Dropmore Infant School

Littleworth Road, Dropmore, Burnham
Buckinghamshire SL1 8PF
Telephone: 01753 644403

Co-Headteachers:	**Mrs Nicky Waugh** **Miss Amy Douglas**
Chair of Governors:	**Mr Tim Wicks**
Policy No:	**042**
Policy Title:	**E-Safety Policy**
Issue No:	**009**
Effective Date:	**September 2024**
Next Review Date:	**September 2025**

Approved by Chair of Governors: Wicks ……………………………………… ..

Date: 01/09/2024……………………………………………………………………………

TABLE OF CONTENT

1. Policy and Leadership

1.1 Scope

An effective whole school and college approach to online safety empowers a school or college to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Keeping Children Safe in Education, September 2024. Paragraph 134

The development and expansion of the use of technology, and particularly the internet, has transformed learning in schools. Children need to develop high level ICT and Computing skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. Dropmore Infant School believes it is important to ensure that children are safe and protected from potential harm when using the internet and related communications technologies. In addition to implementing appropriate filtering and a monitoring system, recognising E-Safety issues and potential dangers and planning and educating accordingly should help ensure safe and appropriate use of communications technologies. Breaches of this E-Safety policy can lead to civil, disciplinary and criminal action being taken against staff, pupils and members of the wider school community. It is crucial that we are aware of the offline consequences that online actions can have.

This E-Safety policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors) who have access to and are users of the school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other E-Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The 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 E-Safety behaviour that take place out of school.

1.2 Responsibilities

The following section outlines the E-Safety roles and responsibilities of individuals and groups within the school.

1.2.1 Governors

Governors are responsible for the approval of the E-Safety policy and for reviewing its effectiveness. Matt Hutchings has been appointed as the E-Safety Governor. He is also the Child Protection Governor. The role of the E-Safety Governor will include:

- Regular monitoring of E-Safety incidents
- Reporting to Governing Body
- Regular meeting with E-Safety Coordinator

1.2.2 Headteacher and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including E-Safety) of members of the school community.
- The Headteacher and (at least) one other member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff (see flow chart on dealing with E-Safety incidents).

- The Headteacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their E-Safety roles and train other colleagues as relevant.

1.2.3 E-Safety Coordinator

The Headteacher has the overall responsibility of the E-Safety Coordinator role with support from the SLT. She will work closely with the school's Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL). The DSL and DDSL must be made aware of any disclosures, incidents or Child Protection concerns.

The E-Safety coordinator is responsible for:

- day to day monitoring of incidents and handling sensitive issues;
- developing and reviewing the school E-Safety policy;
- ensuring that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place;
- ensuring that E-safety incidents are recorded on CPOMS
- providing training and advice for staff;
- ensuring the technical support company (TurnITon) carries out all E-Safety measures;
- ensuring the technical support company (TurnITon) is fully aware of the school's E-Safety policy and procedures;
- regularly monitor and review online filtering and monitoring systems.
- meeting with E-Safety Governor;
- attending relevant Governor meetings;
- reporting to the Leadership Team.

1.2.4 Network Manager (TurnITon)

Dropmore has a managed ICT service provided by an outside contractor (TurnITon). The Network Manager is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack;
- that the school meets required E-Safety technical requirements;
- that users may only access the networks and devices through an appropriate password protection policy;
- the filtering and monitoring policy is applied and updated on a regular basis;
- anti-virus software is up-to-date;
- that they keep up to date with E-Safety technical information in order to effectively carry out their E-Safety role and to inform and update others as relevant;
- attempted misuse is reported to the Headteacher and E-Safety Coordinator for investigation.

1.2.5 Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of the current school E-Safety policy and practices;
- have read, understood and signed the Staff Acceptable Use Policy (AUP);
- report any suspected misuse or problem to the E-Safety Coordinator for investigation and record on CPOMS.
- ensure all digital communications with students / parents / carers should be on a professional level;
- ensure E-Safety is embedded in all aspects of the curriculum;
- ensure pupils understand and follow the E-Safety rules and acceptable use policies;
- monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and other school activities and implement current policies with regard to these devices;
- lessons where internet use is pre-planned, pupils should be guided to sites checked as suitable for their use and ensure processes are in place for dealing with any unsuitable material that is found in internet searches.

1.2.6 Designated Safeguarding Lead (DSL) & Deputy Designated Safeguarding Lead (DDSL)

The DSL and DDSL should be trained in online safety issues and aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate online contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

The potential child protection and safeguarding issues related to online safety can be classified into four areas of risk:

- ♦ content: being exposed to illegal, inappropriate or harmful material;
- ♦ contact: being subjected to harmful online interaction with other users;
- ♦ conduct: online behaviour that increases the likelihood of, or causes, harm.
- ♦ commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams

Keeping Children Safe in Education, September 2024. Paragraph 135

Dropmore Infant School has online filtering and monitoring systems in place to ensure children are safeguarded from potentially harmful online material. These systems are regularly monitored, at least annually, by the DSL, IT provider and nominated governor. A record will be kept of the reviews.

