Wren Spinney School
E-Safety Policy

About this document:

Purpose
This policy is written to ensure all Staff, Parents, Governors, Trustees and Students are fully aware of the purpose and nature of the e-Safety policy.

New technologies inspire children to be creative, communicate and learn. However, while the internet is a great resource, children and young people must be protected from the risks they may encounter. Wren Spinney School will endeavour to highlight the benefits and risks of using technology, and provides safeguarding and education for users to enable them to control their online experience.

Complied by:	Date:
Reviewed by Mike Tebbutt	January 2024
Committee:	**Date agreed by Governors:**
Review Cycle: (annually, 2 years, 3 years)	**Review Date:**
	January 2026

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Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assure (confidential counselling support available through Perkbox account).
  - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

Learning and Teaching

- We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our communities, lies in an effective education. We know that the internet and other technologies are embedded in our pupils' lives, not just in school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the internet brings.
- However, the curriculum at Wren Spinney school is 'different', taking into account the special needs and cognitive learning levels of our learners. Even though we are a secondary school our pupils cognitive age goes up to 5 years old, with the majority being significantly below this.
  - At the time of review (January 2024), 60 out of 88 pupils are working at a level for PSHE at W-Level 5 or below which equates to being below 26 months.
- The E-Safety curriculum incorporates at this level the principles of our RSE curriculum, which is underpinned by SoSafe – this makes of the concepts including of 'Community workers I know', 'Ok helpers', 'Private and Public' and 'Consent. Please refer to the WSS RSE Policy for more information.
- Students working at this level are constantly supported and adults are made aware of E-safety principle through the delivery of Safeguarding training.
- For students working above W6, further RSE and safety concepts are covered – these relate directly and indirectly to being safe online.
- Online safety sessions are delivered to students who are working at a cognitive level to understand.

In addition:
- We will discuss, remind or raise relevant e-Safety messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the

consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge the ownership of digital materials.

- Any internet use will be carefully planned to ensure that it is appropriate and supports the learning objective for specific curriculum areas.
- Wren Spinney School staff will model safe and responsible behaviour within the use of technology during lessons.
- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.
- When searching the internet for information, pupils will be guided to use appropriate search engines. All users will be monitored and action will be taken if they come across unsuitable content.
- Pupils will be taught about the impact of online bullying and know how to seek help if they are affected by any form of online bullying.
- Pupils will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/Carer/ Teacher or trusted staff member or an organisation such as NSPCC.

Remote/Home Learning
- We will endeavour to ensure that pupils continue to receive a good level of education 'beyond the classroom' by providing a range of resources via our website and learning portal if deemed necessary
- If Wren Spinney School chooses to communicate with pupils over the coming weeks/months via an online platform I.e. Zoom or Teams etc then this must be only carried out with the approval of the Headteacher. Pupils must uphold the same level of behavioural expectations, as they would in a normal classroom setting.
- Any significant behavioural issues occurring on any virtual platform must be recorded, reported and the appropriate sanction imposed, which may include temporarily suspending access to group online learning. All minor behavioural incidents should be addressed using the normal restorative approaches.
- Staff should be mindful that when dealing with any behavioural incidents, online, opportunities to discuss and repair harm will not be the same as if the child or young person was in School. Therefore, it may be necessary to discuss with the parents, regardless of how minor the incident is, to ensure the child is emotionally well supported.
- Further information please refer to the Review of Remote Learning Policy.

General Note for an incident in school or online ·
- At every stage the child should be involved in or informed of the action taken.
- Urgent or serious incidents should be referred straight to the Headteacher, or a member of SLT.
- If necessary, refer to the other related internal policies e.g. Anti-Bullying, Child Protection, E-Safety etc.
- Normal recording systems on MY CONCERN should continue. Entries should be factual and action/follow up recorded also.

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Staff Training

Our staff receive regular information and training on E-Safety issues, as well as updates as and when new issues arise.

