

Ethelbert Road Primary School



Online Safety Policy

Together We Thrive

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| Reviewed | September 2025 | |
| Next Review | September 2026 | |
| Headteacher | Michele Kirkbride | Date: |
| Chair of Governors | Jonathan Richardson | Date: |

This policy will be reviewed **at least** annually. It will also be revised following any changes to technology use, online safety concerns and/or updates to national and local guidance or procedures.

Key Details

Designated Safeguarding Lead (s): Michele Kirkbride, Headteacher

**Named governor with lead responsibility: Sally Stoker and Rebecca Faithfull
Quinlan**

Date written: September 2025

Date agreed and ratified by governing body: September 2025

Date of next review: September 2026

1. Policy Aims and Scope

- This policy has been written by Ethelbert Road Primary School, involving staff, pupils and parents/carers, building on Kent County Councils LADO and Education Safeguarding Advisory Service policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE), Early Years and Foundation Stage (EYFS) 'Working Together to Safeguard Children' (WTSC), the DfE non-statutory guidance 'Behaviour in Schools Advice for headteachers and school staff', 'Searching, screening and confiscation at school', and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures.
- We recognise that online safety is an essential part of safeguarding and acknowledge our duty to ensure that all pupils and staff are protected from potential harmful and inappropriate online material and/or behaviour. This policy sets out our whole school approach to online safety which will empower, protect and educate our pupils and staff in their use of technology and establishes the mechanisms in place to identify, intervene in, and escalate any concerns where appropriate.
- Ethelbert Road Primary School understands that breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
 - **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
 - **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
 - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, for example, consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying.
 - **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.
- Ethelbert Road Primary School recognises that children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse other children online.
- This policy applies to pupils, parents/carers and all staff, including the governing body, senior leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as "staff" in this policy).
- Ethelbert Road Primary School identifies that the internet and technology, including computers, tablets, mobile phones, smart watches, games consoles and social media, is an important part of everyday life, and presents positive and exciting opportunities, as well as challenges and risks. This policy applies to all access to and use of technology, both on and off-site.
- Staff Ethelbert Road Primary School recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected online, and/or they may not recognise

their experiences as being abusive or harmful. This should not prevent staff from having professional curiosity and speaking to a DSL if they have any online safety concerns about a child.

- This policy links with several other policies, practices and action plans, including but not limited to:
 - Acceptable Use Policies (AUP)
 - Anti-bullying policy
 - Behaviour policy
 - Child protection policy
 - Code of Conduct
 - Confidentiality policy
 - PSHE, including RSE policy
 - Data protection
 - Mobile Phone and Smart Technology Policy

2. Responding to Emerging Risks

- Ethelbert Road Primary School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.
- We will:
 - carry out an annual review of our online safety approaches which will be supported by an annual risk assessment which considers and reflects the specific risks our pupils face.
 - regularly review the methods used to identify, assess and minimise online risks.
 - examine emerging technologies for educational benefit and undertake appropriate risk assessments before their use is permitted.
 - ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that internet access is appropriate.
 - recognise that due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our systems, and as such identify clear procedures to follow if breaches or concerns arise.

3. Policy monitoring and review

- Technology evolves and changes rapidly. Ethelbert Road Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- To ensure they have oversight of online safety, the headteacher will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.

- All members of the community will be made aware of how our school will monitor policy compliance: AUPs, staff training, classroom management.

4. Roles and Responsibilities

- The governing body have a strategic leadership responsibility for our school's online safeguarding arrangements; they will ensure that they comply with their duties under legislation and will ensure the policies, procedures and training in our school is effective and comply with the law at all times. (name), headteacher/principals will ensure that the online safety policies and procedures, adopted by our governing bodies and proprietors, are understood, and followed by all staff.
- The Designated Safeguarding Lead (DSL) (Michele Kirkbride, Headteacher) has overall responsibility for the day-to-day oversight of safeguarding and child protection systems, including online safety and understanding the filtering and monitoring systems and processes in place. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for online safety remains with the DSL and this responsibility will not be delegated.
- Whilst the DSL is recognised as holding overall lead responsibility for online safety, however Ethelbert Road Primary School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 Leadership and management

- The leadership and management team will:
 - Create a whole school culture that incorporates online safety throughout.
 - Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
 - Implement appropriate and up-to-date policies which address the acceptable use of technology, child-on-child abuse, use of social media and mobile technology.
 - Work with the DSL and SNS to ensure that suitable and appropriate filtering and monitoring systems are in place but hold overall responsibility for procuring our filtering and monitoring systems, documenting decisions on what is blocked or allowed and why, reviewing the effectiveness of our provision and overseeing any reports.
 - Support the DSL and any deputies by ensuring they have enough time and resources to carry out their responsibilities.
 - Ensure robust reporting channels are in place regarding online safety concerns.
 - Undertake appropriate risk assessments regarding the safe use of technology on site.
 - Audit and evaluate online safety practice to identify strengths and areas for improvement. Ensure that staff, pupils and parents/carers are proactively engaged in activities which promote online safety.
 - Support staff to ensure that online safety is embedded within a progressive whole school curriculum which enables all pupils to develop an appropriate understanding of online safety.

