



## Middlewich Primary School Online Safety Policy



Middlewich Primary School asserts that online safety is an essential element of safeguarding and duly acknowledges its statutory obligation to ensure that all learners and staff are protected from potential online harm.

We believe that the internet and associated devices are an integral part of everyday life and that all learners should be empowered to build resilience and develop strategies to recognise and respond to online risks.

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>LUCY ROGERSON</b>
<b>APPROVED:</b>	<b>R. Bunn (July 2021)</b>
<b>SIGNED:</b>	
<b>TO BE REVIEWED:</b>	

### **Introduction:**

Online safety at Middlewich Primary School is of paramount importance. As the online world evolves, so do both the online harms and risks facing our children and the relevant legislation, both statutory and non-statutory, which directs and guides how schools should meet their online safety requirements.

School, staff and governors play a vital role in setting an example for the whole school and are central to implementing policy and process. It is imperative that a whole school community approach to online safety is adopted and that all staff are aware of their responsibilities and duties in relation to keeping children safe online. This will support a robust online safety ethos and ensure that we are providing the best online safety provision we possibly can.

### **Aims of this Document:**

Middlewich 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.
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

### **Structure of the policy**

1. **Legislation and Guidance**
2. **Roles and Responsibilities**
3. **Educating our children about online safety**
4. **Educating our parents about online safety**
5. **How Middlewich Primary School will respond to incidents in school**
6. **Training**
7. **Cyber bullying**

#### **1. Legislation and guidance**

This policy should be read alongside the relevant policies relating to safeguarding of children.

This policy is based on the Department for Education's (DfE) 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

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. The policy also takes into account the National Curriculum computing programmes of study.

## **2. Roles and Responsibilities**

### **Teachers and Staff**

All members of school staff (teaching and non-teaching) have a responsibility to protect children online. This includes every member of staff who works at the school; headteacher, teachers, supply teachers, work-experience staff, office staff, caretakers, cleaners, etc. All teachers and staff must always act in accordance with their own professional boundaries, upholding professional behaviour and conduct at all times.

All school staff need to:

- Be aware of and adhere to all policies in school which support online safety and safeguarding.
- Contribute to policy development and review.
- Model good practice when using technology.
- Work with the DSL to ensure that any online safety incidents are logged on CPOMs and the online safety lead is alerted.
- Know how to recognise, respond and report signs of online abuse and harm.
- Receive appropriate child protection training.
- Always act in the best interests of the child.
- Be responsible for their own continuing professional development in online safety.

### **Governors and Senior Leadership Team**

A governor's role for online safety in a school should include, but is not limited to:

- Upholding online safety as a safeguarding issue which is embedded across the whole school.
- Ensuring that children are provided with a safe environment in which to learn and develop.
- Ensuring that the school has appropriate filters and monitoring systems in place.
- Ensuring the school has effective policies and training in place.
- Carrying out risk assessments on effectiveness of filtering systems.
- Auditing and evaluating online safety practice.
- Ensuring there are robust reporting channels.

### **Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (Deputy DSL)**

With respect to online safety, it is the responsibility of the DSL to:

- Ensure children and young people are being appropriately taught about and know how to use the internet responsibly.
- Ensure teachers and parents are aware of measures to keep children safe online through relevant training provision.
- Take responsibility for all safeguarding matters, including online safety.
- Collaborate with the senior leadership team, the online safety lead and computing lead.
- Facilitate effective record keeping and the reporting and monitoring of all online safety concerns.
- Promote online safety and the adoption of a whole school approach.
- Maintain own training and learning needs, ensuring they are up to date with all matters relating to online safety.

### **Children and Young People**

With respect to online safety in our school, children need to:

- Engage in age appropriate online safety education opportunities.
- Respect the feelings of others, both off and online.
- Take responsibility for keeping themselves and others safe online.
- Know where and how to find help with any online incidents or concerns.
- Know how, when and where to report concerns and when to seek help from a trusted adult.

### **Parents and Carers**

Parents and carers need to understand the risks that children face online to protect them from online dangers. Parents need to:

- Read and adhere to all relevant policies.

- Be responsible when taking photographs/using technology at school events.
- Know who the school DSL is.
- Know how to report online issues.
- Support online safety approaches and education provision.
- Be a role model for safe and appropriate behaviour.
- Identify changes in children's behaviour that could indicate they are at risk of online harm or abuse.

### **3. Educating pupils about online safety**

Pupils will be taught about online safety as part of the curriculum through but not limited to computing and RHE:

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*
- *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

The safe use of social media and the internet will also be covered in other subjects where relevant.

### **4. Educating parents about online safety**

The school will raise parents' awareness of internet safety through National Online Safety membership, communications home such as letters and leaflets, and information via our website.

This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the classteacher, headteacher and/or the DSL.

### **5. How Middlewich Primary School will respond to incidents which arise in school:**

- The incident will be reported to the Headteacher and the DSL.
- The incident will be logged on CPOMs tagging the Online Safety lead.
- Parents will be informed and the incident will be discussed with them and the child/children.
- Depending on the incident and where necessary, external agencies will be involved.

### **6. 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. All staff are members of National Online Safety, through this they receive relevant monthly online safety updates, CPD training and webinars.

The DSL and deputy 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.

## **7. 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 one 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. Class teachers will discuss cyber-bullying with their classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying including RHE and computing.

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.

Reviewed by:-

Headteacher \_\_\_\_\_

PWP Committee \_\_\_\_\_

Head Pupils \_\_\_\_\_

Online Safety Lead \_\_\_\_\_

This policy is reviewed annually.