- As part of the induction process all staff receive information and guidance on Safeguarding and reporting concerns.
- All staff will be encouraged to incorporate E-Safety activities and awareness within their curriculum areas.

Managing ICT Systems and Access

- Wren Spinney School will agree on which the level of internet access, along with the appropriate level of access for students.
- All users will be made aware that they must take responsibility for their use and behaviour while using the school ICT system and that such activity will be monitored and checked.
- All internet access will be undertaken alongside a member of staff or if working independently, a member of staff will supervise at all times.
- Members of staff will access the internet using an individual ID and password, which they will keep secure.

Managing Filtering and Monitoring

Filtering systems block access to harmful sites and content, such as gambling sites or pornographic content. They may also block search results that lead to such content.

Monitoring systems identify when a user accesses or searches for certain types of harmful content on school and college devices (but it doesn't stop someone accessing it).

We'll then be alerted to any concerning content that a pupil has accessed, and our DSL can intervene and respond.

- Wren Spinney School has a filtering system in place which is managed by the Trust IT Team. Banned phrases and websites are identified and blocked as appropriate,
- If staff or pupils discover an unsuitable site, it must be reported immediately.
- If users discover a website with potentially illegal content, this should be reported immediately.
  - Wren Spinney School will report such incidents to appropriate agencies including Internet Service Provider (ISP), Police, CEOP or the Internet Watch Foundation (IWF).
- The evaluation of online content materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

E-Mail
- Staff and pupils should only use approved email accounts allocated to them by the Trust and should be aware that any use of the email system will be monitored and checked.
- Staff should not use personal email accounts for professional purposes, especially to exchange any school-related information or documents or email Parents/Carers.
- Staff should not send personal emails to pupils but may require to send work-related emails such as teams invites, school work etc. These must be within work hours using the school email system.
- Pupils are encouraged to immediately tell a teacher or trusted adult if they receive any inappropriate or offensive emails.
- Irrespectively of how pupils or staff access their School emails (from home or within School), our policies still apply.
- Chain messages are not permitted or forwarded on to another email address.

Social Networking
- Staff will not post content or participate in any conversations which will be detrimental to the image of Wren Spinney School or Creating Tomorrow Academies Trust. Staff who hold an account, should not have parents or pupils as their 'friends'. Doing so will result in disciplinary action or dismissal.
- Blogs or social media sites should be password protected and run from the individual schools within the Trust with the website gaining approval from the Senior Leadership Team.

Pupils Publishing Content Online
- Pupils will not be allowed to post or create content on sites unless the site has been approved by a member of the teaching staff.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs and video.
- Written permission is obtained from the Parents/Carers before photographs and videos are published.
- Any images, videos or sound clips of pupils must be securely stored on the School network, and never transferred to personally-owned equipment.
- Pupils and staff are not permitted to use portable devices to store images/video/sound clips of pupils.

Staff use of personal devices
- Staff are not permitted to use their mobile phones or devices for contacting children or their families within or outside of the setting in a professional capacity.
- Staff will not use personal devices such as mobile phones or cameras to take photos or videos of pupils, and will only use school-provided equipment for this purpose.
- If a member of staff breaches the policy then disciplinary action may be taken.
- Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode, Bluetooth communication should be 'hidden' or switched off at all times. Mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.

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General use of Mobile Phones and Devices

Mobile phones and personally-owned devices will not be used in any way during lessons or in School time. They should be switched off or silent at all times.

- No images or videos will be taken on mobile phones or personally owned devices.
- In the case of School productions, Parents/Carers are permitted to take pictures of their child by Wren Spinney School protocols - signing a form that they will not publish the photographs or videos on social networking sites.
- The sending of abusive or inappropriate text, picture or video messages are forbidden.
- Please refer to the Mobile Phone Policy for further information.

