

Springfield Junior School

Online Safety Policy



Prepared by	<i>Scott Reynolds</i>
Approved by the Committee/Governing body	<i>September 2021</i>
Review date	<i>September 2022</i>

Online Safety at Springfield Junior School

At Springfield, we firmly believe that all staff members have a responsibility to provide a safe environment in which children can learn. As digital devices form a central role in all of our lives, we promote children to create positive digital footprints online and teach individuals to become independent by raising concerns they may have.

We endeavor to create an open culture within school where children are not afraid to report concerns they may have. With regular communication with parents through newsletters and using the school's website, helpful advice is regularly given to parents from the Online Safety Lead and appropriate channels are identified for parents to raise questions they may have, including practical support they can use at home through the National Online Safety app.

The Online Safety Policy relates to other school policies including Acceptable Use for ICT/staff, Acceptable Use for ICT/pupils, Staff Code of Conduct and the school's Safeguarding Policy. These policies should be read in conjunction with the Online Safety Policy.

Keeping Children Safe in Education 2021

The Online Safety Policy was written, and informed, using Keeping Children Safe in Education (September 2021). The breadth of online issues can be categorized into four areas:

- **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 (e.g 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.

Peer-on-Peer Abuse and Child Sexual Exploitation

At Springfield Juniors, stakeholders are aware that children can abuse other children (often referred to as peer-on-peer abuse). And that it can happen both inside and outside of school and online.

At Springfield Juniors, members of staff are aware that digital devices can sometimes lead to peer-on-peer abuse. During lessons and assemblies, we promote the importance of how we positively interact in the online and offline world. Peer-on-peer abuse is abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content. Channels are provided in school where pupils can report these concerns to a trusted adult, but members of staff are aware of what indicators to look out for in class.

Safeguarding is our ultimate priority at Springfield Juniors. Staff members are aware of how electronic devices could be used to exploit children sexually. This may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. A culture of sharing is being created in school where pupils are comfortable to share concerns, resulting in appropriate resolutions.

Safeguarding and Online Safety Team at Springfield Junior School

Our **Senior Designated Lead for Safeguarding** is **Mrs Louise Everitt** (Headteacher).

The **Alternate Senior Designated Leads** for Safeguarding are **Mr Scott Reynolds** (Deputy Headteacher), **Miss Beth Taylor**, **Miss Kim Cook** (Assistant Headteachers) and **Mr David Rycraft** (Family Support Worker).

Our **Online Safety Lead** is **Scott Reynolds** (Deputy Headteacher)

The **Computing Governor** is **Richard Smithson** and the **Safeguarding Governor** is **Samantha Green**.

What do we believe for our Online Safety provision (Intent)

At Springfield, we believe that being online is an integral part of children and young people's lives. Our ambition is to make children aware of the many positive outcomes from being online; however, it is also important that children are aware of the risks they may face. Being a Rights and Respect School, we firmly believe that every child has a right to be safe online. Through events in school, children are empowered to voice their concerns and gain timely resolutions.

Many children are connected with each other using a range of digital devices: social media, online games, website and apps. We firmly believe that all children, regardless of age, disability, gender, race, religion or belief, or sexual orientation, should have an equal protection from all types of harm or abuse.

Within school, our aim is to teach pupils the link between their own behavior when interacting in person, and also the behavior they display when online. We provide pupils to be aware of their actions online, including the content they post and the contact they make, and take responsibility for their actions.

Our aim is to not only support children with online safety in school, but promote pupils to identify concerns they have when using electronic devices at home. We strive to create a culture in school where pupils can report their concerns, whatever the severity of the incident. We firmly believe that promoting a culture of openness supports children to have the confidence to report any concerns they may have online.

Our intent is to not only work in collaboration with pupils, but also support parents and other stakeholders. At Springfield, we understand, like all elements of safeguarding, the importance of all stakeholders working together to promote the positive values of being online and also the risks it can pose.

How we put our aims into daily practice (Implementation)

All stakeholders have a responsibility to uphold positive values when online. Pupils, staff and parents sign AUPs (Acceptable Use Policies) to uphold appropriate behavior online when working in school or off-site. During periods of remote learning, the loan of any laptop is preceded by signing an AUP for remote learning. Clear expectations for all stakeholders are outlined in all AUPs and can be found on the school's website.

