Outcomes First Group.

Online Safety Policy

Policy Folder: Safeguarding

Document History

Version	Comments/amendments	Name	Date
1.0	Version 1	Lyndsey Jeffries	June 2021
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Introduction

The purpose of the Manor House School online safety policy is to:

- Safeguard and protect all members of the school community online.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly, 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.

Scope of the Policy

The School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.

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

The School will deal with such incidents within this policy in association with the behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online safety behaviour that take place out of school.

Roles and Responsibilities

The school has appointed The Designated Safeguarding Lead to be the online safety lead. The school recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

Manor House School is part of Acorn Education and Care group who are responsible for the approval of the online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the centralised ICT team, receiving regular information about online safety incidents and monitoring reports on a termly basis.

Head of School and Senior Leaders:

The Head of School has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety will be delegated to the Education team.

- The Head of School and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Head of School / Senior Leaders are responsible for ensuring that the online Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Head of School / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the Online Safety Co-ordinator.

Online Safety Coordinator:

The School's online coordinator is the Head of School, their role as online safety coordinator will be to:

- Take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents online with Keeping Children Safe in Education (KCSiE) part 1 (issued March 2015 – updated September 2021).
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provide training and advice for staff.
- Liaise with the Local Authority / Central Team ICT team.
- Map and review the online safety curricular provision – ensuring relevance, breadth and progression.
- Receive reports of online safety incidents and create a log of incidents via Sleuth to inform future online safety developments.
- Discuss current issues, review incident logs with teachers and SLT.

ICT Services:

The School will ensure:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required e-safety technical requirements and any Local Authority / other relevant body online Safety Policy / Guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection process.
- That any relevant ICT and Data Protection policies are applied and updated on a regular basis.
- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head of School and the online Safety Coordinator for investigation.
- That monitoring software / systems are implemented and updated as agreed by Acorn Education and Care and the school.
- In line with KCSiE, internet use is monitored and reviewed. Reports setting out all internet use will be sent by the centralised IT Department to Designated Safeguarding Leads every six months. This information will be stored by the school for a period of six months unless there are safeguarding concerns. If there are safeguarding concerns the information will be stored in line with statutory requirements for record retention.

Teaching and Support Staff:

Are all responsible for ensuring that:

- They have an up to date awareness of online safety matters and of the current school online safety policy and practices.
- They have read, understood all relevant IT and Data Protection policies as directed by the centralised IT department.
- They report any suspected misuse or problem to the Head of School, Online Safety Coordinator.
- All digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems/ ICT equipment.
- Online safety issues are embedded in all aspects of the curriculum and other activities.
- Students / pupils understand and follow the online safety guidance set out by the school.
- Monitoring the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.
- In lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Are aware of the emphasis placed on online safety in regard to online with KCSiE part 1.

Designated safeguarding Lead (DSL):

Should be trained in online safety issues and be aware of the potential for serious child protection / safeguarding issues

to arise from:

- Sharing of personal data.
- Access to illegal / inappropriate materials.
- Inappropriate online contact with adults / strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.
- 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.

The combined role of Child Protection/Designated Safeguarding Lead and Online Safety Officer is held by the Head of School.

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, RSE 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 relevant policies in a way which suits their age and ability by:
- 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.
- Implementing appropriate peer education approaches through school council representatives.
- 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 the schools digital technology systems in accordance with the relevant ICT and Data Protection policies including mobile devices and cyber bullying.
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the schools Online Safety Policy covers their actions out of school.

Vulnerable pupils:

The 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.

The School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils.

Parents / Carers:

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The School will take every opportunity to help parents understand these issues through newsletters, letters, website and information about national / local online safety campaigns / literature. Parents and carers will be encouraged to support the School in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- their children's personal devices in the school (where this is allowed)
- Parents/carers will be communicated with regularly regarding online safety

Policy Statements

Education - students / pupils

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

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

- A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited.
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities.
- Students / pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Staff should act as good role models in their use of digital technologies the internet and mobile devices.
- In lessons where internet use is pre-planned, it is best practice that students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students / pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – parents / carers

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

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

- Curriculum activities
- Letters, newsletters, web site and workshops
- High profile events / campaigns e.g. Safer Internet Day
- reference to the relevant web sites / publications

Education & Training – Staff / Volunteers

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

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

Technical – infrastructure / equipment, filtering and monitoring

The centralised ICT team will be responsible for ensuring that all schools within their organisation infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities

- Manor House School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school academy technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- Users will have clearly defined access rights to school technical systems and devices.
- All users are responsible for the security of their username and password.
- The “master / administrator” passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Head of School or other nominated senior leader and kept in a secure place.
- Internet access is filtered for all users.
- The school has provided enhanced / differentiated user-level filtering.
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.

Use of digital and video images

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

When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.
Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.

Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
Students / pupils must not take, use, share, publish or distribute images of others without their permission
Photographs published on the website, or elsewhere that include students / pupils will be selected carefully ensuring that Manor House School has permission from the parent/Local Authority that the pupil's photo can be used for external publication.
Student's / Pupil's work can only be published with the permission of the student / pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.
- In line with GDPR compliance and guidance.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning.