1.2.7 Pupils

- ▪ are responsible for using the school digital technology systems in accordance with the Pupils Acceptable Use Policy;
- ▪ need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;
- ▪ should understand procedures on the taking / using of images and on cyber-bullying;
- ▪ should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

1.2.8 Parents / Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' workshops, newsletters, assemblies, surveys and website information about E-Safety campaigns. Parents and carers will be encouraged to support the school in promoting good E-Safety practice. They will be required to follow guidelines on the appropriate use of:

- digital and video images taken at school events (see Chapter 1.4.4 Digital images).
- Microsoft Teams, both for themselves and their children.
- Mobile technology use across the school.

1.3 Acceptable Use Policies

All staff must read and sign the Staff & Volunteer Acceptable Use Policy, before using any technology and annually thereafter (Appendix 1).

Parents must read the Pupil's Internet Code of Practice (Appendix 2) with their child and sign it, before their child is allowed to use any technology, when joining the school. The Pupil AUP (Appendix 3) will be shared and discussed during Computing curriculum time, at the start of every academic year in KS1.

All visitors to the school site who require access to the school network and/or internet will be asked to read and sign the Staff & Volunteer Acceptable Use Policy (Appendix 1).

1.4 Website and Social Media Platforms

1.4.1 Email

- The school uses Office365 for collaboration and communication
- We reserve the right to monitor all school email.
- The standard format for staff email accounts is initial+surname@dropmore.school
- The standard format for governor email accounts is initial.surname@dropmore.school
- The official school email service may be regarded as safe and secure and is monitored. Staff and pupils should therefore only use the school email service to communicate with other when in school or using school systems.
- Users must immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents must be professional in tone and content. These communications may only take place on official (monitored) school systems.
- Access in school to external personal email accounts may be blocked.

1.4.2 Remote Learning Platform

- The school uses Microsoft Teams to deliver home learning activities and live sessions (Teams meetings).
- Staff use their email accounts to login to Teams.
- Pupils will be provided with their own email a/c (COHORT+firstname+initialsurname@dropmore.school) and password (Animal+number) to access Teams.
- Chat and email function have been disabled for pupils. Webcams have been enabled.
- Pupils are taught about online safety issues, such as the risks attached to the sharing of personal details. They will be taught strategies to deal with inappropriate communication and reminded of the need to communicate appropriately when using digital technologies.
- Please see the Remote Learning Policy for further information.

1.4.3 Website / Social Media

- The contact details on the website include the school address, email and telephone number. Staff or pupils' personal information is not published.
- The head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- If an image of a child is used, the child's name will not be published. If a name is published, no image will be used without specific consent.
- Pupils' full names will not be used anywhere on the website or on social media.
- Where possible, children's faces will not be shown on images to be shared on social media. If it is necessary to share an image where a child's face is visible, the child's name will not be published and the image will not be used without specific consent.
- Only appropriate images and images considered safe from misuse will be used. Image file names will avoid using children's names.

1.4.4 Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet (e.g. social networking sites).
- Images of a pupil will not be published without the parent's or carer's written permission. We ask permission to publish images of work or appropriate personal photographs on admission. This will remain valid for the period of time the child attends the school. Parents can withdraw their consent at any time by writing to the school.
- In accordance with guidance from the Information Commissioner's Office (ICO), parents and carers are welcome to take videos and digital images of their children at school events for their own personal use only. These images should not be published / made publicly available on social network sites, nor should parents/carers comment on any activities involving other pupils in the video / digital images.
- If parents and carers want to share a photograph or video, consent is required of all the other parents whose children are included in the images.
- Care should be taken when taking video / digital images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or school into disrepute.
- We will remind parents / carers at the start of a school event that any images must be taken for personal use only. They will be reminded that such images must not be sold or published / made publicly available on social network sites.
- Staff and volunteers are not permitted to use their own personal devices to record pupil images.
- Pupils must not take, use, share, publish or distribute images of others without their permission.

1.4.5 Mobile Technologies

Mobile technology devices may be school owned or personally owned and might include: smartphone, tablet, notebook, laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud-based services.

All users should understand that the primary purpose of the use of mobile/personal devices in a school contact is educational. The use of mobile technologies should be consistent with other relevant school policies, including but not limited to the Child Protection Policy, Staff Code of Conduct, Behaviour Policy, Anti-Bullying Policy and Acceptable Use Policies. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's E-Safety education programme.

Staff personal mobile devices should be kept out of site and reach of children at all times and should not be used during working hours, excluding staff breaks in a child free area. School SLT mobile devices may be used to collect footage or evidence of children for agreed assessment or marketing purpose.

All members of the school community will be required to install the school's filtering and monitoring configuration profile to mobile technology devices.

