



CHILTON FOLIAT PRIMARY SCHOOL



### Our School Christian Vision

With thankfulness, courage and love,  
we strive to improve heart and mind.

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a **thirst for knowledge**. This is delivered in a safe, thoughtful and nurturing environment promoting self-discipline, motivation and excellence in all that we do. We encourage strong partnerships and inclusive relationships amongst pupils, parents, carers, staff and the wider community.

### Online Safety Policy

<b>Date Reviewed</b>	September 2023
<b>Review Period</b>	<b>Annually</b> /2 Yearly/Readopted/Other
<b>Review Body</b>	Headteacher with staff colleagues and key personnel

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**CHILTON FOLIAT PRIMARY SCHOOL**

<b>Key Personnel</b>			
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## Scope of the Online Safety Policy

This Online Safety Policy outlines the commitment of Chilton Foliat Primary School to safeguard members of our school community online in accordance with statutory guidance and best practice.

This Online Safety Policy applies to all members of the school community (including staff, learners, governors, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

Chilton Foliat Primary School will deal with such incidents within this policy and associated 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.

## Aims

Chilton Foliat Primary School aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

## The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** - risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

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### Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)
- It also refers to the DfE's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so. The policy also takes into account the National Curriculum computing programmes of study.

### Policy and leadership

#### Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

#### The governing body

The governing body has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole school or college approach to safeguarding and related policies and/or procedures

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- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.

## Headteacher

The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is held by the Designated Safeguarding Lead, as defined in Keeping Children Safe in Education.

The headteacher 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 headteacher is responsible for ensuring that the Designated Safeguarding Lead/ Online Safety Lead, IT provider/technical staff, and other relevant staff carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.

## Designated Safeguarding Lead (DSL)

Details of the school's designated safeguarding lead (DSL) are set out in our child protection and safeguarding policy as well as relevant job descriptions. The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged ([See Appendix 5](#)) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety ([Appendices 3-5](#))
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing body
- Have a leading role in establishing and reviewing the school online safety policies/documents
- Promote an awareness of and commitment to online safety education/ awareness raising across the school and beyond
- Receive regularly updated training to allow them to understand how digital technologies are used and are developing (particularly by learners) with regard to the areas defined In Keeping Children Safe in Education.

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### IT Provider

The IT Provider is responsible for ensuring that:

- They are aware of and follow the school Online Safety Policy and Technical Security Policy to carry out their work effectively in line with school policy
- The school technical infrastructure is secure and is not open to misuse or malicious attack
- The school meets (as a minimum) the required online safety technical requirements as identified by the [DfE Meeting Digital and Technology Standards in Schools & Colleges](#) and guidance from their local authority
- There is clear, safe, and managed control of user access to networks and devices
- 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
- The use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported to the headteacher for investigation and actioned.

### All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet ([Appendix 3 and 4](#)), and ensuring that pupils follow the school's terms on acceptable use ([Appendices 1 and 2](#))
- Working with the Headteacher/DSL to ensure that any online safety incidents are logged ([see Appendix 6](#)) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'.

### Class Teachers

Class Teachers will work with the Headteacher/DSL to develop a planned and coordinated online safety education programme.

This will be provided through:

- PHSE Curriculum
- The Computing Curriculum
- Assemblies and pastoral programmes
- Through relevant national initiatives and opportunities e.g. [Safer Internet Day](#) and [Anti-bullying week](#).

The safe use of social media and the internet will also be covered in other subjects where relevant. Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

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In **Key Stage 1**, pupils will be taught to:

- 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.

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact.

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

## Parents and Carers

Parents and carers play a crucial role in ensuring their children understand the need to use online services and devices in the appropriate way Chilton Foliat Primary School will take every opportunity to help parents and carers understand these issues through:

Publishing this Online Safety Policy on the school website

Seeking photographic permissions

Providing information about national and local online safety campaigns and literature.

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet ([Appendices 1 and 2](#)).

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Hot topics – [Childnet International](#)
- Parent resource sheet – [Childnet International](#)

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## Learners

- Are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and Online Safety Policy
- Ensure that they have read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet ([Appendices 1 and 2](#))
- Should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Should know what to do if they or someone they know feels vulnerable when using online technology
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

## Cyber-bullying

### Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

### Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

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### Acceptable use of the internet in school

All staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet ([Appendices 3 and 4](#)).

Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

All parents will receive a copy of the school's Online policy and with an expectation to read and agree to abide by the policy. They will also be expected to support their child (ren) in the correct use of the policy. Where it is age appropriate, KS2, pupil's will be expected to read and sign their Acceptable use agreement.