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

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and students / pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the e-safety coordinator, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students / pupils or parents / carers (email, chat, etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Whole class / group email addresses may be used at KS1, while students / pupils at KS2 and above will be provided with individual school / academy email addresses for educational use
- Students / pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff.

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

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessment, including legal risk.
-

School staff should ensure that:

- No reference should be made in social media to students / pupils, parents / carers or school staff.

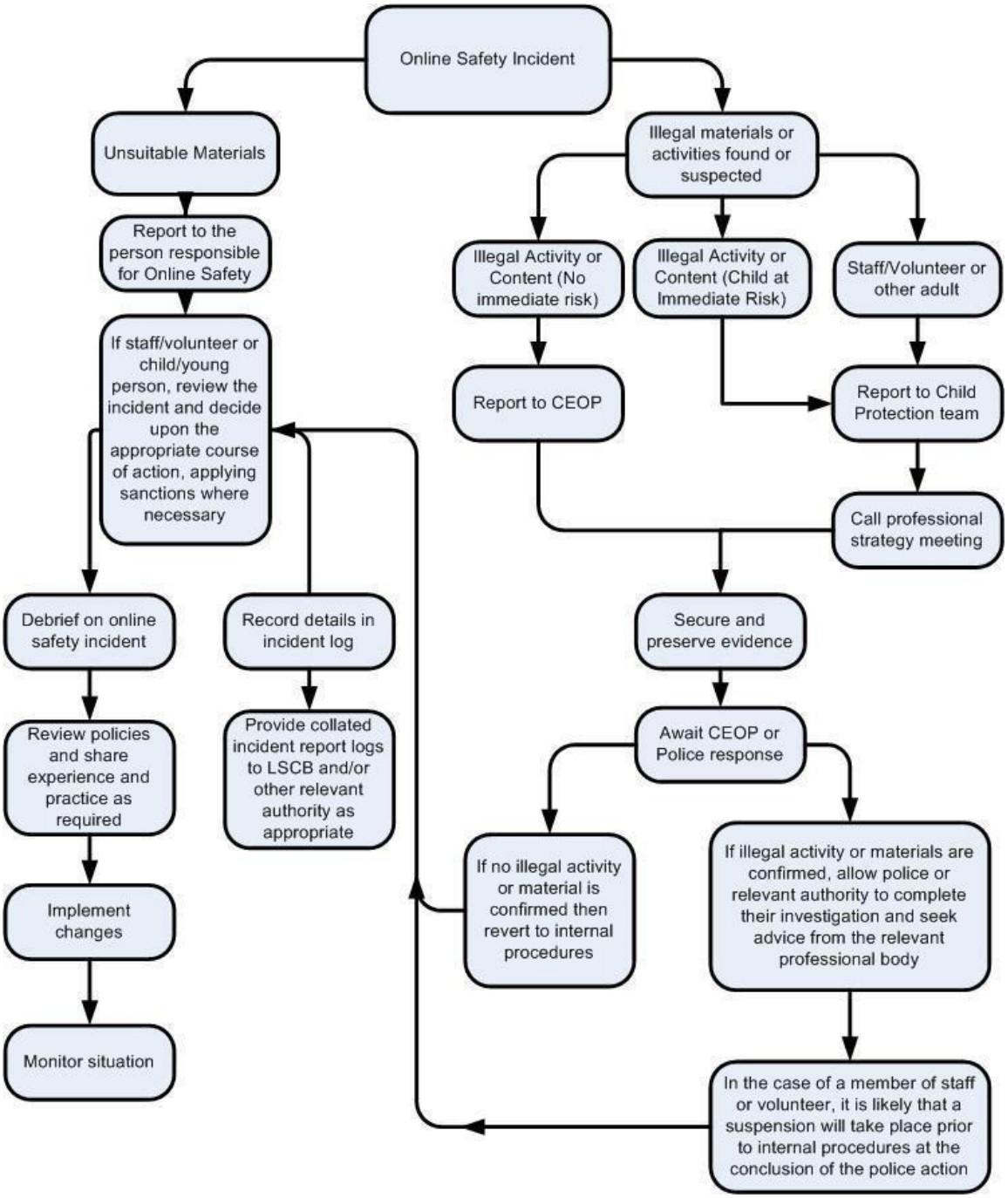
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or local authority.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Responding to incidents of misuse

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

Illegal Incidents

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



Other Incidents

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

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

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

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

School Actions & Sanctions

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

Social Media

Expectations

The expectations' regarding safe and responsible use of social media applies to all members of the 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; chat rooms and instant messenger.
- All members of the school community are expected to engage in social media in a positive, safe and responsible manner, at all times.
- All members of the school community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The school will control pupil and staff access to social media whilst using school provided devices and systems on site.
- The use of social media during school hours for personal use is not permitted.
- 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 the 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.