4.2 The Designated Safeguarding Lead (DSL):

- The leadership and management team will:

- Act as a named point of contact on all online safeguarding issues.
- Liaise with other members of staff, such as pastoral support staff, IT technicians, network managers and the SENCO on matters of online safety as appropriate.
- Ensure referrals are made to relevant external partner agencies, as appropriate.
- Work alongside deputy DSLs to ensure online safety is recognised as part of our safeguarding responsibilities, and that a coordinated whole school approach is implemented.
- Taking lead responsibility for overseeing and acting on any concerns identified by our filtering and monitoring systems.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant and up-to-date knowledge required to keep pupils safe online, including the additional risks that pupils with Special Educational Needs and Disabilities (SEND) face online.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and child protection training.
- Keep up to date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents/carers and the wider community through a variety of channels and approaches.
- Maintain records of online safety concerns as well as actions taken, as part of the schools safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends and use this data to update the education response and school policies and procedures.
- Report online safety concerns, as appropriate, to the senior leadership team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet regularly (seasonally) with the governor with a lead responsibility for safeguarding.

4.3 Members of staff

- It is the responsibility of all members of staff to:
 - Contribute to the development of our online safety policies.
 - Read and adhere to our online safety policy and acceptable use of technology policies.
 - Take responsibility for the security of IT systems and the electronic data they use or have access to.
 - Model good practice when using technology with pupils.
 - Maintain a professional level of conduct in their personal use of technology, both on and off site.
 - Embed online safety education in curriculum delivery wherever possible.
 - Have an awareness of a range of online safety issues and how they may be experienced by the pupils in their care.
 - Identify online safety concerns and take appropriate action by following our safeguarding policies and procedures.
 - Know when and how to escalate online safety issues, including reporting to the DSL and signposting pupils and parents/carers to appropriate support, internally and externally.

- Take personal responsibility for professional development in this area.

4.4 SNS

- It is the responsibility of SNS who are managing our technical environment to:
 - Provide technical support and perspective to the DSL and leadership team in the development and implementation of our online safety policies and procedures, including appropriate filtering and monitoring systems.
 - Support the leadership team and DSL to procure systems, identify risk, carry out reviews and carry out checks to our filtering and monitoring systems.
 - Whilst responsibility for the procurement and implementation of appropriate filtering and monitoring is held by the leadership team and responsibility for acting on safeguarding concerns is led by the DSL; technical staff will ensure appropriate technical support and access to our filtering and monitoring systems is given to the DSL to enable them to take appropriate safeguarding action when required.
 - Implement appropriate security measures as directed by the leadership team to ensure that the schools IT infrastructure is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.

4.5 Pupils

- It is the responsibility of pupils (at a level that is appropriate to their individual age and ability) to:
 - Engage in age/ability appropriate online safety education.
 - Contribute to the development of online safety policies.
 - Read and adhere to the acceptable use of technology and behaviour policies.
 - Respect the feelings and rights of others, on and offline.
 - Take an appropriate level of responsibility for keeping themselves and others safe online.
 - Seek help from a trusted adult, if they are concerned about anything, they or others experience online.

4.6 Parents/carers

- It is the responsibility of parents and carers to:
 - Read our Acceptable Use of technology policies and encourage their child(ren) to adhere to them.
 - Support our online safety approaches by discussing online safety issues with their child(ren) and reinforcing appropriate and safe online behaviours at home.
 - Role model safe and appropriate use of technology and social media and abide by the home-school agreement and acceptable use of technology policies.
 - Seek help and support from the school or other appropriate agencies if they or their child(ren) encounter online issues.
 - Contribute to the development of our online safety policies.
 - Use our systems, such as our school website, safely and appropriately.
 - Take responsibility for their own awareness in relation to the risks and opportunities posed by the new and emerging technologies that their child(ren) access and use at home.

5. Education and Engagement Approaches

5.1 Education and engagement with pupils

- Ethelbert Road Primary School will establish and embed a whole school culture and will empower our pupils to acquire the knowledge needed to use the technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.
- We and will raise awareness and promote safe and responsible internet use amongst pupils by:
 - ensuring our curriculum and whole school approach is developed in line with the UK Council for Internet Safety (UKCIS) '[Education for a Connected World Framework](#)' and DfE '[Teaching online safety in school](#)' guidance.
 - ensuring online safety is addressed in PSHE (Lifewise) and Computing (Teach Computing/Project Evolve) programmes of study.
 - reinforcing online safety principles in other curriculum subjects and whenever technology or the internet is used on site.
 - implementing appropriate peer education approaches (Digital Leaders in Year 6)
 - creating a safe environment in which all pupils feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
 - involving the DSL as part of planning for online safety lessons or activities, so they can advise on any known safeguarding cases, and ensure support is in place for any pupils who may be impacted by the content.
 - making informed decisions to ensure that any educational resources used are appropriate for our pupils.
 - using external visitors, where appropriate, to complement and support our internal online safety education approaches.
 - providing online safety education as part of the transition programme across the key stages and prior to moving to secondary school.
 - rewarding positive use of technology through Digital Leader initiatives, our school House Point system and class recognition boards.
- Ethelbert Road Primary School will support pupils to understand and follow our Acceptable Use policies in a way which suits their age and ability by:
 - sharing our acceptable use policies with them in accessible and appropriate ways.
 - displaying acceptable use posters in all rooms with internet access.
 - informing pupils that network and internet use will be monitored for safety and security purposes, and in accordance with legislation.
 - seeking pupils voice when writing and developing online safety policies and practices, including curriculum development and implementation.
- Ethelbert Road Primary School will ensure pupils develop the underpinning knowledge and behaviours needed to navigate the online world safely, in a way which suits their age and ability by:
 - ensuring age and/or ability appropriate education regarding safe and responsible use precedes internet access.
 - enabling them to understand what acceptable and unacceptable online behaviour looks like.

