



Best Futures School

Where Children Come First

E-SAFETY POLICY

Date updated – May 2021

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Prepared by – Dawn Best

Status – Current

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legislation is updated

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[OBJ]

1: Context

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Safeguarding is a serious matter; in our school we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as e-safety is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident, whichever is sooner.

2: Aims / Objectives

Teaching, learning, personal development and well-being should be enhanced through:

- The monitoring of a safe ICT learning environment through which pupils can develop their skills and knowledge,
- Supporting everyone in being responsible users of ICT, aware of their rights and responsibilities,
- Equipping users with the skills and knowledge to stay safe while using the internet and other communications technologies for educational, personal and recreational use,
- Ensuring that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of pupils with regard to their on-line behaviour.

3: Learning

A planned e-safety curriculum will ensure that:

- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for internet use.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils are shown how to publish and present information, safely, to a wider audience.

- Pupils are taught to acknowledge the source of information used and to respect copyright, when using the internet.
- Pupils are taught the importance of e-safety methods of searching the internet and the importance of cross-checking information before accepting its accuracy.
- Pupils are taught how to report unpleasant, inappropriate and/or illegal internet content
- Pupils are taught about the safe use of social networking sites.
- Pupils are taught never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils are taught the reasons why personal photos/videos should not be posted on any social network space without considering how the photo/video could be used now or in the future.
- Pupils are taught about security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications. Pupils should only invite known friends and deny access to others.

4: Managing equipment, system security, monitoring and filtering

Antivirus system is used to protect Windows-based machines. Any potentially inappropriate material accessed through the school's network by pupils or staff, must be reported to the Principal, Designated Safeguarding Lead and Health & safety Manager. Physical access to servers, switches and wireless systems are restricted. The pupils have access to a children's Fire Kindle tablet, which does not have access to the internet. Pupils are able to use school PCs and are supervised at all times.

5: Email Filtering

We use the in-built Microsoft Office 365 software that aims to prevent any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message

6: Mobile Technology

As the proliferation of mobile technology continues to expand, we will continue to ensure these devices offer the same level of filtering protection as more traditional technology. No child is allowed a personal device on site during the school day. All

mobile devices brought to school by the pupils will be kept in the office until the end of the school day.

7: Publishing content

Staff or pupil personal contact information will not be published. The contact details given online should be those of the school. The Principal will take overall editorial responsibility and ensure that published content is accurate and appropriate. Photographs and videos that include pupils will be selected carefully so that images of individual pupils cannot be misused. Pupils' full names will not be used anywhere on the school Web site or other on-line presence, particularly in association with photographs and/or videos. Written permission, using the approved permission form, from parents or carers will be obtained before photographs/videos of pupils are published on the school Web site or other on-line presence. For more information, see our Media Policy in the Policies and Procedures Folder.

8: Managing emerging technologies

Emerging technologies will be examined for their educational benefit and potential risks, before use in the school is allowed.

9: Staff, Board of CIC and Visitors

All staff, Board of CIC and visitors will be given access to the e-safety policy. Users are informed that network and Internet traffic can be monitored and traced to the individual user. Senior staff will ensure access to training, information and support is available for all staff and CIC members as appropriate. All staff, CIC members and visitors have a responsibility to seek clarification or training, where they identify areas of e-safety as a training need.

10: Parents/carers and the wider family

Parents/carers will be informed that whilst the school will take all reasonable precautions to prevent access to inappropriate material, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a device connected to the school network. Links to national events such as: Anti-bullying Week and Safer Internet Day are used to raise the profile of e-safety.

Best Futures school website shares information regarding e-safety through the Parents and Carers Area, and is updated regularly, keeping up to date with latest

advice. Such links include Safer NEL, O2 and NSPCC Net Aware Campaign 'Guide to the Social Networks your children use' and more.

