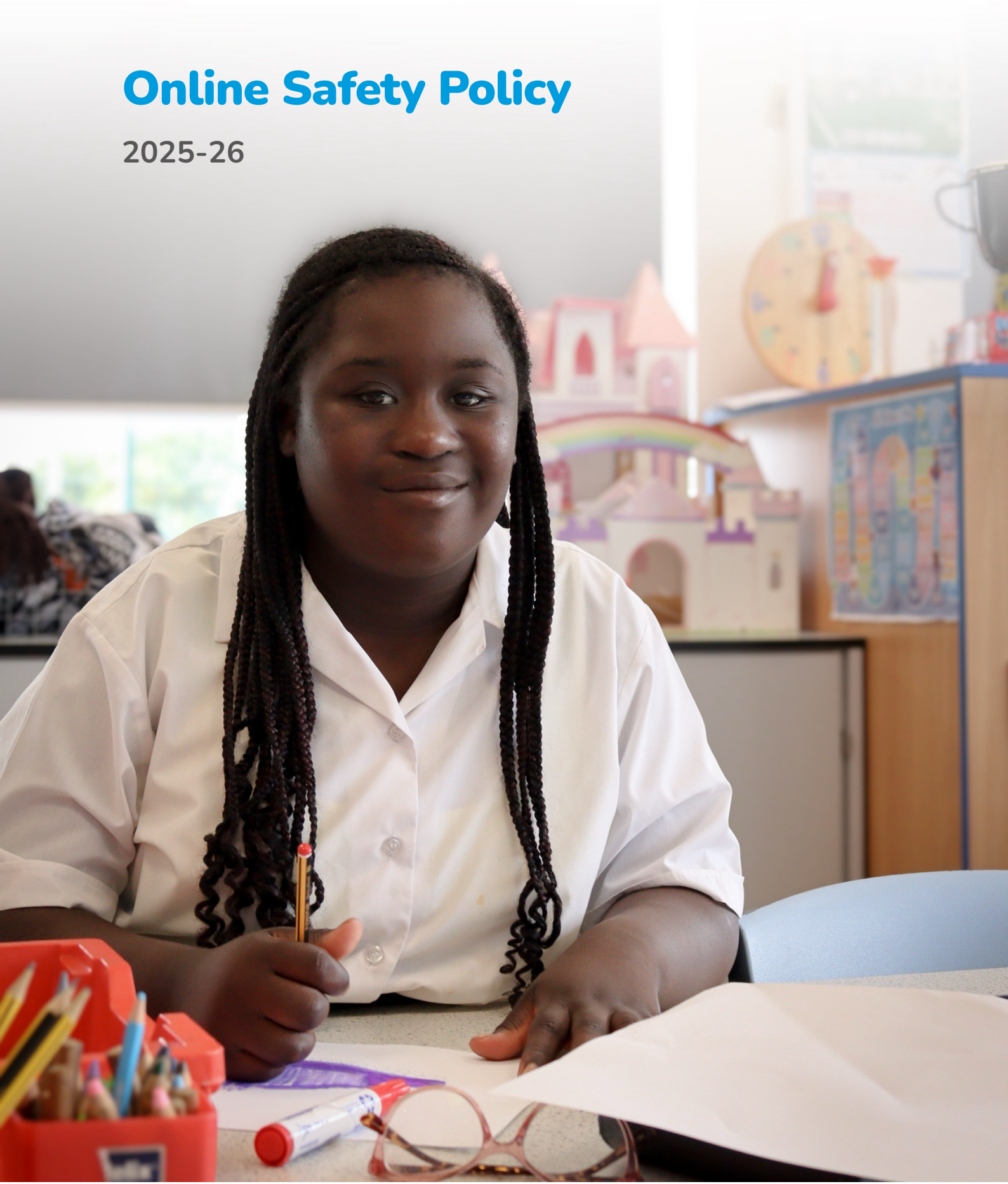
West Lea
A SCHOOL WITHOUT LIMITATIONS

# Online Safety Policy

2025-26



# Contents

| | | | |
|---|---|---|---|
| **Owner** | Angela Poplar | **Date of latest re-issue** | 12/2025 |
| **Version** | 1.4 | **Date approved by Governors** | |
| **Reviewer** | West Lea School Full GB | **Date of next review** | 12/2026 |

# 1. Introduction

West Lea school recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that **all** pupils, staff and governors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. Staff are aware that some pupils may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

# 2. Responsibilities

The Senior Leadership team and governors at West Lea have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored. The named online safety lead in this school Angela Poplar
All breaches of this policy must be reported to Online Safety Lead or Head of school. All breaches of this policy that may have put a child at risk must also be reported to the DSL Renee Flourentzou
Organisations that are renting space from the school and are a totally separate organisation should have and follow their own online safety policy and acceptable use agreements. However, if the organisation has any access to the school network, cloud- based services and/or equipment then they must adhere to the school's online safety procedures and acceptable use agreements.
If the organisation is operating in school time or when pupils are on site in the care of the school, then the safeguarding of pupils is paramount and the organisation must adhere to the school's online safety procedures and acceptable use agreements.