- teaching pupils to evaluate what they see online and recognise techniques used for persuasion, so they can make effective judgements about if what they see is true, valid or acceptable.
- educating them in the effective use of the internet to research, including the skills of knowledge location, retrieval and evaluation.
- preparing them to identify possible online risks and make informed decisions about how to act and respond.
- ensuring they know how and when to seek support if they are concerned or upset by something they see or experience online.

5.2 Vulnerable pupils and those who are potentially at greater risk of harm

- Ethelbert Road Primary School recognises that any pupils can be vulnerable online, and vulnerability can fluctuate depending on age, developmental stage and personal circumstances. However, there are some pupils, for example, looked after children, child who are care leavers, children who are adopted, children who are, or who are perceived to be, lesbian, gay, bi, or trans (LGBT), and those with special educational needs or disabilities (SEND), who may be more susceptible or may have less support in staying safe online.
- Ethelbert Road Primary School will ensure that differentiated and appropriate online safety education, access and support is provided to all pupils who require additional or targeted education and/or support.
- Staff at Ethelbert Road Primary School will seek input from specialist staff as appropriate, including the DSL, SENCO and the Computing lead to ensure that the policy and curriculum is appropriate to our community's needs.

5.3 Training and engagement with staff

- We will:
 - provide and discuss the online safety policy and procedures, including our acceptable use policy, with all members of staff, including governors as part of induction.
 - provide up-to-date and appropriate training for all staff in annual safeguarding sessions, including governors, which is integrated, aligned and considered as part of our overarching safeguarding approach.
 - ensure our training for governors equips them with the knowledge to provide strategic challenge to test and assure themselves that our online safety policies and procedures in place in are effective and support the delivery of a robust whole school approach.
 - ensure that online safety training provided to all staff is updated annually.
 - ensure our training covers the potential risks posed to pupils (content, contact and conduct) as well as our professional practice expectations.
 - build on existing expertise, by providing opportunities for staff to contribute to and shape our online safety approaches.
 - ensure staff are aware that our IT systems are monitored, and that activity can be traced to individual users. Staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
 - ensure staff are aware that their online conduct, including personal use of social media, can have an impact on their professional role and reputation.

- highlight useful educational resources and tools which staff could use with pupils.
- ensure all members of staff are aware of the procedures to follow regarding online safety concerns involving pupils, colleagues or other members of the community.

5.4 Awareness and engagement with parents and carers

- Ethelbert Road Primary School recognises that parents and carers have an essential role to play in enabling our pupils to become safe and responsible users of the internet and associated technologies.
- We will ensure parents and carers understand and are aware of:
 - filtering and monitoring of their child's online use (information provided in our Child Protection policy).
 - what their children are doing online, including the sites they will access (details of Computing scheme provided termly on curriculum plans).
- We will build a partnership approach and reinforce the importance of online safety through regular contact and communication with parents and carers by:
 - providing information and guidance on online safety in a variety of formats, including in our newsletters and via email.
 - drawing their attention to our online safety expectations in our newsletters and other external communication (such as letters and social media channels) as well as in our prospectus and on our website.
 - requesting parents and carers read online safety information as part of joining our community, for example, within our AUP and home school agreement
 - requiring them to read our acceptable use of technology policies and discuss the implications with their children.

6. Safer Use of Technology

6.1 Classroom use

- Ethelbert Road Primary School uses a wide range of technology. This includes access to:
 - Computers, laptops, tablets and other digital devices
 - Internet, which may include search engines and educational websites
 - Digital cameras, webcams and video cameras.
- All school owned devices will be used in accordance with our acceptable use of technology policies and with appropriate safety and security measures in place. This includes:
 - Pupils should only use laptops/iPads labelled with their allocated numbers, unless permission is granted by an adult to use an alternative device.
 - Teachers should record when children use a device other than their allocated number so that we are able to track who is using which device and when they are using it.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

- The school will use appropriate search tools as identified following an informed risk assessment.
 - Pupils should use child-friendly search engines such as 'Safesearch'. When given permission or instructed by an adult, children can use Google/Bing. This will be only under adult supervision.
 - If presented with inappropriate search results, pupils should lower/shut their laptop screen and inform an adult who will assess.
 - If the search result/image/website is inappropriate, adults must inform the DSL/headteacher, or the Computing lead to ensure that access is blocked.

- Use of video sharing platforms will be in accordance with our acceptable use of technology policies, following an informed risk assessment and with appropriate safety and security measures in place. This includes:
 - YouTube/Vimeo/other video streaming access to be for staff only.

- We will ensure that the use of internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.

- Supervision of internet access and technology use will be appropriate to pupils age and ability. This includes:
 - Early Years Foundation Stage and Key Stage 1
 - Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the pupils age and ability.

 - Key Stage 2
 - Pupils will use age-appropriate search engines and online tools.
 - Pupils will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils age and ability.

6.2 Managing internet access

- All users will read and agree and/or acknowledge our acceptable use policy, appropriate to their age, understanding and role, before being given access to our computer system, IT resources or the internet.

- We will maintain a record of users who are granted access to our devices and systems.

6.3 Managing personal data online

- Personal data will be recorded, processed, transferred and made available online in accordance with UK General Data Protection Regulations (UK GDPR) and Data Protection legislation.
 - Full information can be found in our data protection policy which can be accessed.

