

# Orbis Schools Wales: E-safety Policy.

Policy Number:	EDW009	Originator:	Rachel Hackling
Issue Number:	1	Authoriser:	Amanda Morgan -Taylor
Issue Date:	24/02/2021	Service Type:	Childrens Services
Next Review Due:	02/2022	Policy Location:	All Files/Radar

## 1. This policy should be read in conjunction with the following policies:

- Safeguarding
- Prevent
- Anti-bullying
- Complaints and concerns

## 2. Rationale

2.1 ICT (Information communication technology) in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, at Orbis Education and Care limited -Orbis we need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. E-safety involves pupils, staff and parents making best use of technology, information, training and this policy to create and maintain a safe online and ICT environment for Orbis Schools.

Our e-safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by our board of directors. The school's e-safety coordinators are the senior management team within all sites. The e-safety Policy and its implementation shall be reviewed annually and approved by the Director of Education

***"As in any other area of life, children and young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the Internet and other digital technologies. Indeed, some young people may find themselves involved in activities which are inappropriate or possibly illegal. To ignore e-safety issues when implementing the requirements of Every Child Matters could ultimately lead to significant gaps in child protection policies, leaving children and young people vulnerable." Safeguarding Children in a Digital World. BECTA 2006***

## 3. Roles and Responsibilities

### 3.1 Director of education:

The Director of Education responsible for the approval of the e-Safety Policy and for reviewing the effectiveness of the policy. The role will include:

- Regular meetings with the e-Safety Co-ordinator/Officer.
- Regular monitoring of e-safety incident logs (available on radar).
- Ensuring that any incidents regarding e-safety are reported to the Behaviour Specialist team and escalated further if needed and discussed in MDT.

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## 3.2 Headteacher and Senior Leaders:

- The Headteachers are responsible for ensuring the safety (including e-safety) of members of the school community, though the day-to-day responsibility for e-safety may be delegated to the e-Safety Co-ordinator.
- The Headteachers/Senior Leaders are responsible for ensuring that the e-safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Headteachers/Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Headteachers should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

## 3.3 The E-Safety Co-ordinator:

- Takes day-to day-responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policy/documents.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provides training and advice for staff.
- Liaises with school ICT technical staff.
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments (on Radar).

## 4. Teaching and Learning

**4.1** The Internet is an essential element for education, business, and social interaction. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils, and so the school has a duty to provide pupils with quality Internet access as part of their learning experience:

- The school Internet access will be designed exclusively for pupil use including appropriate content filtering.
- Pupils will be given clear objectives for Internet use and taught what use is acceptable and what is not.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval, and evaluation.
- As part of the ICT curriculum, all pupils have focus on different elements of staying safe online.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

**4.2** Through ICT we ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability, and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society. We also measure and assess the impact regularly through meetings with individual teachers to ensure all children have equal access to succeeding in this subject. Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information. The curriculum will cover how pupils should report incidents (e.g. Ceop button, trusted adult, Childline).

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## 5. Authorised Internet Access

**5.1** Pupils, staff, and parents are provided with information relating to e-safety and agree to its use:

- All staff must have access to the e-safety policy and be aware of its' content.
- Parents will be informed that pupils will be provided with supervised Internet access and asked to sign and return a consent form for pupil access.
- Only authorised equipment, software and Internet access can be used within the school.

**5.2** The Internet opens up new opportunities and is becoming an essential part of the everyday world for children: learning, homework, sharing are some of the legitimate and beneficial uses. However, there are inappropriate and undesirable elements that must be managed:

- If staff or pupils discover unsuitable sites, the URL (address), time and content shall be reported to the teacher who will then report to the Headteacher, by recording the incident in an e-Safety Log, stored electronically on Radar. The e-Safety Log will be reviewed termly by the e-Safety Co-ordinator.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- The school will work in partnership with the IT Department to ensure filtering systems are as effective as possible.

**5.3** E-mail is a quick and easy method of communication, ensuring beneficial and appropriate usage is an important part of e-safety:

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts is not allowed.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a using outlook.
- Chain letters, spam, advertising and all other emails from unknown sources will be deleted without opening or forwarding.

**5.4** Passwords should be changed regularly. The system will inform users when the password is to be changed. Pupils and staff should never share passwords and staff must never let pupils use a staff logon. Staff must always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and also allow a PC to be 'locked').

**5.5** Social networking Internet sites (such as Facebook, Whatsapp ticktok) provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact. Use of social networking sites and newsgroups in the school, is not allowed and will be blocked/filtered. Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos. Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for our pupils. Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others. Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the

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school on social networking sites. The Board of Directors will consider taking legal action, where appropriate, to protect pupils and staff against cyber bullying and defamatory comments.

## 6. Reporting

**6.1** All breaches of the e-safety policy need to be recorded in the E-Safety log that is kept electronically on Radar. The details of the user, date and incident should be reported. Incidents which may lead to child protection issues need to be passed on to the Head of Education. Allegations involving staff should be reported to the Headteacher.

If the allegation is one of abuse then it should be handled according to the Welsh Government advice and guidance 'Handling allegations of abuse against teachers and other staff' 009/2014. Evidence of incidents must be preserved and retained.

## 7. Mobile Phones and other personal devices.

Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. There are risks of mobile bullying, or inappropriate contact.

- Staff should always use the school phone to contact parents.
- Staff including students and visitors are not permitted to access or use their mobile phones within the school building. All staff, visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- Staff may use their mobile phones in the staffroom/one of the school offices
- On trips school mobiles are used for emergency only
- Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- Publishing of images, video and sound will follow the consent as granted by the parents/carers
- Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.
- One of the Headteachers or a nominee will inform parent(s)/guardian(s) and others present at school events that photographs/videos may be taken on the basis that they are for private retention and not for publication in any manner
- Staff should always use a school camera to capture images and should not use their personal devices.
- Photos taken by the school are subject to the Data Protection act.

## 8. Published Content and the School Website

The school website is a valuable source of information for parents and potential parents.

- Contact details on the Website will be the school address, e-mail and telephone number.
- Staff and pupils' personal information will not be published.
- The Head of Education will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs and videos that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used in association with photographs.

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- Consent from parents will be obtained before photographs of pupils are published on the school Website.
- The Board of Directors may ban the use of photographic equipment by any parent who does not follow the school policy.

## 9. Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the IT Department.
- E-safety will be discussed with our IT support and those arrangements incorporated in to our agreement with them.

## 10. Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and Freedom of Information Act

## 11. Assessing Risk

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school does not accept liability for the material accessed, or any consequences of Internet access. The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

## 12. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to Age, Disability Gender reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Regional Manager for the service.

Orbis will then actively respond to the enquiry.

This policy is owned by: Quality Department

Date 24/02/2021

:Signed



Company Confidential

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Orbis Education and Care, Vision Court, Caxton Place, Pentwyn, Cardiff CF238HA

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Policy Name:	E-Safety Policy
Issue Date:	
Name of Service	

The people listed below have read and understood the policy named above and are aware of the responsibilities they have in relation to the policy requirements.

Name	Signature	Date

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