11: Identifying, reporting and responding to inappropriate use

The receipt of any communication that makes a person feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature, must be immediately reported to a member of staff. The recipient must not respond to any such communication. Any digital communication between staff and pupils or parents / carers (email, chat, etc) must be professional in tone and content. These communications may only take place on official school systems. Personal email addresses, text messaging or social media must not be used for these communications (see Media Policy 2020).

12: Adjoining Policies

ICT Acceptable Use

Please see Best Futures ICT Acceptable Use Policy, which explains in more details the rules we follow as a school to keep everyone safe on the internet.

Media Policy

Best Futures Media Policy explains how information may be shared on and offline. Our Media Policy also includes Data Sharing Protocol.

Child Protection and Safeguarding

Includes information on Radicalisation and Extremism, Child Sexual Exploitation and Child Criminal Exploitation, Peer on Peer abuse (including Sexting and Up skirting) Social Media, Online Safety and more.

Code of Conduct

Staff Code of Conduct includes information on acceptable forms of Internet Use including Emails and sharing documents.

13: E-safety during the Covid 19 Pandemic and period of Remote Learning

Best Futures school continued commitment to E-safety remaining a top priority during increased times of online learning and remote learning. Families are encouraged to engage in conversation about apps, or games they use, to aid awareness and share tips of keeping safe online. E-safety Newsletters have been introduced, to help parents gain more knowledge in new platforms such as 'Tik Tok' 'Snapchat' and others, to help make healthy choices with confidence and agree on actions to keep safe as a family. Our E-safety Newsletters are sent home and are available on our School website in the Parents and Carers area for them to access anytime. Our school website also hosts more information for parents such as 'social media guides' links to helpful websites and charities and helpful documents to read or activities to take part in. One example of this is the Family Internet Agreement, featured on our school blog as a resource for families to access anytime and use the activity to draw up some house rules on internet safety.

During the Covid Period, extra resources concerning E-Safety have been regularly sent over to parents and carers via Dojos. (Online platform for teachers and families to communicate)

E.g.

Coronavirus (COVID-19): support for parents and carers to keep children safe online

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

8 Tips for keeping your kids safe online during lockdown:

<https://www.net-aware.org.uk/news/8-tips-for-keeping-your-kids-safe-online-during-lockdown/>

Short 4 minute video by CEOP. In-game chat: A guide for parents and carers.

<https://www.youtube.com/watch?v=5-ij1jm9K8&feature=youtu.be>

This list is not exhaustive.

14: Helpful websites / Links to further information

Keeping Children Safe in Education

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach>

[ment data/file/954314/Keeping children safe in education 2020 - Update -
_January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

Working Together to Safeguard Children

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach
ment data/file/942454/Working together to safeguard children inter agency guid
ance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

Safer NEL [https://www.safernel.co.uk/staying-safe-and-prevention/e-
safety/#1518692413476-04a623cb-d47c](https://www.safernel.co.uk/staying-safe-and-prevention/e-safety/#1518692413476-04a623cb-d47c)

Internet Matters <https://www.internetmatters.org/>

Keeping Children Safe Online NSPCC [https://www.nspcc.org.uk/keeping-children-
safe/online-safety/](https://www.nspcc.org.uk/keeping-children-safe/online-safety/)

Google Be Internet Legends https://beinternetlegends.withgoogle.com/en_uk

Parent Zone <https://www.parents.parentzone.org.uk/>

Reporting Harmful Content <https://reportharmfulcontent.com/?lang=en>

Educate Against Hate <https://educateagainsthate.com/>

Common Sense Media <https://www.common sense media.org/>

Think U Know <https://www.thinkuknow.co.uk/>

This list is not exhaustive.

Proprietor:	Dawn Best	Signature	<i>D H Best</i>	Date:	May 2021
CIC Board:	Kath Vincent	Signature	<i>K Vincent</i>	Date:	May 2021
DSL:	Kim York	Signature	<i>K.York</i>	Date:	May 2021