6.4 Information security and access management

- We take appropriate steps to ensure necessary security protection procedures are in place, in order to safeguard our systems, staff and pupils.
 - Virus protection being updated regularly.
 - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
 - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
 - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
 - Preventing, as far as possible, access to websites or tools which could compromise our systems, including anonymous browsing and other filtering bypass tools.
 - Checking files held on our network, as required and when deemed necessary by leadership staff.
 - The appropriate use of user logins and passwords to access our network and user logins and passwords will be enforced for all users.
 - All users are expected to log off or lock their screens/devices if systems are unattended.
- We will review the effectiveness of our security approaches and procedures periodically in order to keep up with evolving cyber-crime technologies.

6.4.1 Password policy

- All members of staff have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.
- We require all users to
 - use strong passwords for access into our system.
 - change their passwords when prompted by the system
 - not share passwords or login information with others or leave passwords/login details where others can find them.
 - not to login as another user at any time.
 - lock access to devices/systems when not in use.

6.5 Managing the safety of our website

- We will ensure that information posted on our website meets the requirements as identified by the [DfE](#).
- We will ensure that our school website complies with guidelines for publications, including accessibility, data protection, respect for intellectual property rights, privacy policies and copyright.
- Staff or pupils' personal information will not be published on our website; the contact details on the website will be our school address, email and telephone number.
- The administrator accounts for our website will be secured with an appropriately strong password.

- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

6.6 Publishing images and videos online

- We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) data protection, acceptable use policies and codes of conduct.

6.7 Managing email

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use of technology policies and the code of conduct.
- The forwarding of any chain messages/emails is not permitted.
- Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
- School email addresses and other official contact details will not be used to set up personal social media accounts.
- Members of the community will immediately report offensive communication to Michele Kirkbride, Headteacher and DSL.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked on site.

6.7.1 Staff email

- All members of staff:
 - are provided with an email address to use for all official communication; the use of personal email addresses by staff for any official business is not permitted.
 - are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, pupils and parents.

6.8 Educational use of videoconferencing and/or webcams

- Ethelbert Road Primary School recognise that videoconferencing and use of webcams can be a challenging activity but brings a wide range of learning benefits.
 - All videoconferencing and webcam equipment will be switched off when not in use and will not be set to auto-answer.

- Videoconferencing equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name; external IP addresses will not be made available to other sites.
- Videoconferencing contact details will not be posted publicly.
- Videoconferencing equipment will not be taken off the premises without prior permission from the DSL.
- Staff will ensure that external videoconferencing opportunities and tools are suitably risk assessed and will ensure that accounts and systems used to access these events are safe and secure.
- Videoconferencing equipment and webcams will be kept securely and, if necessary, locked away or disabled when not in use.

6.8.1 Users

- Parents/carers consent will be obtained prior to pupils taking part in videoconferencing activities.
- Pupils will ask permission from a member of staff before making or answering a videoconference call or message.
- Videoconferencing will take place via official and approved communication channels following a robust risk assessment and will be supervised appropriately, according to the pupil's age and ability.
- The unique log on and password details for the videoconferencing services will only be issued to members of staff and will be kept securely, to prevent unauthorised access.

6.8.2 Content

- When recording a videoconference lesson, it should be made clear to all parties at the start of the conference and written permission will be obtained from all participants; the reason for the recording must be given and recorded material will be stored securely.
- If third party materials are included, we will check that recording is permitted to avoid infringing the third-party intellectual property rights.
- We will establish dialogue with other conference participants before taking part in a videoconference; if it is a non-educational site, staff will check that the material they are delivering is appropriate for the pupils.

6.9 Management of applications (apps) used to record progress

- We use Insight Tracking to track pupil progress and share appropriate information with parents and carers.
- The headteacher will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that use takes place in accordance with data protection legislation, including the General

Data Protection Regulations (GDPR) and Data Protection legislation.

- To safeguard pupil data:
 - only school issued devices will be used for apps that record and store pupils' personal details, attainment or photographs.
 - personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store pupil's personal details, attainment or images.
 - devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
 - all users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
 - parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

6.10 Management of online learning

Where children are asked to learn online at home in response to a full or partial closure:

- Ethelbert Road Primary School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with pupils and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and phone numbers.
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and pupils will engage with remote teaching and learning in line with existing behaviour principles as set out in our code of conduct and Acceptable Use Policies.
- Staff and pupils will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- When delivering online learning, staff will follow our Online learning Acceptable Use Policy (AUP)
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Ethelbert Road Primary School will continue to be clear who from the school their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

7. Appropriate Filtering and Monitoring on School Devices and Networks

- Ethelbert Road Primary School will do all we reasonably can to limit children’s exposure to online harms through school provided devices and networks and in line with the requirements of the Prevent Duty and KCSIE, we will ensure that appropriate filtering and monitoring systems are in place.
- When implementing appropriate filtering and monitoring, Ethelbert Road Primary School will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our approach to online safety and we recognise that we cannot rely on filtering and monitoring alone to safeguard our pupils; effective safeguarding practice, robust policies, appropriate classroom/behaviour management and regular education/training about safe and responsible use is essential and expected.
- Pupils will use appropriate search tools, apps and online resources as identified by staff, following an informed risk assessment. (Detailed in part 6.1)
- Internet use will be supervised by staff as appropriate to pupils’ age, ability and potential risk of harm:
 - Pupils identified as being at potentially greater risk of harm will always be directly supervised by an adult etc.

7.1 Responsibilities for filtering and monitoring

- Our governing body has overall strategic responsibility for our filtering and monitoring approaches, including ensuring that our filtering and monitoring systems are regularly reviewed, and that the leadership team and relevant staff have an awareness and understanding of the appropriate filtering and monitoring provisions in place, manage them effectively and know how to escalate concerns when identified.
- Michele Kirkbride, headteacher and the safeguarding governors are responsible for ensuring that our school has met the DfE [Filtering and monitoring standards](#) for schools and colleges.
- Our senior leadership team are responsible for:
 - procuring our filtering and monitoring systems.
 - documenting decisions on what is blocked or allowed and why.
 - reviewing the effectiveness of our provision.
 - overseeing reports.
 - ensuring that all staff understand their role, are appropriately trained, follow policies, processes and procedures and act on reports and concerns.
 - ensuring the DSL and SNS have sufficient time and support to manage their filtering and monitoring responsibilities.
- The DSL has lead responsibility for overseeing and acting on:
 - any filtering and monitoring reports.
 - any child protection or safeguarding concerns identified.
 - checks to filtering and monitoring system.

- SNS have technical responsibility for:
 - maintaining filtering and monitoring systems.
 - providing filtering and monitoring reports.
 - completing technical actions identified following any concerns or checks to systems.
 - working with the senior leadership team and DSL to procure systems, identify risks, carry out reviews and carry out checks.
- All members of staff are provided with an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of our induction process, and in our child protection staff training.
 - All staff, pupils and parents/carers have a responsibility to follow this policy to report and record any filtering or monitoring concerns.

7.2 Decision making and reviewing our filtering and monitoring provision

- When procuring and/or making decisions about our filtering and monitoring provision, our senior leadership team works closely with the DSL and SNS. Decisions have been recorded and informed by an approach which ensures our systems meet our schools' specific needs and circumstances, including but not limited to our pupil risk profile and specific technology use.
- Any changes to the filtering and monitoring approaches will be assessed by staff with safeguarding, educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- Our school undertakes an at least annual review of our filtering and monitoring systems to ensure we understand the changing needs and potential risks posed to our community.
- In addition, our school undertakes regular checks on our filtering and monitoring systems, which are logged and recorded, to ensure our approaches are effective and can provide assurance to the governing body that we are meeting our safeguarding obligations.
- These checks are achieved by:
 - **Physical Monitoring** - All staff in class monitor what the children are looking at and physically check. Each child is given a number and every lesson they have the same numbered laptop and iPad. This enables staff to know what the children are looking at and to trace back any incidents. Staff monitor pupil usage and check sites before children use them, screens are easily seen by adults.
 - **Internet Monitoring** - safeguarding alerts are sent to our IT provider, SNS and sent to the Headteacher. The Headteacher then investigates.
 - **Full Monitoring** - This is undertaken by the Headteacher who receives monitoring sheet weekly. She physical checks staff and children's usage and the sites they are

going on. These are reviewed with others once the Headteacher is satisfied there are no safeguarding concerns.

- Systems and processes are reviewed annually with the school's IT Technician. We check we are meeting the standard and use KCSIE tools. We also look at the sites that are blocked or not blocked.

7.3 Appropriate filtering

- Ethelbert Road Primary School's education broadband connectivity is provided through Talk Straight and Ethelbert Road Primary School uses Netsweeper.
- Talk Straight is a member of [Internet Watch Foundation](#) (IWF).
- Netsweeper has signed up to Counter-Terrorism Internet Referral Unit list (CTIRU).
- Netsweeper is blocking access to illegal content including child sexual abuse material (CSAM).
- Netsweeper blocks access to sites which could promote or include harmful and/or inappropriate behaviour or material. This includes content which promotes discrimination or extremism, drugs/substance misuse, malware/hacking, gambling, piracy and copyright theft, pro-self-harm, eating disorder and/or suicide content, pornographic content and violent material.
- We filter internet use on all school owned, or provided, internet enabled devices and networks. This is achieved by Netsweeper blocking access to sites which could promote or include harmful and/or inappropriate behaviour or material.
 - Any alerts are sent to the provider and the headteacher. The headteacher receives a weekly report of usage by staff and pupils. This report is reviewed weekly and unsuitable site blocked as appropriate.
 - The headteacher may give permission for non-members of staff, including governors and other visitors or volunteers to access the WiFi following their acknowledgement of our Visitor and Volunteer AUP.
- Our filtering system is operational, up to date and is applied to all users, including guest accounts, all school owned devices and networks, and all devices using the school broadband connection.
- We work with Talk Straight and Netsweeper and our SNS to ensure that our filtering policy is continually reviewed to reflect our needs and requirements.
- If there is failure in the software or abuse of the system, for example if pupils or staff accidentally or deliberately access, witness or suspect unsuitable material has been accessed, they are required to:
 - Pupils should lower/shut their laptop screen and inform an adult who will assess and report to the headteacher, if necessary.
 - Staff should report the concern immediately to the headteacher.

- Filtering breaches will be reported to the DSL and technical staff and will be recorded and escalated as appropriate and in line with relevant policies, including our child protection, acceptable use, whistleblowing and behaviour policies.
- Parents/carers will be informed of filtering breaches involving their child.
- Any access to material believed to indicate a risk of significant harm, or that could be illegal, will be reported as soon as it is identified to the appropriate agencies, including but not limited to the [Internet Watch Foundation](#) (where there are concerns about child sexual abuse material), the police (either via 101 or 999 if an emergency or [NCA-CEOP](#)) or Children's Social Care.
- If staff are teaching topics which could create unusual activity on the filtering logs, or if staff perceive there to be unreasonable restrictions affecting teaching, learning or administration, they will report this to the DSL and/or leadership team.

7.4 Appropriate monitoring

- We will appropriately monitor internet use on all school provided devices and networks. This is achieved by:
 - **Physical Monitoring** - All staff in class monitor what the children are looking at and physically check. Each child is given a number and every lesson they have the same numbered laptop and iPad. This enables staff to know what the children are looking at and to trace back any incidents. Staff monitor pupil usage and check sites before children use them, screens are easily seen by adults.
 - **Internet Monitoring** - safeguarding alerts are sent to our IT provider, SNS and sent to the Headteacher. The Headteacher then investigates.
 - **Full Monitoring** - This is undertaken by the Headteacher who receives monitoring sheet weekly. She physical checks staff and children's usage and the sites they are going on. These are reviewed with others once the Headteacher is satisfied there are no safeguarding concerns.
- All users will be informed that use of our devices and networks can/will be monitored and that all monitoring is in line with data protection, human rights and privacy legislation.
 - If a concern is identified via our monitoring approaches:
 - Where the concern relates to pupils, it will be reported to the DSL and will be recorded and responded to in line with relevant policies, such as child protection, acceptable use, and behaviour policies.
 - Where the concern relates to staff, it will be reported to the headteacher (or chair of governors if the concern relates to the headteacher), in line with our staff whistleblowing policy.
 - Where our monitoring approaches detect any immediate risk of harm or illegal activity, this will be reported as soon as possible to the appropriate agencies; including but not limited to, the emergency services via 999, the Police via 101 or [NCA-CEOP](#) , the LADO or Children's Social Care.

8. Social Media

8.1 Expectations

- Ethelbert Road Primary School believes everyone should be treated with kindness, respect and dignity. Even though online spaces may differ in many ways, the same standards of behaviour are expected online as offline, and all members of our community are expected to engage in social media in a positive and responsible manner.
- All members of our community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- We will restrict learner and monitor staff access to social media via our filtering and monitoring systems which are applied to all school provided devices and systems; further information on how this is achieved is addressed in our child protection policy.
- Inappropriate or excessive use of social media during school hours or whilst using school devices may result in removal of internet access and/or disciplinary action.
- The use of social media or apps, for example as a formal online learning platform or education tool will be robustly risk assessed by the DSL/headteacher prior to use with learners. Any use will take place in accordance with our existing policies, for example, behaviour, child protection, code of conduct and acceptable use policies.
- Concerns regarding the online conduct of any member of the Ethelbert Road Primary School community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including anti-bullying, whistleblowing, behaviour, home school-agreements, staff code of conduct, Acceptable Use Policies, and child protection.

8.2 Staff use of social media

- The use of social media during school hours for personal use is only permitted for staff during break times and lunch times in the staff room, unless permission has been given by the headteacher, such as in emergency circumstances.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct and acceptable use policies.
- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction. Advice will be provided and updated via staff training and additional guidance and resources will be shared with staff as required on a regular basis.
- Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our child protection and allegations against staff policy.

8.2.1 Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school. Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media. This may include, but is not limited to:
 - Setting appropriate privacy levels on their personal accounts/sites.
 - Being aware of the implications of using location sharing services.
 - Opting out of public listings on social networking sites.
 - Logging out of accounts after use.
 - Using strong passwords.
 - Ensuring staff do not represent their personal views as being that of the school.
- Members of staff are encouraged not to identify themselves as employees of Ethelbert Road Primary School on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- All staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional reputation and legal framework. All members of staff are encouraged to carefully consider the information, including text and images, they share and post on social media.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

8.2.2 Communicating with pupils and their families

- Staff will not use any personal social media accounts to contact pupils or their family members.
- All members of staff are advised not to communicate with or add any current or past pupils or their family members, as 'friends' on any personal social media accounts.
- Any communication from pupils and parents/carers received on personal social media accounts will be reported to the headteacher/DSL (or deputies).
- Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL/headteacher.
- Decisions made and advice provided in these situations will be formally recorded to safeguard pupils, members of staff and the setting.
- If ongoing contact with pupils is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

8.3 Official use of social media

- Ethelbert Road Primary School's official social media channel is Facebook.
<https://www.facebook.com/ethelbertroadprimaryschool/>
- The official use of social media sites by Ethelbert Road Primary School only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been formally risk assessed and approved by the headteacher prior to use.
- Official social media sites are suitably protected and, where possible, run **or** linked **to** our website.
 - Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
 - Staff use setting provided email addresses to register for and manage official social media channels.
 - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.
- All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny. Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- Parents/carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with pupils; any official social media activity involving pupils will be moderated if possible and written parental consent will be obtained as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.
- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts where possible, to avoid blurring professional boundaries.
- If members of staff are managing and/or participating in online social media activity as part of their capacity as an employee of the setting, they will:
 - Read and understand our Acceptable Use Policy.
 - Where they are running official accounts, sign our social media Acceptable Use Policy.
 - Be aware they are an ambassador for the school.
 - Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.

- Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
- Follow our image use policy at all times, for example ensuring that appropriate consent has been given before sharing images.
- Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
- Not engage with any private or direct messaging with current or past pupils or their family members.
- Inform their line manager, the DSL (or deputy) and/or the headteacher of any concerns, such as criticism, inappropriate content or contact from pupils.

8.4 Pupils' use of social media

- The use of social media during school hours for personal use is not permitted for pupils.
- Many online behaviour incidents amongst children and young people occur on social media outside the school day and off the school premises. Parents/carers are responsible for this behaviour; however, some online incidents may affect our culture and/or pose a risk to children and young people's health and well-being. Where online behaviour poses a threat or causes harm to another pupils, could have repercussions for the orderly running of the school when the pupils is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school, action will be taken in line with our behaviour and child protection policies.
- Ethelbert Road Primary School will empower our pupils to acquire the knowledge needed to use social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and PSHE, including RSE policy.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for pupils under the required age as outlined in the services terms and conditions.
- Pupils will be advised:
 - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
 - to only approve and invite known friends on social media sites and to deny access to others, for example by making profiles private.
 - not to meet any online friends without a parent/carers or other appropriate adults' permission, and to only do so when a trusted adult is present.
 - to use safe passwords.
 - to use social media sites which are appropriate for their age and abilities.
 - how to block and report unwanted communications.
 - how to report concerns on social media, both within the setting and externally.
- Any concerns regarding pupils use of social media will be dealt with in accordance with appropriate existing policies, including anti-bullying, child protection and behaviour.

- The DSL (or deputy) will respond to social media concerns involving safeguarding or child protection risks in line with our child protection policy.
- Sanctions and/or pastoral/welfare support will be implemented and offered to pupils as appropriate, in line with our child protection and behaviour policy. Civil or legal action may be taken if necessary.
- Concerns regarding pupils use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

9. Mobile and Smart Technology

- Our mobile and smart technology policy applies to all access to and use of all mobile and smart technology on site; this includes but is not limited to mobile/smart phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images.

9.1 Safe use of mobile and smart technology expectations

- Our school recognises that use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of our community are advised to:
 - take steps to protect their personal mobile phones or other smart devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on personal phones or devices.
- Mobile devices and other forms of smart technology are not permitted to be used in specific areas on site, such as toilets.
- The sending of abusive or inappropriate messages or content, including via personal mobile devices and/or smart technology is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of our community are advised to ensure that their personal mobile and smart technology devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

9.2 School provided mobile phones and devices

- Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy/online learning AUP.
-

- School provided devices (e.g. class iPads) will be suitably protected via a PIN and must only be accessed or used by members of staff and/or pupils (when authorised by a staff member). PINs for staff devices should not be shared with children.
- School provided mobile phones and devices will always be used in accordance with our staff code of conduct, acceptable use of technology policy and other relevant policies.
- Where staff and/or pupils are using school provided mobile phones and devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

9.3 Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones, wearable technology and other mobile/smart devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as child protection, data protection, code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep personal mobile and smart technology devices in a safe and secure place during lesson time.
 - Keep personal mobile phones and devices switched off or set to 'silent' or 'do not disturb' modes during lesson times.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use personal mobile or smart technology devices during teaching periods, unless permission has been given by the headteacher, such as in emergency circumstances.
 - Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own mobile and smart technology devices for contacting pupils or parents and carers unless permission has been given by the headteacher, such as in emergency circumstances. (If this is required, staff should hide their called ID.)
 - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL/headteacher.
- Staff will only use school provided equipment (not personal devices):
 - to take photos or videos of pupils.
 - to work directly with pupils during lessons/educational activities.
 - to communicate with parents/carers, unless permission has been given by the headteacher, such as in emergency circumstances. Parents should be texted using the Teachers2Parents application if off site. (If a phone call is made, staff should hide their called ID.)
- Where online learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteacher, following a

formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.

- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct, child protection and whistleblowing policy.
- If a member of staff is thought to have illegal content saved or stored on a personal mobile or other device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our whistleblowing policy.

9.4 Pupils' use of mobile and smart technology

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and PSHE, including RSE policy.
 - Pupils are not permitted to use personal mobile or smart technology devices whilst on the school site.
 - Where devices are required to be brought onto the school site, for example for safety reasons when children are transporting to and from school, devices should be turned off and handed into their class teacher at the beginning of each day. Devices will be stored in a secure location for the duration of the school day, at the end of which, children may collect them.
 - Personal mobile or smart devices will not be used by pupils during lessons or formal educational time.
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use the office phone.
 - Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the headteacher.
- If a pupil requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the headteacher prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
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- Where pupils' personal mobile or smart technology devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and/or Online learning AUP.

- Personal mobile or smart technology devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

9.5 Searching, screening and confiscation of electronic devices

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding pupils' use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.
- Staff may confiscate a pupil's personal mobile or smart technology device if they believe it is being used to contravene our child protection or behaviour policy.
- Personal mobile or smart technology devices that have been confiscated will be held in a secure place and released to parents/carers via the school office at the end of the day.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a pupil's personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation
- If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our behaviour policy and the DfE '[Searching, Screening and Confiscation](#)' guidance. The headteacher or a member of staff authorised by the headteacher can carry out a search and examine any data or files on an electronic device confiscated as a result of a search, if there is good reason to do so. This would be where they have reasonable grounds for suspecting the device or content on the device poses a risk to staff and/or pupils, is prohibited, or identified in the school's behaviour policy for which a search can be made or is evidence in relation to an offence. The headteacher can authorise individual members of staff to search for specific items, or all items set out in the school's behaviour policy.
- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.

- The Designated Safeguarding Lead (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour policy.
- The Designated Safeguarding Lead (or deputy) will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our behaviour policy and the DfE '[Searching, Screening and Confiscation](#)' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.
 - In determining whether there is a 'good reason' to examine images, data or files, the headteacher or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
 - In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
 - If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

9.6 Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - personal mobile or smart technology devices are only used within the staffroom.
 - personal mobile or smart technology devices are only used (on a professional capacity) for specific purposes, for example, as part of multi-agency working arrangements.
- Appropriate signage and information are place (Visitor leaflet and AUP for visitors) to inform visitors of our expectations for safe and appropriate use of personal mobile or smart technology device.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use personal mobile or smart technology device in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to personal mobile or smart technology device, for example when working with pupils as part of multi-agency activity, this will be discussed with the headteacher prior to use being permitted.
 - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.

- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or headteacher of any breaches of our policy.

10. Responding to Online Risks and/or Policy Breaches

- All members of the community:
 - are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence.
 - are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
 - will respect confidentiality and the need to follow the official procedures for reporting concerns.
 - will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
 - will be made aware of how the school will monitor policy compliance by:
 - AUPs, staff training, classroom management, filtering and monitoring feedback.
 - are expected to adopt a partnership with the school to resolve issues.
- If appropriate, after any investigations are completed, the DSL and leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or headteacher will seek advice from Kent County Council or other agencies, as appropriate in accordance with our child protection policy.
- Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm.
- If information relating to a specific incident or a concern needs to be shared beyond our community, for example if other local schools are involved or the wider public may be at risk, the DSL/headteacher will speak with the police and/or the Local Authority first, to ensure that potential criminal or child protection investigations are not compromised.

10.1 Concerns about pupil online behaviour and/or welfare

- Ethelbert Road Primary School recognises that an initial disclosure to a trusted adult may only be the first incident reported, rather than representative of a singular incident and that trauma can impact memory, so children may not be able to recall all details or timeline of abuse. All staff will be aware certain children may face additional barriers to telling someone, for example because of their vulnerability, disability, sex, ethnicity, and/or sexual orientation.
- All concerns about pupils will be responded to and recorded in line with our child protection policy:
 - The DSL will be informed of all online safety concerns involving safeguarding or child protection risks in line with our child protection policy.

- The DSL will ensure that online safety concerns are escalated and reported to relevant partner agencies in line with local policies and procedures.
- Abuse that occurs online and/or offsite will not be dismissed or downplayed; concerns will be treated equally seriously and in line with relevant policies/procedures, for example anti-bullying, behaviour and child protection.
- Ethelbert Road Primary School recognises that the law is in place to protect children and young people rather than criminalise them, and this will be explained in such a way to pupils that avoids alarming or distressing them.
- Appropriate sanctions and/or pastoral/welfare support will be implemented and/or offered to pupils as appropriate. Civil or legal action will be taken if necessary.
- We will inform parents/carers of online safety incidents or concerns involving their child, as and when required.

10.2 Concerns about staff online behaviour and/or welfare

- Any complaint about staff misuse will be managed in accordance with our whistleblowing policy and staff code of conduct.
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Where appropriate, welfare support will be offered, and where necessary, disciplinary, civil and/or legal action will be taken in accordance with our staff code of conduct.

10.3 Concerns about parent/carer online behaviour and/or welfare

- Concerns regarding parents/carers behaviour and/or welfare online will be reported to the headteacher and/or DSL and dealt with in line with existing policies, including but not limited to child protection, anti-bullying, complaints, whistleblowing, home-school agreements, acceptable use of technology and behaviour policy.
- Where appropriate, welfare support will be offered, and where necessary, civil and/or legal action may be taken.

11. Useful Links

Links for Schools

- UK Council for Internet Safety (UKCIS): www.gov.uk/government/organisations/uk-council-for-internet-safety

- UK Safer Internet Centre: www.saferinternet.org.uk
- South West Grid for Learning (SWGfL): 360 Safe Self-Review tool for schools www.360safe.org.uk
- London Grid for Learning: <https://lgfl.net/safeguarding>
- Childnet: www.childnet.com
 - Step Up Speak Up – Online Sexual Harassment Guidance: www.childnet.com/resources/step-up-speak-up/guidance-and-training-for-schools-and-professionals
 - Cyberbullying Guidance: www.childnet.com/resources/cyberbullying-guidance-for-schools
- PSHE Association: www.pshe-association.org.uk
- National Education Network (NEN): www.nen.gov.uk
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk
- Educate against hate: <https://educateagainsthate.com>
- NCA-CEOP Education Resources: www.thinkuknow.co.uk
- Safer Recruitment Consortium: www.saferrecruitmentconsortium.org

Reporting Helplines

- NCA-CEOP Safety Centre: www.ceop.police.uk/Safety-Centre
- Internet Watch Foundation (IWF): www.iwf.org.uk
- ChildLine: www.childline.org.uk
 - Report Remove Tool for nude images: [www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/sexting/report-nude-image-online](http://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety sexting/report-nude-image-online)
- Stop it now! www.stopitnow.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Action Fraud: www.actionfraud.police.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Revenge Porn Helpline: <https://revengepornhelpline.org.uk>
- Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline

Support for children and parents/carers

- Internet Matters: www.internetmatters.org
- Childnet: www.childnet.com
- NSPCC: www.nspcc.org.uk/onlinesafety
- Parents Protect: www.parentsprotect.co.uk
- NCA-CEOP Child and Parent Resources: www.thinkuknow.co.uk
- Parent Zone: <https://parentzone.org.uk>
- Get Safe Online: www.getsafeonline.org
- Common Sense Media: www.common sense media.org