

Communicating with pupils and parents and carers

- All members of staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles.
 - Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the headteacher. For example, some of our staff live in the locality or are connected to the community through family links.
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Headteacher.
- Any communication from pupils and parents received on personal social media accounts will be reported to the schools Designated Safeguarding Lead.

8.3 Pupils' Personal Use of Social Media

- The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the school will not create accounts specifically for children under this age.
- Any concerns regarding pupils' use of social media at home will be dealt with in accordance with existing school policies including anti-bullying and behaviour. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.

8.4 Official Use of Social Media

- Windlesham Village Infant School official social media channels are Twitter & Facebook page.
- The official use of social media sites, by the school, only takes place with clear educational or community engagement objectives, with specific intended outcomes.
 - The official use of social media as a communication tool has been formally risk assessed and approved by the Headteacher.
 - Leadership staff have access to account information and login details for the social media channels, in case of emergency, such as staff absence.
- Official school social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only.
 - Staff use school provided email addresses to register for and manage any official school social media channels.

- Official social media sites are suitably protected and, where possible, run and linked to/from the school website.
- Public communications on behalf of the school will, where appropriate and possible, be read and agreed by at least one other colleague.
- Official social media use will be conducted in line with existing policies, including: Anti-bullying, Data protection, Confidentiality and Child Protection.
- All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Parents, carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- The school will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

- Members of staff who follow and/or like the school social media channels will be advised to use dedicated professional accounts, where possible, to avoid blurring professional boundaries.
- If members of staff are participating in online social media activity as part of their capacity as an employee of the school, they will:
 - Sign the school's Social media acceptable use policy.
 - Be professional at all times and aware that they are an ambassador for the school.
 - Disclose their official role and/or position, but make it clear that they do not necessarily speak on behalf of the school.
 - Be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
 - Always act within the legal frameworks they would adhere to within the workplace, including: Libel, Defamation, Confidentiality, Copyright, Data protection and Equalities laws.
 - Ensure that they have appropriate written consent before posting images on the official social media channel.
 - Not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
 - Not engage with any direct or private messaging with current pupils, parents and carers (see 8.2).
 - Inform their line manager, the Designated Safeguarding Lead and/or the Headteacher of any concerns, such as criticism, inappropriate content or contact from pupils.

9. Use of Personal Devices and Mobile Phones

- Windlesham Village Infant School recognises that personal communication through mobile technologies is an accepted part of everyday life for staff and parents/carers, but technologies need to be used safely and appropriately within school.

9.1 Expectations

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: Anti-bullying, Behaviour, Staff Code of Conduct and Child Protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
 - All members of Windlesham Village Infant School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the school accepts no responsibility for the loss, theft or damage of such items on school premises.
 - All members of Windlesham Village Infant School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the school site such as classrooms and toilets.
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Behaviour policy.
- All members of Windlesham Village Infant School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school Behaviour or Child protection policies.

9.2 Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant school policy and procedures, such as: Confidentiality, Child protection, Data security and Acceptable use.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place during lesson time, locked in a locker/drawer
 - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
 - Not use personal devices during teaching periods, unless written permission has been given by the headteacher, such as in emergency circumstances.
 - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
 - Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Lead , who is the Headteacher.
- Staff will not use personal devices, such as: mobile phones, tablets or cameras:
 - To take photos or videos of pupils and will only use work-provided equipment for this purpose.
 - Directly with pupils, and will only use work-provided equipment during lessons/educational activities.

- If a member of staff breaches the school policy, action will be taken in line with the school behaviour and allegations policy
 - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

9.4 Visitors' Use of Personal Devices and Mobile Phones

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's Acceptable Use Policy and other associated policies, such as: Anti-bullying, Behaviour, Child protection .
- The school will ensure appropriate signage and information is provided to inform parents, carers and visitors of expectations of use. Devices and Mobile Phones are not to be used by Parents, carers and visitors in the classrooms or toilets.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead of any breaches of school policy.

10. Responding to Online Safety Incidents and Concerns

- All members of the school community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the community must respect confidentiality and the need to follow the official school procedures for reporting concerns. Pupils, parents and staff will be informed of the school's complaints procedure and staff will be made aware of the whistleblowing procedure.
- The school requires staff, parents, carers and pupils to work in partnership to resolve online safety issues.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If the school is unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Safeguarding Team.
- Where there is suspicion that illegal activity has taken place, the school will contact the Education Safeguarding Team or Surrey Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond the school community (for example if other local schools are involved or the public may be at risk), the school will speak with Surrey Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

10.1 Concerns about Pupils Welfare

- The DSL will be informed of any online safety incidents involving safeguarding or child protection concerns.
- The DSL will record these issues in line with the school's Child Protection and Safeguarding Policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Surrey Safeguarding Children Board thresholds and procedures.
- The school will inform parents and carers of any incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the Headteacher, according to the Allegations policy.
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with the Behaviour Policy and Code of Conduct.

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Youth Produced Sexual Imagery or "Sexting"

- Windlesham Village Infant School recognises youth produced sexual imagery (known as "sexting") as a safeguarding issue; therefore all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will follow the advice as set out in the non-statutory UKCCIS guidance: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' and KSCB guidance: "Responding to youth produced sexual imagery".

