



E Safety Policy

Introduction

The Study Preparatory School recognises that technology has transformed the lives of young people today, providing them with enormous opportunities to learn, communicate, research and play. However, with the increase of online activity and access to devices there is now greater exposure to potential risks and challenges. The school has a duty to provide a safe environment for learning and teaching for both staff and pupils.

The main areas of risk for our school community can be summarised as follows:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example racist or radical and extremist views.
- **Contact:** being subjected to harmful online interaction with other users; for example cyberbullying or online grooming
- **Commercial exploitation:** for example young people can be unaware of hidden costs and advertising in apps, games and websites
- **Conduct:** personal online behaviour that increases the likelihood of, or causes harm. For example: sending and receiving explicit images or messages.

An important part of the School's role is to teach pupils and staff how to stay safe in the changing online environment and how to avoid making themselves vulnerable to a range of risks including, but not limited to the risk of identity theft, cyber bullying, harassment, grooming, stalking, abuse and radicalisation as well as how to manage their digital footprint in such a way as to avoid future embarrassment. All staff attend an online safety briefing update at the start of the year and receive regular updates via staff meetings, briefings, email and training sessions. The School raises awareness of online safety issues on Safer Internet Day, through whole school training, lessons and participation in workshops. This policy should be read in conjunction with the Digital Camera and Mobile Phone Policy as well as the Acceptable Use Agreements.

Aim

Online safety is paramount to safeguarding and the school has a duty to ensure that all pupils and staff are well informed and kept up to date with strategies to prevent, manage and respond to risk online.

The aim of this policy is to promote responsible behaviour with regard to online activities, protect the interests and safety of the whole school community and foster the critical thinking skills necessary to enable pupils and staff to remain safe online.

Scope

This policy applies to all staff and pupils including the EYFS.

Role of the Designated Safeguarding Lead (DSL)

Joanna Gay, Deputy Head, is the School's Designated Safeguarding Lead and Vicky Ellis, Head and Susan Johnson, Early Years' Coordinator, are the school's Deputy Designated Safeguarding Leads. All have been trained in e-safety issues which may arise as a result from misuse of the internet, such as:

- sharing of personal data;
- access to illegal / inappropriate materials;
- inappropriate contact on-line with adults / strangers;
- potential or actual incidents of grooming; and
- cyber-bullying.

Their role is to lead a 'safeguarding' culture, ensuring that online safety is fully integrated within whole school safeguarding.

Should the School discover that a pupil is at risk as a consequence of online activity, it will seek assistance from the appropriate authorities such as the Child Exploitation and Online Protection Unit (CEOP), the police and/or Merton Council.

Role of Technical Staff

The School's ICT Manager will be responsible for ensuring that the IT infrastructure is not open to misuse or malicious attack and ensure that users may only access the networks through an enforced password protection policy. He/she will also ensure that appropriate filters and safeguards are in place to filter and monitor inappropriate content so that any potential safeguarding issues can be identified and addressed.

Role of the E Safety Coordinator

The School's Computing Lead together with the ICT Manager act as the E Safety Coordinators. They will ensure that online safety incidents are reported to the Head who keeps a log of these. They will also ensure that staff receive training on online safety and that they are fully aware of this guidance and the Digital Camera and Mobile Phone Policy. Parents are offered regular online safety guidance.

Role of Teaching and Support Staff

Teaching staff should have an up to date awareness of online safety matters and of the current School E Safety Policy and practices. They should report any suspected misuse or problem to the E Safety Coordinator and DSLs. Staff are not permitted to give their personal mobile phone numbers or email addresses to parents or pupils and should not communicate with them by text message, personal email or social media. Full details of these guidelines are set out in the Staff Code of Conduct. Staff should ensure that all digital communications with pupils/parents/carers/fellow staff are on a professional level and conducted on school systems.

Teaching staff should be aware that online safety issues are embedded in all aspects of the curriculum and other school activities and should ensure pupils understand and follow the Acceptable Use Agreement. Teaching staff should monitor and supervise online activity in lessons and extra-curricular activities and should be aware of online safety issues related to the use of digital devices. Pupils should be guided to sites checked as suitable for their use and if unsuitable material is found in Internet searches this should be reported immediately to the Computing Lead and/or ICT Manager. Teaching staff should ensure that they have pre-viewed sites used in the classroom or set for homework purposes. Where internet research is set for a pupil, teachers should always recommend suitable websites.

In PSHE and Computing lessons, pupils are taught (in an age appropriate way) about the implications that may arise from inappropriate contact online with adults and/or strangers, potential grooming, the taking and using of digital images, radicalisation and cyber bullying. Pupils are taught how to stay safe online and the dangers of cyber-bullying and sexting. Pupils receive guidance on age restrictions which apply to websites, games and social media applications. They are taught how to conduct a safe search and evaluate the website content. They also learn about the importance of keeping their personal details safe, using strong passwords and how to change privacy settings. Pupils are taught how to seek help if they see something upsetting online and how to report this.

Teaching staff need to be aware that certain groups of children may be more vulnerable to acts of cyberbullying, particularly children who experience difficulties at home, lack supportive adult role-models or have special educational

needs/disabilities. These groups of children are likely to be more upset by disturbing online material and less likely to report incidents.

Pupil Conduct

Pupils are taught how to use technology safely, responsibly, respectfully and securely in accordance with the Pupil's Computing Agreement which they share with their parents and sign annually. They are taught where to go for help and support when they have concerns about content, contact or conduct online. The School expects pupils to treat each other online with the same standards of consideration, respect and good manners as they would in the course of face-to-face contact both in and out of school. All pupils are encouraged to support each other and to report any concerns about the misuse of technology to a member of staff. The School will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our Anti-bullying Policy. Only Prep School pupils are permitted to bring a mobile phone into School and these must be clearly labelled and handed in at the start of the school day. Permitted use of cameras and mobile phones is detailed in the Digital Camera and Mobile Phone Policy and is explained to Prep School pupils as part of their PSHE lessons.

Parents and carers

Read and discuss the pupil Acceptable Use Agreement with their daughter and sign at the start of each academic year. Parents and carers are invited to attend school-hosted online safety briefings.

Related Policies

- Digital Camera & Mobile Phone Policy
- Anti-Bullying Policy
- Safeguarding Policy
- Acceptable Use Policies - attached

Policy reviewed: November 2021

The pupil agreements have been updated digitally:

KS1: <https://forms.gle/1QdPyQCt2KypBS347>

KS2: <https://forms.gle/G9wQERiSR2uPqdY36>



Reception Computing Agreement

This is how we stay safe when we use computers.

- 1 I will ask a teacher if I want to use the computers.
- 2 I will only use activities that a teacher has told me to use.
- 3 I will take care of the computer and the iPads.
- 4 I will ask a teacher if I am not sure what to do or if I think I have done something wrong.
- 5 I will tell a teacher if I see something that upsets me on the screen.
- 6 I will only print one copy of my best work.
- 7 I will not click on these icons:



Signed (child): _____

I have read the above and talked to my daughter about how to stay safe when using the computer.

Signed (parent): _____