The school allows:

	School devices		**Personal devices**		
	School owned for single user	School owned for multiple users	Student owned	Staff owned	Visitor owned
Allowed in school	*Yes*	*Yes*	*No*	*Yes*	*Yes*
Full network access	*Yes*	*Yes*	*No*	*No*	*On request*
Internet only	*Yes*	*Yes*	*No*	*Yes*	*On request*

1.4.6 Social Media/Networking

- Within the school environment access to social media and social networking sites will be part of filtering.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location.
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- All members of the school community will be advised not to publish specific and detailed private thoughts, especially those that may be considered confidential, sensitive, threatening, hurtful or defamatory.
- Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction.
- Safe and professional behaviour will be outlined in the school Code of Conduct and the Staff (& Volunteer) Acceptable Use Policy (Appendix 1).

1.5 Sanctions

The school will take all reasonable precautions to ensure that children's exposure to online safety risks is limited. As part of this process appropriate filtering has been implemented (provided by securly, see chapter 2.2) and a monitoring system is in place (see chapter 4).

1.5.1 Online Safety Incidents

- The school will manage any incidents by using the 'Response to an Online Safety Incident' flowchart (Appendix 4)
- All members of the school community will be aware of the procedure for reporting E-Safety concerns (such as breaches of filtering, cyber bullying, illegal content)
- The E-Safety Coordinator will record all reported incidents and actions taken in CPOMS.
- The Designated Safeguarding Lead will be informed of any E-Safety incidents involving Child Protection concerns, which will then be escalated appropriately
- The school will manage E-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate
- The school will inform parents/carers of any incidents of concern as and when required
- After any investigations are completed, the school will debrief, identify lessons learnt, document and implement any changes required
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Buckinghamshire Safeguarding Children Partnership or the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Buckinghamshire CEOP Ambassador (alison.watts1@buckinghamshire.gov.uk)
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the Buckinghamshire CEOP Ambassador to communicate to other school in Buckinghamshire.

1.5.2 Cyber Bullying

Cyber bullying or online bullying can be defined as "The use of technologies by an individual or by a group of people to deliberately and repeatedly hurt or upset someone else." (https://www.childnet.com/resources/cyberbullying-guidance-for-schools)

- Cyber bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's Anti-Bullying Policy.
- Pupils should report all incidents of cyber bullying to a member of staff.

- All incidents of cyber bullying reported to the school will be recorded.
- Any incidents or allegations of Cyber bullying will be investigated by following the 'Response to an online safety incident' flowchart (Appendix 4).
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyber bullying and the school's E-Safety ethos.
- The school will take steps to investigate the incident and take appropriate action. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- The Police will be contacted if a criminal offence is suspected.
- Sanctions for those involved in cyber bullying may include:
    - The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
    - Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the school's Behaviour policy or Acceptable Use Policy.
    - Parent/carers of pupils will be informed.

2. Infrastructure

2.1 Technical Security

Dropmore Infant School has a managed ICT service provided by TurnITon. It is the responsibility of the E-Safety coordinator, to ensure that the managed service provider carries out all the E-Safety measures and is fully aware of the school E-Safety Policy and Acceptable Use Agreements.

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named above will be effective in carrying out their E-Safety responsibilities.

- There will be regular reviews and audits of the safety and security of school technical systems.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, cabling, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data.
- All users have clearly defined access rights to school technical systems and devices.
- All devices, including personal mobile devices are required to install the school filtering and monitoring configuration profile.
- The IT Co-ordinator will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password.
- The IT Co-ordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations.
- An appropriate system is in place for users to report any technical incident / security breach to the ICT service provider, by using their community portal https://uni.turniton.co.uk/
- An agreed procedure is in place for the provision of temporary access of "guests" or "supply" (e.g. trainee teachers, supply teachers, visitors) onto the school systems.
- Workstations are secured against user mistakes.
- The server operating system is secure and kept up to date.
- Virus protection for the whole network is installed and current
- Access by wireless devices is secured with a minimum of WPA2 encryption
- The security of the school information systems will be reviewed at least annually.
- SPI should not be kept on personal computers, laptops or mobile devices.
- Portable media and unapproved software may not be downloaded or used without specific permission from the IT Co-ordinator or network manager.
- The school reserves the right to check any files held on the school's network.

- The network manager will review system capacity regularly.

2.2 Filtering

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for E-Safety and acceptable use.

- The responsibility for the management of the school's filtering policy is held by TurnITon. They will manage the school filtering, in line with this policy and will keep logs of changes to and breaches of the filtering systems
- The E-Safety coordinator receives a daily summary of alerts generated for the school, along with subsequently logged access attempts
- To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must be reported to the E-Safety coordinator
- All users have a responsibility to report immediately to the E-Safety coordinator any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered
- Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials
- Internet access is managed for all users by Securly. It includes quantum SSL filtering which is fully compliant with KCSiE 2024.
- Illegal content is filtered by Securly. Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon.
- In the event of staff needing to switch off the filtering for any reason, or for any user, this must be agreed by the Headteacher or E-Safety Coordinator
- School mobile devices that access the school internet connection will be subject to the same filtering standards as other devices on the school systems
- Any filtering issues should be reported immediately to the filtering provider by the E-Safety coordinator.