All new families, parents and children, to school will receive a copy of the school's Online Policy and will be expected to read and sign an Acceptable Use agreement at the point of joining the school.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

### Pupils using mobile devices in school

Unless under exceptional circumstances agreed by the Headteacher, pupils **may not** bring mobile devices into school. This will include any form of mobile device that can access the Internet. Examples are:

- Mobile phone
- Fitbit watch
- Any form of SMART device.
- This is not an exhaustive list.

Any use of mobile devices in school, which are provided by school by pupils must be in line with the Acceptable Use agreement (see appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy and parents will be informed and invited to meet with the Headteacher to discuss.

### Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates

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Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in Appendix 3.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from their Headteacher or IT Support.

#### Examining electronic devices

The headteacher/DSL and DDSL can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- It poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence.

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from [the headteacher.
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's cooperation.
- Inform parents.

If inappropriate material is found on the device, it is up to headteacher/DSL/DDSL to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they follow the Reporting and Responding procedures as detailed in the next section.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent refuses to delete the material themselves.

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will following the Reporting and Responding procedures as detailed in the next section.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

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Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## Reporting and Responding

The school will take all reasonable precautions to ensure online safety for all school users but recognises that incidents may occur inside and outside of the school (with impact on the school) which will need intervention. The school will ensure:

- There are clear reporting routes which are understood and followed by all members of the school community which are consistent with the school safeguarding procedures, and with the whistleblowing, complaints and managing allegations policies
- All members of the school community will be made aware of the need to report online safety issues/incidents
- Reports will be dealt with as soon as is practically possible once they are received
- The Designated Safeguarding Lead, and other responsible staff have appropriate skills and training to deal with online safety risks
- If there is any suspicion that the incident involves any illegal activity or the potential for serious harm (see flowchart) the incident must be escalated through the agreed school safeguarding procedures, this may include:
  - Non-con-consensual images
  - Self-generated images
  - Terrorism/extremism
  - Hate crime/ Abuse
  - Fraud and extortion
  - Harassment/stalking
  - Child Sexual Abuse Material (CSAM)
  - Child Sexual Exploitation Grooming
  - Extreme Pornography
  - Sale of illegal materials/substances
  - Cyber or hacking [offences under the Computer Misuse Act](#)
  - Copyright theft or piracy.
- Any concern about staff misuse will be reported to the Headteacher, unless the concern involves the Headteacher, in which case the complaint is referred to the Chair of Governors
- Where there is **no** suspected illegal activity, devices may be checked using the following procedures:
  - One or more senior members of staff should be involved in this process. This is vital to protect individuals if accusations are subsequently reported
  - Conduct the procedure using a designated device that will not be used by learners and, if necessary, can be taken off site by the police should the need arise (should illegal activity be subsequently suspected). Use the same device for the duration of the procedure.
  - Ensure that the relevant staff 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).

