Aspire Learning Trust

Safeguarding & Technology Policy

Policy Reference: Safeguarding & Technology Policy 2017
To be reviewed: Annually
Policy Owner: Local Governing Body (New Road Primary School and Park Lane Primary School and Nursery)

Policy Progression Revisions		
Date	Reviewed	Description of changes
		New Policy

Date Approved	
Date Reviewed by	
Signature of Chair	
Print Name	

Safeguarding Pupils from Harm when using Information Technology Policy

(Including the use of Digital Images and Video of children and the Use of Mobile Phones and Camera in EYFS)

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Background to the Policy

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school:

- the ground rules we have developed in school for using the Internet and online technologies
- how these fit into the wider context of our other school policies
- the methods used to protect children from sites containing pornography, racist or politically extreme views and violence.

Ultimately, the responsibility for setting and conveying the standards that children are expected to follow when using technology, media and information resources, is one the school shares with parents and carers. At New Road Primary School and Park Lane Primary School and Nursery, we feel that the most successful approach lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Rationale

At New Road Primary School and Park Lane Primary School and Nursery we believe that the use of information and communication technologies in schools brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively.

The use of these exciting and innovative technology tools in school and at home has been shown to raise educational standards and promote pupil achievement. Yet at the same time we recognise that the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

• Access to illegal, harmful or inappropriate images or other content

• Unauthorised access to / loss of / sharing of personal information

• The risk of being subject to grooming by those with whom they make contact on the internet.

• The sharing / distribution of personal images without an individual's consent or knowledge

• Inappropriate communication / contact with others, including strangers

• Cyber-bullying

• Access to unsuitable video / internet games

• An inability to evaluate the quality, accuracy and relevance of information on the internet

• Plagiarism and copyright infringement

• Illegal downloading of music or video files

• The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. E-Safety issues can also affect adults who work or are associated with the school. For example school and personal data being entered on web/social networking sites, fraudulent email traps and cyberbullying. It is impossible to eliminate risk completely. It is therefore essential, through good educational provision to manage the risk and deal with any threat to safety.

Teaching and Learning Using Online Technologies

The internet is a part of everyday life for education, business and social interaction.

Benefits of using online technologies in education include:

- Access to world-wide educational resources
- Access to experts who would otherwise be unavailable
- Access to anytime, anywhere learning
- Collaboration across schools, networks of schools and services

When using online technologies, it is essential that children understand how to behave in a safe and responsible manner and also how to react when faced with inappropriate content or situations which make them feel uncomfortable. At New Road Primary School and Park Lane Primary School and Nursery we believe that a comprehensive programme of e-safety education is vital for developing our pupils' ability to use technologies safely. This is achieved using a combination of discrete and embedded activities drawn from a selection of appropriate materials (see appendices)

Our programme for e-safety education is evidenced in teachers' planning either as discrete or embedded activities. Members of staff constantly monitor pupils' use of the internet and other technologies.

Messages involving Risks and Rules and Responsibilities are taught and/or reinforced as detailed in the school's Acceptable Use Policy AUP (see appendices).

Technology in our School

The school's ICT infrastructure is designed to minimise the risks associated with adult and pupil use of technology. This is provided and maintained by both E2BN and the Local Authority's Education ICT Service.

E2BN's Protex web filtering system received full Becta accreditation in 2007 by blocking over 90% of all inappropriate material. E2BN also manage a distributed caching service which is integrated with the web filtering service.

E2BN's Website

This helps to ensure that staff and pupils rarely encounter material which is inappropriate or offensive. If / when they do, the school's AUPs and e-safety education programme ensure that they are equipped to deal with any issues in the most appropriate way.

Safeguarding Our Children Online

New Road Primary School and Park Lane Primary School and Nursery recognises that different users will be expected to use the school's technology systems in different ways – appropriate to their age or role in school. We acknowledge the need to:

Equip children to deal with exposure to harmful and inappropriate content and contact, and equip parents to help their children deal with these things and parent effectively around incidences of harmful and inappropriate conduct by their children.

UKCCIS – June 2008

The school has published an Acceptable Use Policy for pupils in Key Stage 2. Staff and Volunteers are required to sign Aspire Learning Trust's Staff and Volunteer Acceptable Use Policy and Agreement 2017.

Any known or suspicious online misuse or problem will be reported a member of the Senior Leadership Team for investigation/ action/ sanctions. The school will keep evidence of any 'extreme' or 'unusual' actions that a pupil has been involved in online. This log will be used to keep track of the child's behaviours over the entire time they are at the school and will be stored alongside other incident logs. These are stored securely by the designated lead for child protection in the school.

Responding to Incidents

It is important that all members of staff – teaching and non-teaching – are aware of how to respond to if an e-safety incident occurs or they suspect a child is at risk through their use of technology. Responding to an e-safety incident in school is no different to responding to other incidents in school.

If an e-safety incident occurs New Road Primary School and Park Lane Primary School and Nursery will follow its usual procedures for dealing with other incidents including internal sanctions and involvement of parents (for ICT, this may include the deactivation of accounts or restricted access to systems as per the school's AUPs – see appendix). Where the school suspects that an incident may constitute a Child Protection issue, the usual child protection procedures will be followed:

Dealing with Incidents and Seeking Help

If a concern is raised, refer immediately to the designated person for child protection. If that is not possible refer to the headteacher or, if necessary, the Chair of Governors or the CEO of the Trust.

