

ST WOOLOS PRIMARY SCHOOL



E-SAFETY POLICY

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Objectives of this Policy

- To inform all Governors, teaching and non-teaching staff, pupils and parents of the schools e-safety policy intended to keep children and them safe online both in school and outside.
- To inform all Governors and teaching and non-teaching staff how to adhere to the schools e-safety policy, what to do when they suspect a breach and the sanction the Governing Body will apply if a breach is proven.

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Statement of Intent

At St Woolos Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils and staff so they can achieve their full potential in a relaxed and secure atmosphere. The internet offers a huge learning and teaching potential but, at the same time, a breach of internet safety guidelines e.g. through the use of Social Networking, external webpages or blog can lead to a breach of trust and even bullying.

Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils and staff should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening, whether by a child or an adult, is expected to tell a member of staff immediately.

What Is Social Networking and Blogging?

Social networking has become very much part of life. Many individuals use it on a daily basis. In terms of communication via the internet, the use of social networking websites e.g. Facebook, MySpace, Bebo and Twitter will probably surpass email use.

Despite the popularity of social networks there are a number of potential risks about their use. It is also important to stress that once something is put onto the internet it can be difficult to remove and there is a possibility that anyone can gain access to it.

The term 'Blog' is short for 'web log'. A blog is an online diary detailing personal insights and experiences, which is shared with an online audience.

Recommendations and Policy:

At St Woolos Primary School we caution all staff about the lack of privacy and potential for unsavoury content with respect to Social Networking sites and blogs. We actively remind all members of the school community of their need to ensure care about the information they post due to potential security risks or breach of trust risks. We are also mindful of the requirements of the General Data Protection Regulations (GDPR).

Gwent Police have provided the following helpful advice concerning Social Networking sites:

- Only use them if absolutely necessary
- At the very most use only your name for the profile
- Do not put your date of birth on the profile
- Be wary what pictures you put online of yourself, family and friends
- Make your profile "Invite only" and thus only allow people you trust with certainty to view your information

- Do not discuss political views
- Do not discuss work
- Do not post your occupation
- Be careful what viewpoint you express

The local authority also advise that all staff in school think carefully about any information they post on a personal web space or blog, as this can be added to other peoples' pages and in turn passed on to another and another. The information 'posted' will reflect the kind of person they are, which is why no information relating to staff, children or the wider school community should be shared or published by this means. Staff should also regularly check the privacy settings on their profile and set them to private, checking the contact and friends list from time to time to make sure they still want them to know their personal details.

Staff are not to post anything that would cause concern or comment about appropriateness from anyone.

Furthermore, staff should protect their password at all times and should remember that most social networking sites are for adults only (18 years and over) so should never be shared with any child in the school. Staff must not be friends on Facebook with any ex-pupil until they are over the age of eighteen. Staff working in schools should maintain an appropriate level of professional conduct in their own internet use, both within and outside school.

Additionally, at St Woolos Primary School, all members of our school community are requested not to put any photographs of members of the school community onto an external web site unless they have had prior permission. We also ask that in order to further protect the privacy, safety and wellbeing of our children, staff and school community at large, that at no point should members of the school community engage in dialogue on such sites which relate to the school, children, staff or members of the extended school community. The school has a successful school website and Twitter page where matters relating to the school and its wider community should be published.

Procedures

Our procedures aim to do two things; keep all pupils, members of staff and members of the wider school community safe and, if possible, change the behaviour of any person(s) using the internet inappropriately.

Procedures to be followed include:

1. Report any suspected breach of internet e-Safety guidelines to the Designated Senior Person or senior member of staff immediately.
2. In serious cases those involved will be asked to come in to a meeting to discuss the alleged mis-conduct.
3. If necessary and appropriate, Governors, LA representative, and/or the police will be consulted.

All incidences reported must be investigated and the breach action suspended immediately, with all evidence forensically secured for investigation. Investigation may involve the Governing Body and Newport City Council Human Resources Department.

Outcomes

- 1) The perpetrator may be asked to genuinely apologise.
- 2) In serious cases, suspension or even exclusion will be considered.
- 3) After the incident(s) have been investigated and dealt with, each case will be monitored to ensure there is no further breach of policy.

A written record of any reported incident will also be kept by the headteacher, along with a record of our response, follow up actions and the details of outcomes.

Prevention

We will use a number of methods to help children and staff prevent a breach of these e-safety guidelines:

- Information sharing from Newport City Council (when available)
- Staff / Community training (supported by the local authority)
- Development of e-safety rules (relevant to our children)

Although schools are not directly responsible for bullying off their premises we would encourage pupils, staff and members of the school community not to suffer in silence. We will always listen and take appropriate steps to address the issue.

The Headteacher, Miss H Vaughan, Newport is the Designated Safeguarding Officer (or senior delegated staff in her absence - Miss Sweet, Miss Bishop and Miss Spray) but all staff are responsible for implementing this policy. All stakeholders have been consulted in writing this policy and information regarding this policy will be circulated to parents and made available for all interested parties via the school website (stwoolosprimary.org).

This policy will be shared with all staff and any new member of staff will receive a copy as part of the induction training. The policy will be reviewed annually.

A separate Signed Record is maintained in Staff HR Files in the school office.

I acknowledge the need to use the internet safely and responsibly, at all times, and my role in training others to keep safe online. In signing this policy, I also agree to follow the Acceptable Use Policy, issued by the local authority, when using school-based technology.

September 2019