2.3 Data Protection

Personal data will be recorded, processed, transferred and made available according to the General Data Protection Regulation 2018 (GDPR). This states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

Please see the school's Data Protection Policy for more information.

2.4 Personal Devices

- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices will not be used in school within the vicinity of children during lessons, extra-curricular activities or school events, unless as part of an approved and directed curriculum-based activity with consent from the Headteacher.

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Mobile phones and devices will be switched off or switched to 'silent' and placed away from children in a cupboard or locker during teaching periods or when children are in the vicinity.
- Bluetooth communication should not be used unless it is part of an educational activity and approved by the Senior Leadership Team.
- Personal mobile phones (excluding SLT school phone) or devices will not be used during teaching periods or when children are in the vicinity unless permission has been given by a member of Senior Leadership Team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal devices as part of an educational activity then it will only take place when approved by the Senior Leadership Team.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.

2.5 Passwords

- All users will have clearly defined access rights to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the Network Manager.
- Passwords for new users, and replacement passwords for existing users will be allocated by the Network Manager or IT Coordinator.
- All users (adults and children) will have responsibility for the security of their username and password. They must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

Staff and Governors passwords

- All users will be provided with a username and password by the IT coordinator who will keep an up to date record of users and their usernames.
- Passwords should be a minimum of 8 characters long and must include three of: uppercase character, lowercase character, number and special characters.
- Passwords must not include proper names or any other personal information about the user that might be known by others.
- Temporary passwords e.g. used with new user accounts or when users have forgotten. their passwords, shall be enforced to change immediately upon the next account log-on.
- Passwords shall not be displayed on screen, and shall be securely hashed (one-way encryption)
- Passwords should be different for different accounts, to ensure that other systems are not put at risk if one is compromised.
- Passwords should be changed annually.
- Passwords should not be re-used. They should be significantly different from previous passwords.

Student passwords

- All users will be provided with a username (COHORT+firstname+initialsurname) by the IT coordinator who will keep an up to date record of users and their usernames.
- Student passwords are generated randomly, consisting of a word (animal) and a number, starting with a capital letter.
- Students will be taught the importance of password security.
- The complexity (ie minimum standards) is set with regards to the cognitive ability of the children and the minimum requirements of Office365.

3. Education

3.1 Pupils

- A planned E–Safety curriculum will be provided as part of Computing and PSHE lessons for each class, to raise the awareness and importance of safe and responsible internet use amongst pupils both at school and at home. It is regularly updated in line with developments and changes in guidance.

- E-Safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities.
- Key E-Safety messages are reinforced as part of a planned programme of assemblies and pastoral activities.
- E-Safety posters and copies of the Pupil Acceptable Use Policy will be available in all classrooms.
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Pupils will be guided to use age-appropriate tools to research Internet content.
- Pupils should be taught to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Staff will guide pupils in online activities that will support the learning outcomes planned for the pupils' age and ability.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.
- Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.
- Staff should act as good role models in the use of digital technologies, the internet and mobile devices.
- Where pupils are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites they visit.

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in E-Safety is therefore an essential part of the school's E-Safety provision. Children and young people need the help and support of the school to recognise and avoid E-Safety risks and build their resilience. Useful e–Safety programmes include:

- Safer Internet Day: https://www.saferinternet.org.uk/
- Think U Know: www.thinkuknow.co.uk
- Childnet: https://www.childnet.com/

3.2 Staff / Volunteers

- The E–Safety Policy, Acceptable Use Policies and 'Response to an incident of concern' flowchart have been formally shared and discussed with all members of staff and will be reviewed annually thereafter.
- All new staff receive E-Safety training as part of their induction programme, ensuring that they fully understand the school E–Safety Policy, the Acceptable Use Policies and the 'Response to an incident of concern' flowchart.
- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, is on-going for all members of staff.
- All members of staff are aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- The E-Safety Coordinator will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This E-Safety policy and its updates will be presented to and discussed by staff in meetings/INSET days
- The E-Safety Coordinator will provide advice / guidance / training to individuals as required.

3.3 Governors

Governors should take part in E-Safety training / awareness sessions, with particular importance for those who are members of any committee involved in technology / E-Safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority, National Governors Association, GovernorHub or other relevant organisations.
- Access to training sessions for staff/parents.