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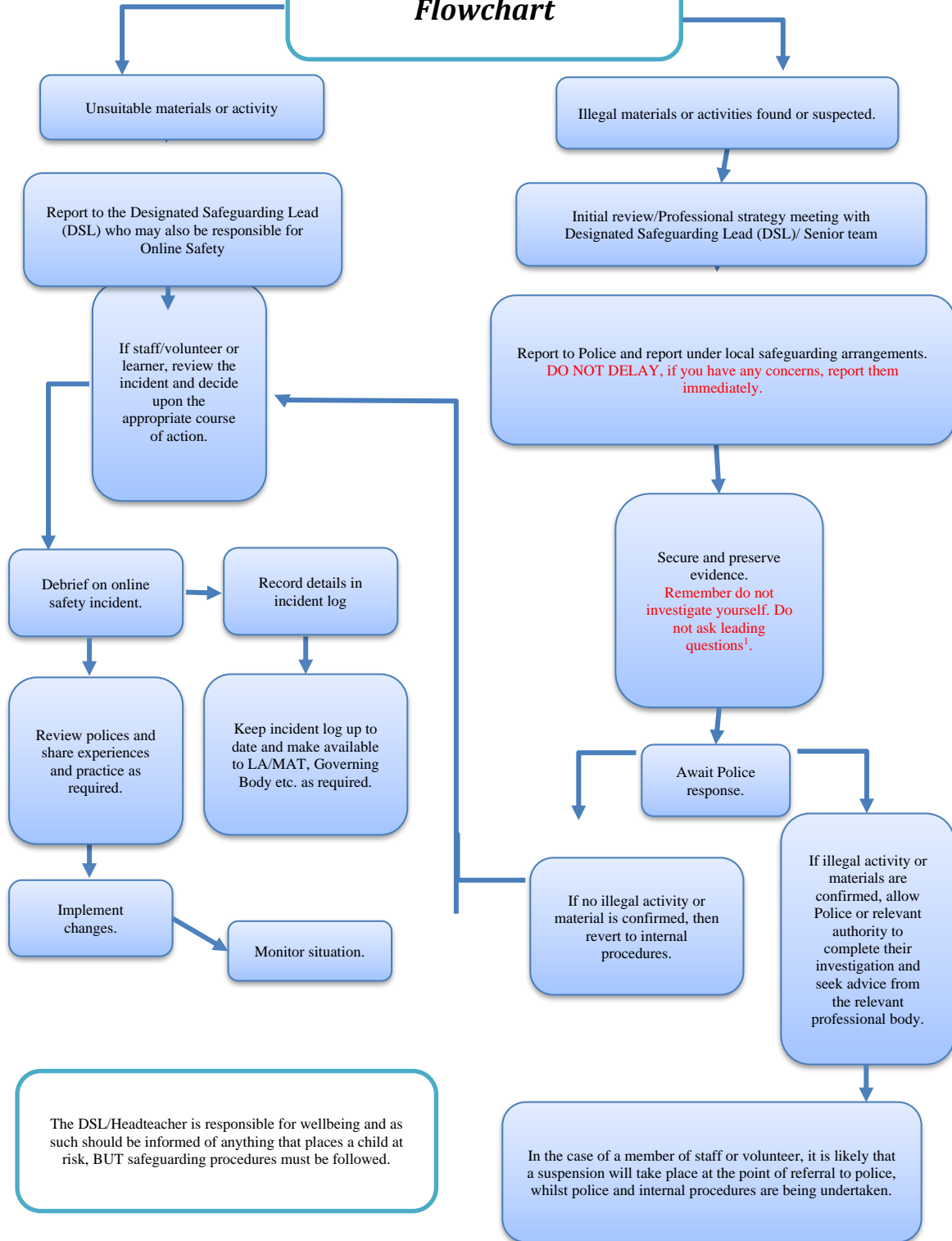
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed, and attached to the form.
  
- Once this has been completed and fully investigated the senior members of staff, they 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
  - police involvement and/or action
- It is important that those reporting an online safety incident have confidence that the report will be treated seriously and dealt with effectively
- There are support strategies in place e.g., peer support for those reporting or affected by an online safety incident
- incidents should be logged using the Chilton Foliat Primary School reporting log document ([see Appendix 5](#)) and collected by the Headteacher/DSL
- Relevant staff are aware of external sources of support and guidance in dealing with online safety issues, e.g. local authority; police; [Professionals Online Safety Helpline](#); [Reporting Harmful Content](#); [CEOP](#).
- Those involved in the incident will be provided with feedback about the outcome of the investigation and follow up actions (as relevant)
- Learning from the incident (or pattern of incidents) will be reported to the relevant groups and agencies
- Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our Behaviour Policy and Online Safety Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate
- Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the Staff Behaviour Policy (In Relation to Safeguarding and the Staff Code of Conduct Policy). The action taken will depend on the individual circumstances, nature and seriousness of the specific incident
- The school will make the flowchart below available to staff to support the decision-making process for dealing with online safety incidents.

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# Online Safety Incident Flowchart



The DSL/Headteacher is responsible for wellbeing and as such should be informed of anything that places a child at risk, BUT safeguarding procedures must be followed.

In the case of a member of staff or volunteer, it is likely that a suspension will take place at the point of referral to police, whilst police and internal procedures are being undertaken.

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## School actions

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 normal behaviour policy and online safety procedures.

## Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
  - Abusive, harassing, and misogynistic messages
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
  - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element.

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term.

The DSL and DDSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding Policy.

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## Filtering and Monitoring

The school filtering and monitoring provision is agreed by the Headteacher and the governing body. It is regularly reviewed (at least annually) and updated in response to changes in technology and patterns of online safety incidents/behaviours,

Day-to-day management of filtering and monitoring systems requires the specialist knowledge of both safeguarding and IT staff to be effective. The DSL will have lead responsibility for safeguarding and online safety and with support of the school's IT service provider together they will have technical responsibility.

Chilton Foliat Primary School complies with the DfE Risk Protection Arrangement (RPA) conditions in four areas:

- a) The school has offline backups via The Cloud
- b) It ensures that all employees or governors who have access to the school's information technology system undertake annual NCSC Cyber Security Training
- c) Is registered with Police Cyber Alarm
- d) Has a Cyber Response Plan in place.

The two systems used to provide filtering and monitoring support are:

- a) Securus eSafety Monitoring 360. The Headteacher has an email account via which they can receive notifications
- b) RM Safety Net. The same.