Pupils' use of personal devices

- Pupils' who need to bring a mobile phone to Wren Spinney School can only do so, upon request received from parents explaining the reason that a mobile phone would be needed.
- The phone will be kept in the School office during the school day.
- Pupils who do not follow the policy relating to the use of mobile phones, will not be permitted to bring their mobile phones in.

Screening, Searching and Confiscation

The Education Act 2011, allows staff to lawfully search electronic devices, without consent or parental permission. Any search must have Headteachers permission, if there is a suspicion that the pupil has a device prohibited by the School rules, or the staff member has good reason to suspect the device may be used to:

- Cause harm,
- Disrupt teaching,
- Break School rules,
- Commit an offence,
- Cause personal injury, or
- Damage property.

CCTV

- Wren Spinney Community School may use CCTV in some areas of the building as a security/safeguarding measure.
- Cameras will only be used in appropriate areas, ensuring there is clear signage indicating where it is in operation.
- Please refer to the CCTV Policy for further information.

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General Data, Data Protection (GDPR) and E-Safety

Data must always be processed:
- Lawfully, fairly and transparently
- Collected for specific, explicit and legitimate purposes
- Limited to what is necessary for the purposes for which it is processed.
- Accurate and kept up to date; held securely; only retained for as long as is necessary for the reasons it was collected.

GDPR is relevant to E-Safety since it impacts the way in which personal information should be secured on school networks, computers and storage devices; and the security required for accessing, to prevent unauthorised access and dissemination of personal material. Staff need to ensure that care is taken to ensure the safety and security of personal data regarding all of the school population and external stakeholders, particularly, but not exclusively: pupils, parents, staff and external agencies.

Personal and sensitive information should only be sent by email when on a secure network and sent with protection such as encryption or password protected. Personal data should only be stored on secure devices. In the event of a data breach, Wren Spinney School will notify the Trust's Information Manager (IM) immediately, who may need to inform the Information Commissioner's Office (ICO).

Authorising Internet access

All staff must read this policy before using any of Wren Spinney School's IT resources.
- Wren Spinney School maintain a current record of all staff and pupils who have access to our internet provision.

Support for Parents
- The E-Safety policy will be available on the school website.
- The websites will be used to provide parents with timely and meaningful information about their children's school lives and work to support the raising of achievement.
- The website will also provide links to appropriate online-safety websites.

Radicalisation Procedures and Monitoring

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation 'could not happen here and to refer any concerns through the appropriate channels (currently via the Designated Safeguarding Lead). Regular monitoring and filtering are in place, to ensure access to appropriate material on the internet and keyword reporting, to ensure safety for all staff and pupils.

Sexual Harassment

- Sexual harassment is likely to: violate a child's dignity, make them feel intimated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.
- Online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as 'sexting'; inappropriate sexual comments on social media; exploitation; coercion and threats).
- Any reports of online sexual harassment will be taken seriously, and the police and Children's Services may be notified. Wren Spinney School will follow and adhere to the national guidance.

Responses to Incident of Concern

- An important element of e-Safety is the ability to identify and deal with incidents of concern including the confidentiality of information.
- All staff, volunteers and pupils have a responsibility to report E-Safety incidents or concerns so that they may be dealt with effectively and in a timely manner in order to minimise any impact.
- The school has incident reporting procedures in place and record incidents of an E-Safety nature on MyConcern.

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and in extreme cases, suspension or expulsion, in accordance with the Behaviour or Trust Discipline Policy.
- Wren Spinney School reserves the right to report any illegal activities to the appropriate authorities.

Reference to other Wren Spinney School/Trust policies and national guidance:

Policies:
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Relationship Policy (Behaviour)
- Staff Code of Conduct
- Review of Remote Learning Policy
- Trust Data Protection Policy

National guidance:
- Keeping Children Safe in Education 2023
- Working together to Safeguard Children 2023
- Teaching Online Safety in Schools DfE (Updated Jan 23)
- Prevent duty guidance HM Government