3.4 Parents and Carers

- Parents' attention will be drawn to the school e–Safety Policy in newsletters, the school prospectus and on the school website.
- A partnership approach to E-Safety at home and at school with parents will be encouraged. This includes offering regular parent forums, courses, awareness sessions or highlighting e–Safety at other attended events e.g. parent evenings.
- When joining the school, parents will be requested to read the Pupils' Internet Code of Practice (Appendix 2), discuss it with their child, and sign it.
- At the start of Year 1 and Year 2, parents will be requested to read the Pupil Acceptable Use Policy (Appendix 3), discuss it with their child and sign it.
- E-Safety contacts and resources, including websites with advice on filtering systems and responsible use of the Internet and educational and leisure activities will be made available to parents (App. 7).

Many parents and carers have a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviours. Parents may underestimate how often children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The school will therefore seek to provide information and awareness to parents and carers through:

- E-Safety workshops
- Letters, newsletters, website
- Safer Internet Day
- Reference to the relevant web sites / publications (Appendix 6)

3.5 Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Equality and Cohesion Policy. At Dropmore Infant School we promote equality and diversity, challenge discrimination and celebrate diversity. We ensure that everyone is treated fairly, with dignity and respect; irrespective of race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief. We provide opportunities accessible to all; and ensure that the needs, entitlements and outcomes for all pupils, staff and parents are met.

4. Monitoring and Review

Monitoring of E-Safety incidents takes place and incidents are recorded on CPOMS.

The school will complete an E-Safety audit annually to establish if the e–Safety policy is adequate and that the implementation of the E–Safety policy is appropriate (Appendix 5).

The E-Safety Policy will be reviewed annually, or more regularly in the light of any new significant new developments if the use of the technologies, new threats to E-Safety or incidents that have taken place

APPENDIX 1:
Dropmore Infant School
Staff (& Volunteer) Acceptable Use Policy

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

SECURITY & PRIVACY:

- I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password.
- I will use a 'strong' password. A strong password has 8 or more characters and must include three of uppercase character, lowercase character, number and special characters.
- To prevent unauthorized access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will immediately report any illegal, inappropriate or harmful material to the E-Safety Coordinator.
- I will not try to use any programmes or software or alter settings that might allow me to bypass the filtering or security systems in place.
- I will not download, upload or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not keep professional documents which contain school-related sensitive personal information on any personal device and will only use school provided devices that are secure and encrypted.
- I will not use a personal camera or camera phone to record pupil images.
- I will not publish any images of pupils outside the school environment without express permission from the parents and the Head teacher.
- If offensive materials are found, I will immediately switch off the monitor, cover the computer, confiscate any printed materials and report it to the E-Safety coordinator.
- I have read and understood the E-Safety policy which covers the requirements for safe ICT use.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the E-Safety Coordinator.

(EMAIL / INTERNET) COMMUNICATION:

- I will access the internet for educational purposes only.
- I will communicate in a professional manner; I will not use aggressive or inappropriate language.
- I will only communicate with pupils, parents/carers and other professionals via the approved communication channels.
- I will only respond to messages received from children relating to school matters.
- I will not open any attachments to emails, unless the source is known and trusted
- I will not use personal email addresses on the school ICT systems.
- I will ensure that I have permission to use the original work of others in my work.
- Where work is protected by copyright, I will not download or distribute copies (incl. music and videos).
- I understand that disciplinary action may be taken if the internet is used inappropriately.

EQUIPMENT:

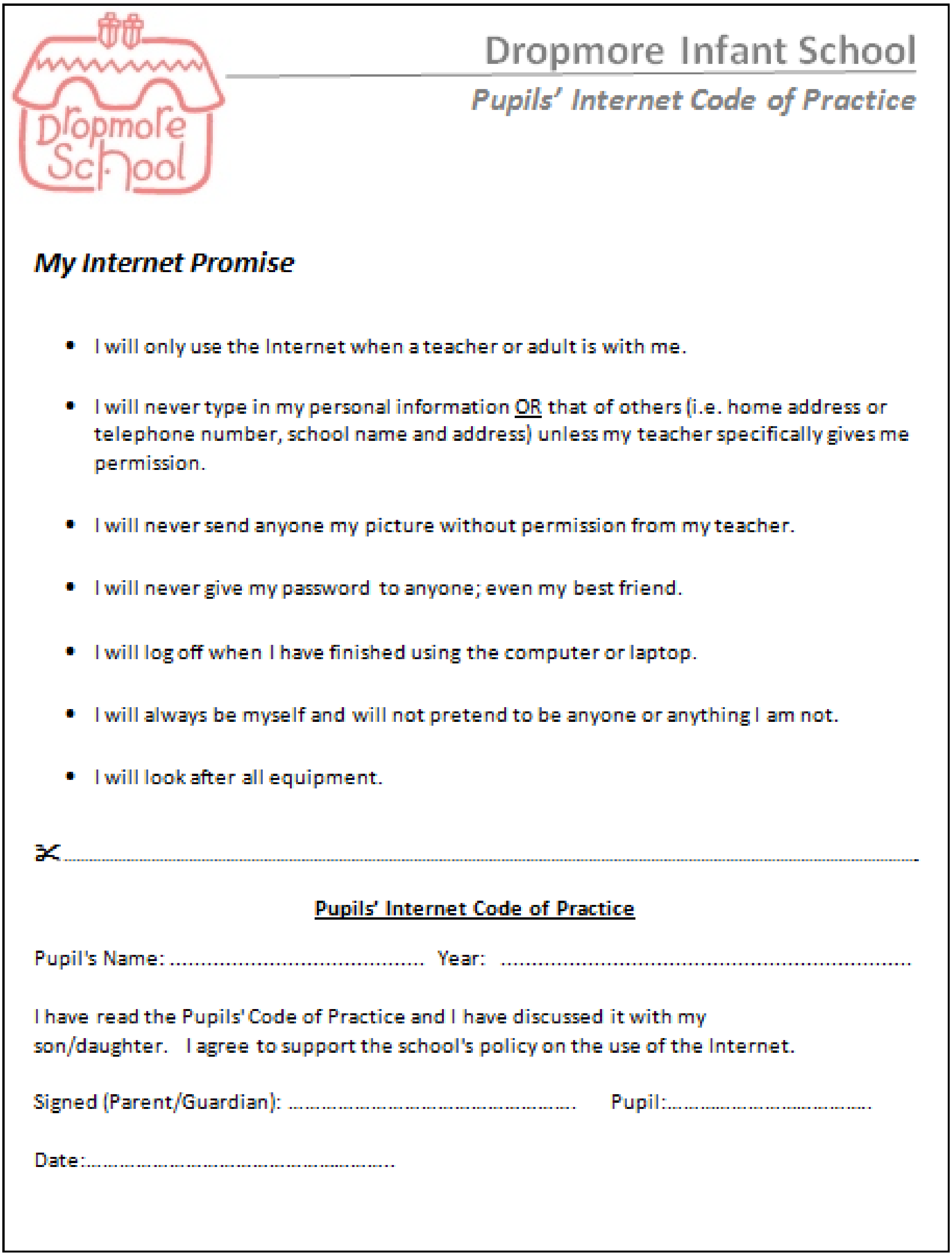
- I understand that the rules set out in this agreement also apply to use of school equipment and systems out of school (e.g. laptops, email).
- I will only use the school ICT systems for professional and educational purposes.
- When using portable media I will ensure they have been checked by anti-virus software and are free from viruses.
- I will not access, copy, remove or alter any other user's file, without prior permission.
- I will not download or install software from the internet or attached to emails without permission.
- I will protect computer equipment from spillage by eating and drinking well away from them.
- I will leave my personal mobile devices in a locker or locked away during school hours.

Dropmore Infant School
Staff (& Volunteer) Acceptable Use Agreement Form

This form relates to the Dropmore Infant School Staff (& Volunteer) Acceptable Use Policy (AUP), to which it is attached. Please read the acceptable use document carefully and sign and date the staff acceptance form, which is kept in the staffroom. By signing the acceptance form you state that you have read and understood the Acceptable Use Policy and agree to use the school ICT systems (both in and out of school) and your own devices (in school and when carrying out communications related to the school) within these guidelines.

Any failure to comply with this Acceptable Use Policy could be subject to disciplinary action.

APPENDIX 2:
Dropmore Infant School
Pupils' Internet Code of Practice (EYFS)



Dropmore Infant School

Pupils' Internet Code of Practice

My Internet Promise

- I will only use the Internet when a teacher or adult is with me.
- I will never type in my personal information <u>OR</u> that of others (i.e. home address or telephone number, school name and address) unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher.
- I will never give my password to anyone; even my best friend.
- I will log off when I have finished using the computer or laptop.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will look after all equipment.

✂ ....

<u>Pupils' Internet Code of Practice</u>

Pupil's Name: .... Year: ....

I have read the Pupils' Code of Practice and I have discussed it with my son/daughter. I agree to support the school's policy on the use of the Internet.

Signed (Parent/Guardian): .... Pupil:...

Date:..

APPENDIX 3:
Dropmore Infant School
Pupil Acceptable Use Policy (KS1)

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

INTERNET:

- I will only use the internet when a teacher or adult is with me.
- I understand that the school knows which web sites I visit.
- I understand that I can only access sites for my work in school.
- I know that information on the internet may not always be true.
- I know that I will not be allowed to use the internet if I look at unsuitable material on purpose.

MICROSOFT TEAMS

- I will not attempt to start or record my own call or meeting.
- I will not take images or record any learning resources or meetings.
- I understand that everyone in my class can see my posts, including the teacher.
- I will only use acceptable language, emoji's and images when posting
- I will not share, save or forward any recordings, resources or other materials uploaded.