Within school, pupils are taught about the importance of creating a positive digital footprint online. Online safety is no longer relegated to receiving one day inputs across the year – online safeguarding is fed into the culture at Springfield Primary School:

- ✓ The school's website offers a range of top tips for pupils on how to behave online and the homepage contains links to CEOP, allowing pupils to report any incidents.
- ✓ Regular teaching opportunities are used in school through class learning or online safety themed assemblies.
- ✓ Children are provided the time to discuss how they interact with others online and also learn practical advice which they can apply when using electronic devices.
- ✓ External agencies, including our School Liaison Police Officers, make regular visits to school and discuss themes of online safety.

Children are taught about what data should be shared about themselves; pupils are clear they should not provide details of any kind which may identify them, their friends or their location. During lessons, children are also taught about how to analyse websites and identify fake news; checking privacy settings on relevant apps they use; creating robust passwords; identifying scam emails; age restrictions for various apps; sharing content online and showing an awareness of copyright laws. In school, children are also promoted to be independent and autonomous learners. Self-referral sheets are available in all classes where children are able to outline any concerns they have online. The referral sheets are then actioned by the class teacher and supported by the Online Safety Lead. These are regularly reviewed during assemblies and all concerns are recorded using our secure safeguarding platform.

Parents are sent regular emails regarding useful information about online safety. The school's newsletter is also used as a platform to disseminate information which provides practical advice on how parents can pro-actively support their child at home. At Springfield Junior School, we are proud to be members of the National Online Safety website. The website and app provides users with relevant online safety training updates and also helpful tips to support children with

On-site, Gipping Valley and Mr. R Beech manage the school's network and software. Appropriate updates are applied to ensure that we are compliant with appropriate filtering and monitoring, up-to-date antivirus software.

We are successful because... (Impact)

The curriculum, and culture in Springfield, is designed to ensure pupils feel confident to raise concerns which relate to online safety. We work in collaboration with other agencies to support parents with issues they may face online.

-Pupils are able to report concerns in, or outside of school, including peer-on-peer abuse, by using self-referral forms. These can be found in all classrooms and are then provided to the Online Safety Lead.

-Workshops, in school or virtually, provide parents with practical tips to keep children safe online. Assemblies with online safety themes are led by the Computing Lead and relationships have been created with our School Liaison Officer, Jason Cowles.

-External agencies, including the Neighbourhood Police Team, work in collaboration with staff in school to support all parents. Children are provided with regular workshops which provide top tips to stay safe online. Online sessions are also provided to parents which outline constructive ways to keep their children safe online.

-Regular updates are provided to parents via Arbor or the school website (<https://www.springfieldjuniors.org.uk/online-safety.html>) which provide up-to-date information about changes to online platforms and how to safeguard pupils at home appropriately.

-The website also has an electronic form where parents can raise their own concerns and these are then sent to the Online Safety Lead. This enables all stakeholders to communicate concerns with the school effectively.

-Safer Internet Day, and other events throughout the year, are participated in which allows pupils to reflect on how they behave online and the digital footprint they create.

-As of October 2021, Digital Leaders will be launched to support pupils in school with information about online safety. Regular assemblies will be held which share helpful information for pupils which is age appropriate.

In School: Being Online, including GDPR

Internet Access

The school's internet access is designed expressly for pupil use and will include filtering by our service provider, currently through Suffolk County Council.

If staff or pupils come across unsuitable online materials, the site must be reported to the Online Safety Lead. Appropriate steps are taken to ensure that the site is blocked and, if necessary, any relevant stakeholders are communicated to.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Any member of staff finding any areas deemed inappropriate should inform the Online Safety Lead so they can be recorded and reported to the IT Technician/internet provider for blocking. School ICT systems security will be reviewed regularly; virus protection will be updated regularly.

E-mail and Google Classroom

Pupils may only use approved, school-provided e-mail accounts on the school system. Children currently use Google Classroom to communicate with class teachers. Any emails sent by children will be contained within the Springfield domain and external parties are unable to communicate with pupils directly. Parents may use the class' email address to communicate with the class teacher during periods of remote learning.

Pupils will be enrolled to on-line sites to allow for use of software (for example Accelerated Reader in literacy), website design and other ICT skills, the ICT lead and Systems Technician will keep a full record of all sites used by the school and those children registered to individual sites.

Published content and the school website

Staff or pupil personal contact information will not be published. The contact details given are to the school via general email and telephone contact information. The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

First names will only ever be published on the school website when celebrating pupils' learning. As part of Online Safety training, the school will not publish pupils' full names anywhere on a school website or other online space in association with photographs.