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 school Code of conduct within relevant ICT policies.
- 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. Of 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 the 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 school's 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 Head of School.
- If ongoing contact with pupils is required once they have left the school roll, members of staff will be expected to use existing alumni networks or use official school provided communication tools.
- 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 Head of School.
- Any communication from pupils and parents received on personal social media accounts will be reported to the schools Designated Safeguarding Lead.

Pupils' Personal Use of Social Media

- Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach, via age appropriate sites and resources.
- 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 any pupil accounts at all.
- Any concerns regarding pupils' use of social media, both at home and at school, 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.

Pupils will be advised:

- To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location. Examples would include real/full name,

- Address, mobile or landline phone numbers, school attended, other social media contact details, email addresses, full names of friends/family, specific interests and clubs.
- To only approve and invite known friends on social media sites and to deny access to others by making profiles private/protected.
- Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age and abilities.
- How to block and report unwanted communications and report concerns both within school and externally.

Use of Personal Devices and Mobile Phones

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

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, Child protection and Safeguarding. Electronic devices of any kind that are brought onto site are the responsibility of the user at all times. **All electronic devices are collected and stored securely during the school day.**
- All members of the 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 the 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.
- 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 the 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 safeguarding policies.

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 ICT policy and procedures.

Staff will be advised to

- Keep mobile phones and personal devices in a safe and secure place during lesson time e.g. 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 to use personal devices during teaching periods, unless permission has been given by the Head of School, 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 and/or Head of School.

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.

Pupils' Use of Personal Devices and Mobile Phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- **Pupil mobile phones and personal devices are not permitted unless in the 6th form area.**
- If a pupil needs to contact his/her parents or carers they will be allowed to use a school phone.
- Parents are advised to contact their child via the school office during school hours.

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 relevant ICT policies.
- The school will ensure appropriate signage and information is displayed/ provided to inform parents, carers and visitors of expectations of use.
- 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.

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 school 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 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 Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

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 policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the East Sussex 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.

Staff Misuse

- Any complaint about staff misuse will be referred to the Head of School, 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.

Procedures for Responding to Specific Online Incidents or Concerns

Youth Produced Sexual Imagery or "Sexting"

- The 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 and KSCB guidance: "Responding to youth produced sexual imagery".
- The school will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of 'sexting' by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- The school will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

Dealing with 'Sexting'

If the school are made aware of an incident involving the creation or distribution of your produced sexual imagery, the school will:

- Act in accordance with our Child Protection and Safeguarding Policies and the relevant East Sussex Safeguarding 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 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 your 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.

Online Child Sexual Abuse and Exploitation

- MHS 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.
- MHS 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.

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 East Sussex Safeguarding Child Board's procedures.
- Immediately notify the Designated Safeguarding Lead.
- Store any devices involved securely.
- Immediately inform the police via 101 (or 999 if a child is at immediate risk)
- 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 system available online.
- 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 the 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 Child Sexual Exploitation Team (CSET) by the Designated Safeguarding Lead.
- If pupils at other schools are believed to have been targeted, the school will seek support from the Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

Cyberbullying

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

Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at MHS and will be responded to in line with existing school policies, including Anti-bullying and Behaviour.
- All members of the school 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 the Police.

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 policy.
- If the school is concerned that member of staff may be at risk of radicalisation online, the Head of School will be informed immediately and action will be taken in line with the Child protection and Allegations policies.

Useful Links for Educational Settings

Safeguarding in Schools in West Sussex

https://www.westsussex.gov.uk/social-care-and-health/social-care-and-health-information-for-professional/children/west-sussex-safeguarding-children-partnership/

SWGfL Staying Safe

www.swgfl.org.uk/Staying-Safe

Collection of advice, support and resources for early years practitioners and their managers, children and young people, parents and carers.

Online Compass self-review tool https://onlinecompass.org.uk/

A free tool that enables organisations to review their own online safety provision.

Childnet International www.childnet.com

Resources for children, including 'Keeping Under Fives Safe Online', a resource for parents and carers.

CEOP

www.thinkuknow.co.uk

Child Exploitation and Online Protection Centre site with education resources from KS1 and Foundation.

UK Council for Child Internet Safety (UKCCIS)

https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis

The first UK Child Internet Safety Strategy (UKCCIS UK council for Child Internet Safety)

Click Clever Click Safe

www.education.gov.uk/ukccis

The first UK Child Internet Safety Strategy (UKCCIS UK Council for Child Internet Safety)

Professionals Online Safety Helpline

helpline@saferinternet.org.uk

www.saferinternet.org.uk

0844 381 4772

This is a helpline for professionals and volunteers that work with children and young people, specifically tackling the area of online safety. The main areas in which support is offered are; social networking sites, bullying, sexting, online gaming and child protection. The Helpline aims to resolve issues professionals face about themselves and about young people in relation to online safety.

UK Safer Internet Centre www.saferinternet.org.uk

This explains how to use the internet and new technologies safely and responsibly. Also find a range of practical resources, news and events focussing on the safe and responsible use of the internet and new technologies.

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We are part of the Outcomes First Group Family,by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world

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