SECURITY & PRIVACY:

- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher or parent/carer.
- I will never give my password to anyone, even my best friend.
- I will never arrange to meet anyone in person without first agreeing it with my teacher or parent/carer and I will get them to come along to the first meeting.
- I will never respond to any worrying or unkind emails or messages. I will tell my teacher or parent/carer straight away.
- I will not look for bad words or pictures while I am online. I will tell my teacher or parent/carer straight away if I see any.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will not take or share images of anyone without their permission, not even my friends.
- I respect other people's work and will not access, copy, remove or change any other user's files.
- I will be polite and responsible when I communicate with others
- I will only use kind language.

EQUIPMENT:

- I will log off when I have finished using the computer.
- I may not use removable media (CD, Flash drive, memory sticks etc.) brought in from home unless I have asked my teacher.
- I will not eat or drink near computer equipment.
- I will look after all computer equipment and will report any damage straight away.

Dropmore Infant School
Pupil Acceptable Use Agreement Form

This form relates to the Dropmore Infant School Pupil Acceptable Use Policy (AUP), to which it is attached. Please read this document carefully and complete the sections below to show that you have read and understood the AUP, discussed it with your child and agree to the rules included.

If any pupil does not comply with this Acceptable Use Policy (AUP), access to the school ICT systems will be suspended and the student will be subject to disciplinary action. Additional action may be taken in line with the school's Behaviour and Discipline Policy. For serious violations, suspension or expulsion may be imposed. Where appropriate, the police may be involved or other legal action taken. For more information please see the schools E-Safety Policy.

Only once this agreement form has been signed and returned will access to the school ICT systems be permitted.

I have read and understood the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment
- I use my own equipment out of school in a way that is related to me being a member of the school (e.g. communicating with other members of the school)

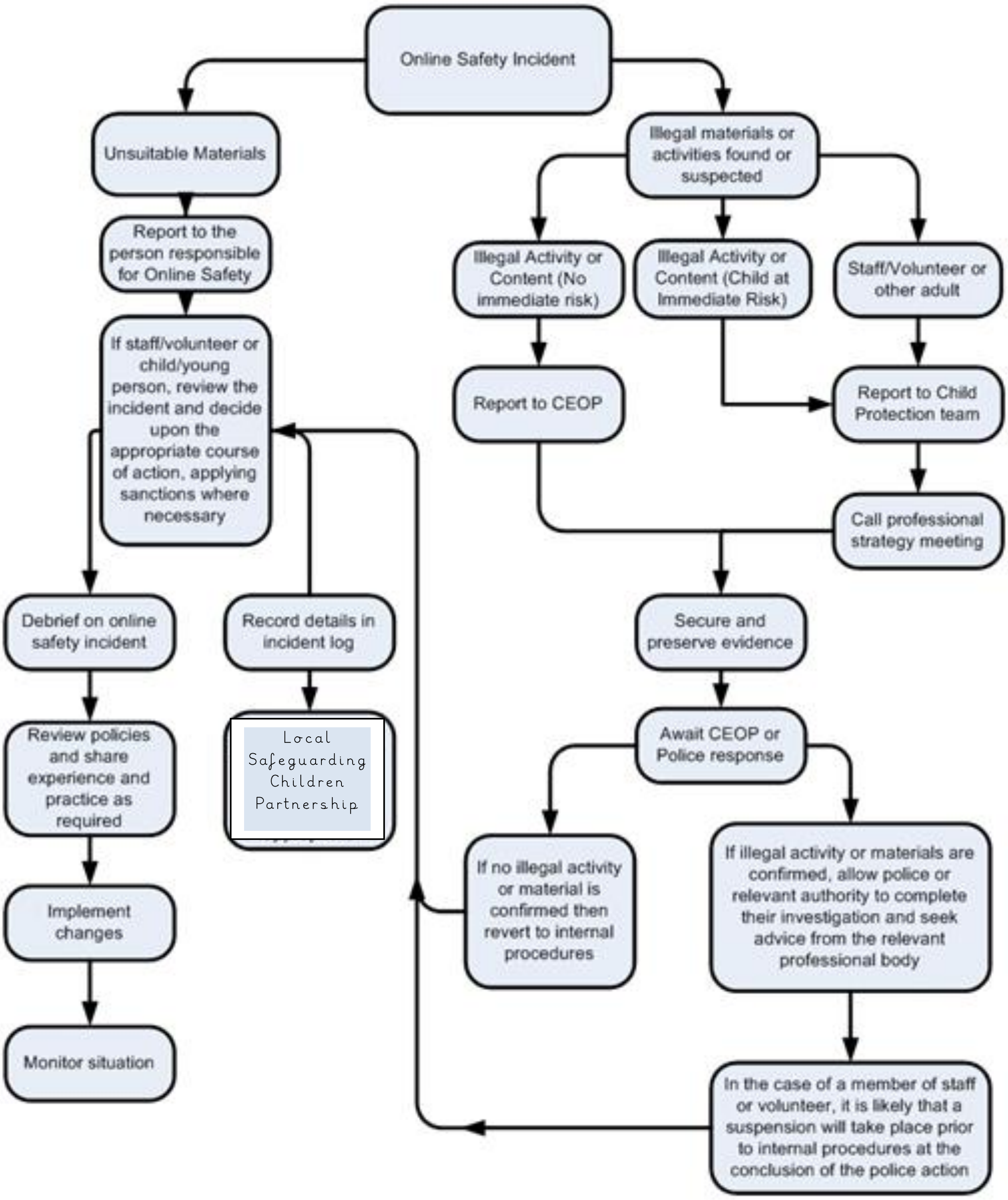
Name of Pupil:

Parent/Carer Name:

Parent/Carer Signature:

Date: DD/MM/YYYY

APPENDIX 4:
Response to an Incident of Concern


Online Safety Incident
Unsuitable Materials
Report to the person responsible for Online Safety
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Debrief on online safety incident
Review policies and share experience and practice as required
Implement changes
Monitor situation
Record details in incident log
Local Safeguarding Children Partnership
Illegal materials or activities found or suspected
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Secure and preserve evidence
Await CEOP or Police response
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

LSCP = Local Safeguarding Children Partnership
CEOP = Child Exploitation and Online Protection

APPENDIX 5:
Dropmore Infant School E-Safety Audit – September 2024

This self-audit should be completed annually by the E-Safety Coordinator. Staff that could contribute to the audit include: Designated Child Protection Coordinator, Network Manager and Head Teacher.

Has the school an E-Safety Policy that complies with Buckinghamshire Council guidance?	**YES**
Date of latest update: **September 2024**	
Date of future review: **September 2025**	
The school E-Safety policy was agreed by governors on: **CDPM Meeting AUTUMN 2024**	
The policy is available for staff to access at: **Policies drive on network and school website**	
The policy is available for parents/carers to access at: **School Website**	
The E-Safety Coordinator is: **Nicky Waugh & Amy Douglas**	
The Governor responsible for E-Safety is: **Matt Hutchings**	
The Designated Child Protection Coordinator is: **Nicky Waugh, Amy Douglas & Rachel Singh (DDSL)**	
Were all stakeholders (e.g. pupils, staff and parents/carers) consulted with when updating the school E-Safety Policy?	**NO**
Has up-to-date E-Safety training been provided for all members of staff (not just teaching staff)? Provide dates & details.	**YES** **Sept 24**
Do all members of staff sign an Acceptable Use Policy on appointment and following substantial changes.	**YES**
Are all staff made aware of the school's expectation around safe and professional online behaviour?	**YES**
Is there a clear procedure for staff, pupils and parents/carer to follow when responding to or reporting an E-Safety incident of concern?	**YES**
Have E-Safety materials from CEOP and Childnet been obtained?	**YES**
Is E-Safety training provided for all pupils (appropriate to age and ability and across all Key Stages and curriculum areas)?	**YES**
Are E-Safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	**YES**
Do parents/carers or pupils sign an Acceptable Use Policy?	**YES**
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	**YES**
Is personal data collected, stored and used according to the principles of GDPR?	**YES**
Has the school filtering been designed to reflect educational objectives and been approved by SLT?	**YES**
Are members of staff with responsibility for managing filtering, network access and monitoring systems adequately supervised by a member of SLT?	**YES**
Does the school log and record all E-Safety incidents, including any action taken?	**YES**
Are the Governing Body and SLT monitoring and evaluating the school E-Safety policy and ethos on a regular basis?	**YES**
Any other comments:	

Name: **Nicky Waugh**	Signature:	Date: 03/09/23

APPENDIX 6:
Useful Websites

Buckinghamshire Safeguarding Children Partnership:
https://www.buckssafeguarding.org.uk/childrenpartnership/

CEOP: https://www.ceop.police.uk/safety-centre/

Childline: www.childline.org.uk

Childnet: https://www.childnet.com/

Common Sense Media: https://www.commonsensemedia.org/
Common Sense Media rates movies, TV shows, podcasts, books, and more so families can feel good about the entertainment choices they make for their kids.

Connect Safe – Parents Guides: https://www.connectsafely.org/parentguides/

Cyberbullying: http://www.cyberbullying.org/

Digizen: www.digizen.org.uk

Get Safe Online: https://www.getsafeonline.org/safeguarding-children/

Internet Watch Foundation (IWF): https://www.iwf.org.uk/

Netsmartz: http://origin.www.netsmartz.org/Home

NSPCC: https://www.nspcc.org.uk/keeping-children-safe/online-safety/

Respectme: http://www.respectme.org.uk/

Safer Internet Centre: https://www.saferinternet.org.uk/

SWGfL: https://swgfl.org.uk/online-safety/

Thames Valley Police: http://www.thamesvalley.police.uk/

Think U Know website: www.thinkuknow.co.uk

UKCCIS UK Council for Child Internet Safety:
https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com

360safe safety self-review: https://www.360safe.org.uk/