There are established and effective routes for users to report inappropriate content, recognising that no system can be 100% effective. There is also a clear process in place to deal with, and log, requests/approvals for filtering changes. Filtering logs are regularly reviewed and alert the Designated Safeguarding Lead to breaches which are then acted upon.

## Social Media

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to learners through:

- ensuring that personal information is not published
- education/training being provided including acceptable use, age restrictions, social media risks, digital and video images policy, checking of settings, data protection and reporting issues
- clear reporting guidance, including responsibilities, procedures, and sanctions
- risk assessment, including legal risk
- guidance for learners, parents/carers.

School staff should ensure that:

- No reference should be made in social media to learners, 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

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- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information
- They act as positive role models in their use of social media.

When official school social media accounts are established, there should be:

- A process for approval by the Headteacher/DSL
- Clear processes for the administration, moderation, and monitoring of these accounts
- A code of behaviour for users of the accounts
- Systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school disciplinary procedures.

### Personal Use of Social Media

- Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with, or impacts on, the school it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- Chilton Foliat Primary School permits reasonable and appropriate access to personal social media sites during school hours.

### Digital and Video Images

Staff, parents/carers and learners need to be aware of the risks associated with publishing digital images on the internet. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm. These will include:

- The school may use live-streaming or video-conferencing services in line with national and local safeguarding guidance / policies. [Guidance can be found on the SWGfL Safer Remote Learning web pages and in the DfE Safeguarding and remote education](#)
- When using digital images, staff will inform and educate learners about the risks associated with the taking, use, sharing, publication and distribution of images.
- Staff/volunteers must be aware of those learners whose images must not be taken/published. Those images should only be taken on school devices. The personal devices of staff should not be used for such purposes
- 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 learners in the

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digital/video images. However, if on occasions the school requests no photographs of an event due to safeguarding procedures parents should respect schools request and not take photos at these events

- Any outside agencies working with the school should always request written permission from parents if they wish to take photos of children for use in their own publicity
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, storage, distribution and publication of those images
- Care should be taken when sharing digital/video images that learners are appropriately dressed
- Learners must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include learners will be selected carefully and will comply with Online Safety Policy and the schools Photographic Permissions List
- Learners' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of learners are taken for use in school or published on the school website/social media
- parents/carers will be informed of the purposes for the use of images, how they will be stored and for how long – in line with the school data protection policy
- images will be securely stored in line with the Chilton Foliat Primary School retention policy.

#### Links to other policies

Safeguarding and Child Protection Policy  
Staff Behaviour Policy (in relation to Safeguarding)  
Staff Code of Conduct  
Behaviour Policy  
Anti-bullying Policy  
Data Protection Policy and Privacy Notices

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CHILTON FOLIAT PRIMARY SCHOOL

## Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

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CHILTON FOLIAT PRIMARY SCHOOL

## Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

**I will read and follow the rules in the acceptable use agreement policy.**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

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CHILTON FOLIAT PRIMARY SCHOOL

## Appendix 3: Acceptable Use Agreement (staff, governors, volunteers and visitors)

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

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CHILTON FOLIAT PRIMARY SCHOOL

## Appendix 4: Acceptable Use Agreement: Staff Laptop and iPad Acceptable Use Agreement

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: Staff Laptop & iPad Acceptable Use Policy

**Name of staff member:**

A laptop and iPad is provided to each member of teaching staff for their use in carrying out their professional duties. These devices can be taken off site, connected to home wireless networks and can be used as personal devices subject to the following:

- All information contained on the devices, especially images, video and sensitive data such as assessment is subject to the data protection act
- Insurance cover provides protection for school owned devices from the standard risks whilst the device is on site or in your home but excludes theft from a car or other establishment. Should the device be left unattended and is stolen, you will be responsible for its replacement and the consequences of any data loss.
- Insurance covers damage through accidental damage but not through misuse or where it has been damaged by a member of an employees family
- Images taken at school of children, parents, work or staff will not be shared, including being shared via any social media platform
- The devices may be subject to checks for compliance with school policies. Failure to comply or evidence of misuse will result in disciplinary action and could lead to a criminal prosecution
- Staff iPads are configured, where requested, with personal iCloud accounts, therefore photo sharing and streaming should be disabled so that photos only exist on the school -device.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**

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## Appendix 5: Online Safety training needs – self-audit for staff

### ONLINE SAFETY TRAINING NEEDS AUDIT

Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

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**Appendix 6: Online Safety Incident Report Log**

<b>ONLINE SAFETY INCIDENT LOG</b>				
<b>Date</b>	<b>Where the incident took place</b>	<b>Description of the incident</b>	<b>Action taken</b>	<b>Name and signature of staff member recording the incident</b>

**End: September 2023**

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