



Hummersea Primary School

## **Online Safety Policy**

January 2024

At Hummersea Primary School we believe in creating a whole school culture that is safe and inclusive. This policy links to the vision and values of our school. Hummersea is a family. Together we believe, we achieve, we inspire. Here at Hummersea, be the best you can be!

Be respectful  
Be enthusiastic  
Be resilient  
Be determined  
Be curious  
Be proud

## **Purpose**

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, young people and anyone involved with Hummersea Primary School.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges.
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.
- we have a responsibility to help keep children and young people safe online, whether or not they are using Hummersae Primary's network and devices.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep children and young people safe by:

- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults (See Staff Code of Conduct)
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents or carers.
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively.

- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate, also ensuring we are GDPR compliant.
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

## **Managing the Internet**

All internet activity within school is monitored and filtered through Securly, a cloud-based filtering and monitoring system for the internet use withing our network.

Whenever any inappropriate use is detected, the IT Lead, Head Teacher and DSL are notified and the incident will be followed up in line with the school Acceptable Use Policy and Safeguarding reporting procedures.

The school maintains Pupils will have supervised access to Internet resources (where reasonable) through the school's digital devices.

## **Infrastructure**

Our internet access is provided by One IT and monitored by Securly, One IT Services and Solutions and the Computing Subject Lead, Head Teacher and DSL.

Alongside One IT Services and Solutions, the IT Manager manages the administrative devices throughout school and curriculum access.

Staff and pupils are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers, the DSL, the Head Teacher or the IT Manager.

## **Online safety in the Curriculum**

All year groups receive internet safety lessons yearly as laid out in the Computing Curriculum intent. The school provides opportunities within RSE and Computing lessons to teach about online safety. The teaching of online safety focuses on helping children to recognise inappropriate content, conduct, contact and commerce and helps them learn how to respond or react appropriately.

Pupils are made aware of the impact of online bullying and how to seek help if they are affected by these issues.

Pupils are taught how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.
- This will also be documented on CPOMS so a clear record is kept to safeguard all.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- child protection & safeguarding
- procedures for responding to concerns about a child or young person's wellbeing
- managing allegations against staff and volunteers
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- photography and image sharing guidance.