It is their responsibility to:

Step 1: Identify who is involved – any combination of child victim, child instigator, staff victim, or staff instigator

Step 2: Establish the kind of activity involved and whether it is illegal or inappropriate. If you are   in doubt consult the Education Child Protection Service helpline: 01223 712096

Step 3: Ensure that the incident is documented using the standard child protection incident logging form available in the staff room, or from any named designated lead for child protection.

Depending on the judgements made at steps 1 and 2 the following actions should be taken

Staff instigator – follow the standard procedures for Managing Allegations against a member of staff. If unsure seek advice from the Local Authority Designated Officer or Education Officer.

Staff victim – Seek advice from your HR provider and/or Educational Child Protection Service

Illegal activity involving a child – refer directly to Cambridgeshire Constabulary – 0845 456 4564 – make clear that it is a child protection issue

Inappropriate activity involving a child – follow standard child protection procedures. If unsure seek advice from Education Child Protection Service helpline: 01223 712096

Equally, if the incident involves or leads to an allegation against a member of staff, the school will follow the usual procedures for dealing with any allegation against a member of staff.

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need parental permission before we can photograph or make recordings a pupil. Permission is given or otherwise by parents when completing an application form for admission to the school.

We follow the following rules for any external use of digital images: **If the pupil is named, we avoid using their photograph. If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Full frontal single images of pupils are avoided, with head and shoulders or group shots being preferred

Staff are not allowed to keep photographs or videos on their personal equipment; all images are stored on a special drive on the school server.

Examples of how digital photography and video may be used include:

- Child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
  e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.

- Child's image for presentation purposes around the school;
  e.g. in school wall displays and PowerPoint presentations to capture images around the school or in the local area as part of a project or lesson

- Child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If the school wanted to use a child's image linked to their name the school would contact parents for permission, e.g. if the child won a national competition and wanted to be named in local or government literature.

Parents are reminded to only use digital images of their own children for their own private viewing. Digital images of school events that have children from more than family must not be distributed for public viewing. A senior leader will routinely remind parents and carers of this duty at school events where parents are recording events.

Acceptable use mobile phones and camera

Aims:

We aim to provide an environment in which:

- Children, parents and staff are safe from images being recorded and used inappropriately:
- Staff are not distracted from their work with children and
- Mobile phones and cameras are not used inappropriately around children.

Implementation

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Mobile Phones

Staff are allowed to bring in personal mobile phones and devices for their own personal use. These should not be used to contact parents or when working with pupils. When away from the school site, the school mobile is to be used.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device. It is recommended that personal mobile phones are security marked, password protected and insured.

The school will not be held responsible for any loss or damage of personal mobile phones.

All staff must ensure that their mobile telephones/devices are left inside their bag inside the designated areas throughout contact time with children (Park Lane: Nursery- staffroom and Reception- the cupboard in South Hall; New Road - staff lockers). This also applies to any other adult working with pupils at the schools.

Nursery and reception staff are to ensure that there are signs prominently displayed in each setting clearly explaining our protocol that **no** personal mobile devices are to be used whilst in the classrooms.

Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in a designated staff area.

If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in a designated staff area of the Nursery or main School, e.g. a staff room.

Staff will need to ensure that the school have up to date contact information and that staff make their families aware of the school office number.

It is the responsibility of all members of staff to be vigilant and report any concerns to a member of the senior leadership team immediately.

Concerns will be taken seriously, logged and investigated appropriately (Please refer to the school's Child Protection and Safeguarding Policy with regard to allegations against a member of staff).

Cameras

Photographs may be taken by staff for the purpose of recording a child or group of children participating in activities or celebrating their achievements (this is an effective form of recording a child's progression in the EYFS). However, it is essential that all photographs are taken and stored appropriately to safeguard the children in our care.

Only designated school cameras may be used to take any photo within the Nursery, Reception class areas or on a visit. Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that may cause embarrassment or distress. Staff should also adhere to these restrictions involving any children that are not allowed to be photographed.

All staff are responsible for the location of the cameras or devices, which should be stored securely when not in use e.g. in the staff room in the Nursery. Images must only be down-loaded by authorised members of staff.

If the technology is available images should be down loaded on-site. Should these facilities not be available these maybe down-loaded off-site and erased from the laptop as soon as the images have successfully been printed or downloaded to the Staff Share Drive on the school's secure server.

Under no circumstances must cameras of any kind be taken into the toilet areas without prior consultation with the EYFS leader and authorisation from either the Executive Deputy or Headteacher. If photographs need to be taken in a toilet area e.g. photographs of the children washing their hands, then authorisation from the Executive Deputy of Headteacher must be obtained in advance and the staff members taking the photographs must be accompanied by another member of staff whilst carrying out this activity. At all times the cameras must be placed in a prominent place where it can be seen.

Appendix

Acceptable Use Policy for Key Stage 2 Pupils

New Road Primary School and Park Lane Primary School and Nursery Rules for Responsible Internet Use by Pupils:

The school has computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

Be Responsible
- I will ask permission from a member of staff before using the Internet.
- I will not access other people's folders without permission.
- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress.

Be Safe

• I will open email attachments from people I know are safe.

• I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.

• I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.

• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

• I will respect the privacy and ownership of others' work on-line at all times.

• I will not attempt to bypass the internet filtering system.

Be Aware:

• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

• I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted, and I may lose the right to use IT at school for some time.

• I understand that the school may check my computer files and may monitor the Internet sites I visit.

Pupil Signature:

Date: