Online Safety Policy
Summary

The Online Safety Policy has been developed by the Online Safety Group comprised of a wide range of relevant stakeholders (including school staff, governors, parents and pupils). The group meet regularly to review and update the policy. This summary outlines key points taken from Springwood Primary School's Online Safety Policy, for more information please ask school for a copy of the full document.

- This policy applies to all members of the school community- staff, pupils, volunteers, parents/ carers, visitors and community users.

- The designated Online Safety Officer is Dominic Farrell supported by Emma Turner and Derek King.

- In addition to the designated Online Safety Officer; governors, senior leaders, teaching and support staff have a responsibility to ensure that the policy is adhered to.

- As part of this Online Safety policy, Acceptable Use Policies (AUP'S) for the following are available:
    o PS1 (incl. parents/carers consent form)
    o PS2 and above pupils
    o Staff and volunteers

- Education is a key component to our Online Safety policy. The school is committed to delivering key elements of the HWB's Online Safety and Citizenship curriculum within both our Health and Well-being learning as well as our cross curricular application of The Digital Competency Framework (DCF). Staff will also reinforce the online safety message in all lessons where ICT, the internet and devices are being used.

- A planned and audited programme of online safety training (including Cyber Bullying awareness), developed and delivered by the LA/ Consortium Network Specialist, is offered to all staff. All new staff will receive online safety training as part of their induction programme. School Governors are also offered access to training which complements and builds upon the important messages existing in child protection training.

- Information and advice on online safety is provided on a regular basis to parents/carers via newsletters, the school website, parents evenings and Digital leaders online safety events. Posters for pupils in corridors and communal areas will be provided offering guidance and support as well as Online Safety assemblies.

- The LA is responsible for technical elements of the Online Safety Policy (i.e. the filtering and monitoring of our ICT systems).

- The school has a clear policy and educational programme identifying the correct use of digital images and videos including permission forms. *(Please see the Policy for the Safe Use of Children's photos and images).*

- The School has identified the appropriate use of technology in the Acceptable Use Agreement, any unacceptable use of technology by a pupil will be reported immediately by the class teacher to the Online Safety Officer and or senior Leadership Team.

- The school has identified a range of inappropriate and unacceptable uses of ICT by staff. Any member of staff found to be engaged in such activity will be reported immediately to the senior leadership team who will decide the appropriate course of action in line with child protection procedure/schools disciplinary procedures and the processes identified in the main Online Safety policy.

- The Online Safety Policy provides detailed information about how to raise concerns about people in trust.

- Additional information can be found in the All-Wales Children Protection Procedures and in the Local Safeguarding Children Board guidance documents.

- The school has developed a transparent and comprehensive approach to responding to incident of misuse, including monitoring and logging incidents.

Misuse of digital media to bully, harass or exploit
- The school takes a zero-tolerance approach to instances of misuse and harassment which impact on any member of the school community.

- The school supports victims and, when necessary, will work with the police to detect those involved in criminal acts.

- The school will use the full range of appropriate consequences to educate pupils who bully or harass any members of the school community in this way, both in and out of school.

- The school will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.

- All members of the school community are aware that they have a duty to bring to the attention of the headteacher any example of misuse or harassment that they know about or suspect.