



Online Safety

What is this policy for?

This policy sets out our provision to promote online safety to the whole school community. It gives details of how online safety is delivered to all school users, not just pupils.

This policy not only sets out how we will keep children safe in school, but also how we will teach them to become resilient digital users to keep themselves safe in other places.

The Vision for Online Safety

At Hutton CE Primary we seek to build a school community who are able to keep themselves safe and have resilience in an ever-changing digital world. Online Safety is thought of with utmost importance and feeds into our safeguarding provision.

When is Online Safety taught & learned?

Throughout the school, Online Safety is taught as discrete lessons, in termly blocks. However, there are many times when it needs to be taught in reaction to a specific incident, concern or trend.

How is Online Safety taught & learned?

Online Safety is taught through discussion, circle times, debate, written work, drama, hot seating and research. This list is not exhaustive and can also include many other methods.

Staff, parents and governors also need to learn about online safety. At Hutton this is done through regular parent meetings, staff training (Inset days and staff meetings), governor information sessions and the use of the online training through the Child Protection Company.

What do we learn in Online Safety?

Online Safety is delivered through the Digital Literacy strand of computing in KS1 & 2, and the Technology strand of the EYFS in Reception.

Each unit of work is progressive and builds upon previous learning, but it is important to remember that online safety teaching must also be responsive and taught at times when new trends, incidents or concerns are raised.



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Some of the dangers which are covered during online safety teaching include (but are not limited to)

- Access to illegal, harmful or inappropriate images or other content
- Allowing or seeking unauthorised access to personal information and private or financial data
- 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 or addictive use which may impact on social and emotional development and learning

How do we measure success in Online Safety?

As part of the Computing curriculum, online safety is not formally assessed, however teachers observe the progress of the class as a whole. This knowledge is used to plan effective lessons and set targets, informally communicating summative judgements to the next year's teacher to ensure progression.

The number and type of online incidents reported to us give an indication of what needs to be taught next, and this varies by year group.

Budget and resources

The online safety lead is given time to attend trainings and updates, and this information is cascaded back to staff during Safeguarding meetings or staff meetings.

The online safety lead is able to deliver lessons to any year group in response to specific concerns, if required.



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We use the Twinkl and Purple Mash schemes of work to inform our planning and teaching.

Acceptable Use Agreements

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to sign before being given access to school systems. AUPs broadly apply by age group, with any SEND taken into account

Internet safety within school

Undesirable sites are filtered out by the service provider (SWGfL) but they cannot give total assurances that such sites cannot be brought up by children. With this in mind:-

- Everyone should be taught that the Internet is no more a safe-place than the real world, and the impact of their actions can be just as severe, if not worse.
- The children should be appropriately supervised (according to age/ability) by a member of staff, parent helper or responsible older child, when they are browsing the Internet in school.
- Sites visited by the children can be monitored through use of the history feature
- AUPs are to be signed by all network users

Roles & Responsibilities

Online-safety Lead

- leads the online-safety committee
- takes day to day responsibility for online-safety issues and has a leading role in establishing and reviewing the school online-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online-safety incident taking place.
- attends regular online-safety updates, and uses this to provide training and advice for staff
- liaises with 2IT technical staff
- attends relevant meeting / committee of Governors
- regularly uses the 360degree safe toolkit to monitor the school's ongoing online-safety provision
- part of the Safeguarding team as deputy designated safeguarding lead

Designated Safeguarding Lead

Should be trained in online-safety issues and be aware of the potential for serious child protection issues to arise from digital lives.

Staff

Must be aware of the issues surrounding online-safety and the procedures for reporting incidents and concerns. All members of staff should ensure that their



safeguarding knowledge is up-to-date by completing relevant training, as well as having a knowledge of factors within KCSIE.

Students / pupils

Are responsible for using the school computing systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems. (At EYFS & Year1 parents will be expected to sign on child's behalf)

They should also have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations and an understanding of the importance of reporting inappropriate materials or contact.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the digital technology in an appropriate way. The school will therefore take every opportunity to help parents understand these issues through parents' meetings, newsletters, letters and a dedicated area of the School website

Parents and carers will be responsible for:

- endorsing (by signature) the Student / Pupil Acceptable Use Policy
- reinforcing school online-safety policies and practises
- ensuring that children do not contact staff via social networking sites
- encouraging children to adhere to age limits on various electronic media
- engaging with support provided by the school (e.g. magazines, curriculum events etc.) to keep their own online-safety knowledge up to date
- attending online-safety information events

Community Involvement & Collaborations

Various internet links to tools such as Purple Mash and Safer Internet Centre are on our school website along with all relevant policies and useful information for parents and carers.

Annually, we invite parents and carers to an online safety information meeting, sometimes in collaboration with Kaleidoscope MAT.

Monitoring and Evaluation

The computing team will monitor the standards of teaching and learning. This will occur through a range of activities of monitoring planning, observation of lessons, work sampling and pupil interviews.

The safeguarding team review online safety incidents and act upon these where necessary.

A register of training completed is kept by the Deputy Head for staff, and by the clerk to governors.



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Policy written: December 2019

Policy review: December 2020

Ratified by the Local Governing Body and signed by chair or vice chair:

Jane Barry 9/12/19