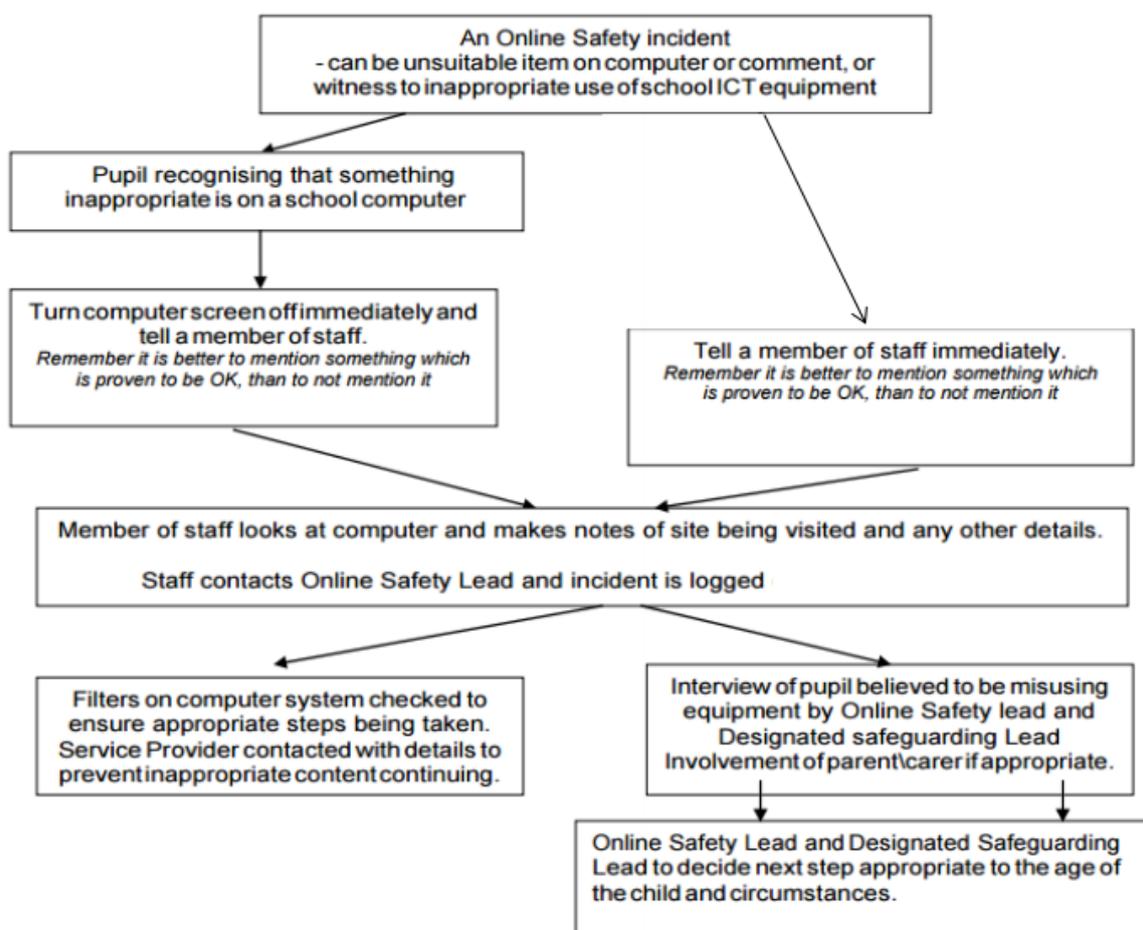
On admission, parents are asked to sign an agreement, part of which relates to permission for photographs to be published on the school website and supports our robust approach to GDPR.

GDPR

Springfield Junior School is the 'data controller' for the purposes of data protection law. Please refer to the school Data Protection Policy and Privacy Notices for more information.

Our data protection officer is Scott Reynolds, Deputy Head. Sam Pollard, Broke Hall, takes overall responsibility for GDPR across the Children’s Endeavour Trust. Further information can be found on our school website regarding GDPR and how we store information (<https://www.springfieldjuniors.org.uk/data-protection-gdpr.html>)

Responding to Online Safety Incidents



Pupils also have access to ‘Self-referral’ sheets which they can use to flag online safety incidents and outline what action they feel should be taken. Please see Appendix I.1 for an example of this. The Online Safety Lead will be made aware of any incident of an online safety nature, and take appropriate steps to resolve and record the incident.

All incidents relating to online safety are recorded using CPOMs by members of staff.

Computing Subject Lead

Self-Referral Form

Name: _____

Class: _____

Date: _____



SPRINGFIELD
JUNIOR SCHOOL

What happened?	
Where did it happen?	
When did it happen?	
How did it make you feel?	
What would you like done about it?	