



Baildon Glen Primary School

Online Safety Policy 2024

Last reviewed: 2023

To be reviewed: Bi-annually

Written by: J Jackson

Ratified by the Governors: 5.12.24

Rationale for Policy

At Baildon Glen Primary School, we want to keep all children safe when using ICT, this includes the use of any electronic devices, particularly those with access to the internet, both in and out of school. We want to teach children the correct procedures to follow if they come across something that they should not see or upsets them when working with technology.

Responsibilities

The Governing body are responsible for:

- Ensuring all staff read and understand Part 1 of KCSIE
- Ensuring this is used in practice
- Ensuring this practice is embedded
- Ensuring children are taught about online safety
- Appointing an Online Safety Governor
- Approving school policies
- Ensuring the school's DSL is appropriate
- Reviewing Safeguarding annually (including Online Safety)
- Quality Assure and participate in staff training, where appropriate
- Refer to Annex D of KCSIE

The Senior Leadership Team are responsible for:

- Researching laws and guidelines relating to Responsibilities for Online Safety
- Fulfilling their moral duty to safeguard pupils
- Implement a robust policy in practice
- Ensuring the curriculum teaches pupils about online safety in and out of school
- Adopt a mentality of 'It is happening here'
- Appoint an Online Safety Lead (Joanna Jackson)
- Ensure pupils know who is responsible for safeguarding and Online Safety (Joanna Jackson)
- Provide up-to-date and suitable training for staff (and themselves, including DSLs)
- Receive regular updates on Online Safety and share as appropriate with staff

DSL/Online Safety Lead are responsible for:

- Overseeing Safeguarding and Child Protection, including Online Safety
- Regularly reviewing Roles and responsibilities, as appropriate
- Liaising with other partners (including Children's Social Care and the Police)
- Addressing Online Safety issues, including liaising with the Head of School, Parents and Governors
- Keeping up-to-date with local and national trends
- Ensure Online Safety is embedded across the whole curriculum
- Promote commitment to Online Safety (even with parents/carers as the first line of responsibility)
- Reach out to hard-to-reach parents
- Liaise with SLT and the Online Safety governor
- Ensure staff are aware of procedures
- Discuss filtering with the governing body
- Being confident with their own knowledge
- Be aware of and mitigate the additional risks for vulnerable/SEND pupils

All staff are responsible for:

- Becoming aware of online systems (during induction)
- Implement policies and procedures, inline with the school
- Being aware of the role and identity of the DSL/deputy DSLs
- Participating in regular Safeguarding training (at least annually)
- Reading and familiarising themselves with any additional information provided in safeguarding updates or bulletins
- Feeding back to the Online Safety Lead on whether training is integrated and aligned with school policy and procedures
- Being aware that technology is pivotal to Online Safety
- Be aware of the risks of peer-on-peer abuse
- Reporting any safeguarding concerns to a DSL and where appropriate, the Online Safety Lead

Filtering Systems/Smoothwall

The school internet is subject to a filtering system called 'Smoothwall' – which meets cyber security standards. If any member of staff comes across a site that is inappropriate for children they will report this immediately to the Online Safety Lead (Joanna Jackson) and via the Online 'Raise a Ticket' system as an urgent job. Virtue will then block the site and report this to the Internet provider. The Online Safety Lead, Virtue and Computing Lead (DDSL/SLT) will risk assess the incident and take any further appropriate action.

Visitors to school do not have access to EXCEED internet and must sign up to the visitor WiFi using their establishment device.

Smoothwall Monitor

All school devices are subject to Smoothwall Monitor Software. Pupils will be taught about this at an age-appropriate level during their Online Safety lessons.

Where a Smoothwall Monitor concern is raised, the Online Safety Lead will investigate and carry out the appropriate action. This may include; establishing the level of risk and whether external agencies need to be contacted, speaking to the perpetrator, speaking to the child's parent/carer, informing the parent/carer in writing and recording the incident and associated actions on CPOMS.

Pedagogy

- Pupils will be reminded regularly that their Online Safety of paramount, so everything they do, look at or type on a school device is monitored.
- Teachers all have a copy of 'Online Safety Top Tips' and the SMART Rules, which are to be displayed in the classroom near any ICT provision and children know where they are in order to access them.

- KS2 Classes will also display a copy of the 'Anti Cyber-bullying' poster.
- The youngest children will be reminded that they should only access what a teacher has asked them to when they go to access the ICT provision.
- Posters will be used in class to remind children about staying safe.
- The new ICT Suite (The Core) has laptops pupils need to sign into with their Microsoft account prior to use.

Online Safety units are taught in each year group in KS1 and KS2 through the Computing curriculum and complements the PHCE's 'Keeping Safe and Managing Risk' theme. This ensures that children learn about the risks presented in the online world but can make sensible choices to keep themselves safe whilst benefiting from the vast opportunities the internet can bring.

Use of Safe Search Engines

Children will only be allowed to use safe search engines that have been approved by the teacher in charge of the class. Teaching staff are aware that live searches on 'Google' are inappropriate as the filtering system may allow inappropriate content through, more readily than on the Safe Search Engine.

Safe Use of iPads

All pupil iPads are monitored with school Apple IDs and staff iPads use school account Apple IDs. All iPads in school have Sophos security installed.

Pupil's internet devices from home are not permitted in school.

Teaching of Online Safety Rules

When using any school device during teaching and learning, teachers and support staff will remind the children that if they come across something that is rude, racist, upsetting or inappropriate that they should follow the steps below:

- Turn the computer screen off or lock the screen on the iPad. Do not turn it off fully
- Put your hand up and ask for a teacher to come straight over
- **DO NOT** show other students what you have seen or discuss it with them
- Wait for an adult to come over and help you
- The adult will then tell you what to do next
- The adult will then report this to the Online Safety Lead and Vertue

Online Safety lessons

Each year group will revisit Online Safety topics regularly during their computing lessons, through retrieval practice and this is detailed on Medium Term Plans.

Resources that could support pedagogy in schools and colleges include:

- [Be Internet Legends](#) developed by Parent Zone and Google is a free internet safety curriculum with PSHE accredited lesson plans and teaching resources for Key Stage 2 pupils
- [Education for a connected world](#) framework from the UK Council for Internet Safety supports the development of the curriculum and is of particular relevance to RSHE education and Computing. It is designed, however, to be usable across the curriculum and beyond (covering early years through to age 18) and to be central to a whole school or college approach to safeguarding and online safety.
- [PSHE association](#) provides guidance to schools on developing their PSHE curriculum

- [Teaching online safety in school](#) is departmental guidance outlining how schools can ensure their pupils understand how to stay safe and behave online as part of existing curriculum requirements
- [Thinkuknow](#) is the National Crime Agency/CEOPs education programme with age specific resources
- [UK Safer Internet Centre](#) developed guidance and resources that can help with the teaching of the online safety component of the Computing Curriculum.

Other relevant resources:

- KCSIE 2024 [Part A](#), [Whole Document](#)
- [Education for a Connected World](#)

Signed: _____

Name: _____

Date: _____