11.1.1 Dealing with Youth Produced Sexual Imagery

- Given the age of our children and the measures in place to control pupil access to mobile devices, the risk of having to deal with this is dramatically reduced. However, in line with our Child Protection and Safeguarding Policy and procedures, staff have to assume "that it *could* happen here." If the school are made aware of an incident involving the creation or distribution of youth produced sexual imagery, the school will:
 - Act in accordance with our Child protection and Safeguarding policies and the relevant Surrey Safeguarding Child Board's procedures.
 - Immediately notify the Designated Safeguarding Lead.
 - Store the device securely.
 - If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
 - Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
 - Inform parents and carers, if appropriate, about the incident and how it is being managed.
 - Make a referral to Specialist Children's Services and/or the Police, as appropriate.
 - Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
 - Implement appropriate sanctions in accordance with the school's Behaviour policy, but taking care not to further traumatise victims where possible.
 - Consider the deletion of images in accordance with the UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
 - Images will only be deleted once the school has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
 - Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.
- The school will take action regarding youth produced sexual imagery, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- The school will not:

- View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so. In this case, the image will only be viewed by the Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
- Send, share, save or make copies of content suspected to be an indecent image of children (i.e. youth produced sexual imagery) and will not allow or request pupils to do so.

11.2 Online Child Sexual Abuse and Exploitation

- Windlesham Village Infant 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.
- Windlesham Village Infant School recognises online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The school will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.
- The school will ensure that the 'Click CEOP' report button is visible and available to pupils and other members of the school community.

11.2. 1 Dealing with Online Child Sexual Abuse and Exploitation

- If the school are made aware of incident involving online sexual abuse of a child, the school will:
 - Act in accordance with the school's Child Protection and Safeguarding policies and the relevant Surrey Safeguarding Child Board's procedures.
 - Immediately notify the Designated Safeguarding Lead.
 - Store any devices involved securely.
 - Immediately inform Surrey police via 101 (or 999 if a child is at immediate risk)
 - Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
 - Inform parents/carers about the incident and how it is being managed.
 - Make a referral to Specialist Children's Services (if required/ appropriate).
 - Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
 - Review the handling of any incidents to ensure that best practice is implemented; school leadership team will review and update any management procedures, where necessary.
- The school will take action regarding online child sexual abuse, regardless of whether the incident took place on/off school premises, using school or personal equipment.
 - Where possible pupils will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report : www.ceop.police.uk/safety-centre/
- If the school is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Surrey Police.

- If the school is made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the MASH (Multi-Agency Safeguarding Hub) by the Designated Safeguarding Lead.
- If pupils at other schools are believed to have been targeted, the school will seek support from Surrey Police and/or the MASH first to ensure that potential investigations are not compromised.

11.3 Indecent Images of Children (IIOC)

- Windlesham Village Infant School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- The school will take action regarding IIOC on school equipment and/or personal equipment, even if access took place off site.
- The school will take action 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.
- If the school is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Kent Police and/or the Education Safeguarding Team.
- If made aware of IIOC, the school will:
 - Act in accordance with the schools Child Protection and Safeguarding policy and the relevant Surrey Safeguarding Child Boards procedures.
 - Immediately notify the school Designated Safeguard Lead.
 - Store any devices involved securely.
 - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Surrey police or the LADO.
- If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, the school will:
 - Ensure that the Designated Safeguard Lead 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 school devices, the school will:
 - Ensure that the Designated Safeguard Lead 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 police via 101 (999 if there is an immediate risk of harm) and children's social services (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 school devices, the school will:

- Ensure that the headteacher is informed.
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy.
- Quarantine any devices until police advice has been sought.

11.4 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Windlesham Village Infant School
- Full details of how the school will respond to cyberbullying are set out in the Anti-bullying policy.

11.5 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Windlesham Village Infant School and will be responded to in line with existing school policies, including Anti-bullying and Behaviour.
- All members of the community will be advised to report online hate in accordance with relevant school policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If the school is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Team and/or Surrey Police.

11.6 Online Radicalisation and Extremism

- The school will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school.
- If the school is concerned that a child or parent/carer may be at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Child Protection and Safeguarding Policy.
- If the school is concerned that member of staff may be at risk of radicalisation online, the Headteacher will be informed immediately and action will be taken in line with the Child Protection and Allegations policies.

12. Useful Links for Educational Settings

If you are concerned about the safety of a child, young person or an adult you can contact our Multi-Agency Safeguarding Hub (MASH).

<https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services>

The Multi-Agency Safeguarding Hub (MASH) responds to initial enquiries about children, young people and adults. The MASH is based at Guildford Police Station and combines Children's Service social workers, Adult's Service social workers, and health and police staff.

Availability: 9am to 5pm, Monday to Friday

Phone: 0300 470 9100

Email: mash@surreycc.gov.uk - emails are dealt with during normal office hours

Out of hours phone: 01483 517898 to speak to our emergency duty team.

KSCB:

- www.kscb.org.uk

National Links and Resources

- 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/onlinesafety
 - ChildLine: www.childline.org.uk
 - Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

Appendix 1



WINDLESHAM VILLAGE INFANT SCHOOL

Think before you click



I will only use the Internet and email with an adult



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

Class Name:

Date:

Appendix 2

e-Safety Incident Log

Number:	Reported By: <i>(name of staff member)</i>	Reported To: <i>(e.g. Head, e-Safety Officer)</i>	
	When:	When:	
Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)			
Review Date:			
Result of Review:			
Signature (Headteacher)		Date:	
Signature (Governor)		Date:	