# 3. Scope of the Policy

The policy applies to:

- pupils
- parents/carers
- teaching and support staff
- school governors
- peripatetic teachers/coaches, supply teachers, student teachers
- visitors
- Volunteers, voluntary, statutory or community organisations using the school's facilities
- All West Lea staff

West Lea also works with partners and other providers to ensure that pupils who receive part of their education off site or who are on a school trip or residential are safe online.
West Lea provides online safety information for parents/carers, in newsletters and at events. It is important that parents/carers understand their key role in supporting their child/ren to behave appropriately and keep themselves safe online.
This policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community. It is linked to the following other school policies and documents: Safeguarding and Child Protection Policy and Procedures, Keeping Children Safe in Education, GDPR, health and safety, home–school agreement, blended learning, relationships and behaviour policy.

# 4. Policy and procedure

The school seeks to ensure that internet, mobile and digital technologies are used effectively and safely, for their intended educational purpose, in ways that will not infringe legal requirements or create unnecessary risk.
The school expects everyone to use internet, mobile and digital technologies responsibly and strictly according to the conditions set out in this policy. This policy also includes expectations on appropriate online behaviour and use of technology outside of school for pupils, parents/carers, staff and governors and all other visitors to the school.
Staff computers can be checked at any time by a member of SLT.

## USE OF EMAIL

Staff and governors should use a school email account or Governor Hub for all official school communication to ensure everyone is protected through the traceability of communication. Under no circumstances should staff contact pupils, parents or conduct any school business using a personal email address. Pupils should use school approved accounts on the school system for educational purposes. Where required parent/carer permission will be obtained for the pupil account to exist. For advice on emailing, sharing personal or confidential information or the need to gain parent permission refer to the policy for GDPR. Emails created or received as part of any school role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

Staff, governors and pupils should not open emails or attachments from suspect sources and should report their receipt to our ICT support team

**Users must not** send emails which are offensive, embarrassing or upsetting to anyone (i.e. cyberbullying).

## VISITING ONLINE SITES AND DOWNLOADING

Staff must preview sites, software and apps before their use in school or before recommending them to pupils. Before using any online service that requires user accounts to be created or the sharing of any personal data, staff must consult with details of the site/service and seek approval from a senior leader. The terms and conditions of the service should be read and adhered to, and parental/carer permission sought where required. If internet research is set for homework, specific sites will be suggested that have been checked by the teacher. All users must observe copyright of materials from electronic sources.

Staff must only use pre-approved systems if creating blogs, wikis or other online content.

When working with pupils searching for images should be done through Google Safe Search (standard through the HICS service), Google Advanced Search or a similar application that provides greater safety than a standard search engine.

**Users must not:**
Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images of children actually or apparently under the age of 18 or images of child abuse (i.e., images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative)
- Indecent images of vulnerable people over the age of 18 (i.e. images of vulnerable people, digital or cartoons involved in sexual activity or posed to be sexually provocative)
- Adult material that breaches the Obscene Publications Act in the UK
- Promoting discrimination of any kind in relation to the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation

- Promoting hatred against any individual or group from the protected characteristics above
- Promoting illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy
- Any material that may bring the school or any individual within it into disrepute e.g. promotion of violence, gambling, libel and disrespect

**Users must not:**

- Reveal or publicise confidential or proprietary information
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses
- Transmit unsolicited commercial or advertising material either to other users, or to organisations connected to other networks except where permission has been given to the school
- Use the school's hardware and Wi-Fi facilities for running a private business
- Intimidate, threaten or cause harm to others
- Access or interfere in any way with other users' accounts
- Use software or hardware that has been prohibited by the school

Only a school device may be used in school to conduct school business, this includes outside of school also.

All breaches of prohibited behaviours detailed above will be investigated, where appropriate, in liaison with the police.

The school recognises that in certain planned curricular activities, access to controversial and/or offensive online content may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned, risk assessed and recorded, and permission given by head of school.

# 5. USE OF AI (Artificial Intelligence)

Our school recognises that AI tools can support teaching and learning but may also present safeguarding risks, including exposure to harmful content, misinformation, bias, and inappropriate data sharing. We are committed to managing these risks through robust procedures.

### KEY PRINCIPLES:

**Supervised Use:** AI tools may only be used under staff supervision and for approved educational purposes.

**Age-Appropriate Access:** Pupils will not access AI platforms with age restrictions above their age group.

**Data Protection:** Staff and pupils must not input personal data, images, or identify information into AI systems.

**Risk Assessment:** The Designated Safeguarding Lead (DSL) will conduct annual risk assessments on AI use and ensure compliance with DfE standards.

**Filtering and Monitoring:** AI tools will be subject to the school's filtering and monitoring systems in line with DfE Filtering and Monitoring Standards.

**Training:** All staff will receive annual training on AI safety, ethical use, and safeguarding implications.

**Reporting Concerns:** Any misuse of AI or harmful outputs must be reported immediately to the DSL and recorded in line with safeguarding procedures.

## STORAGE OF IMAGES

Photographs and videos provide valuable evidence of pupils' achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Records are kept on file and consent can be changed by parents/carers at any time. (See GDPR policy for greater clarification).

Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the school's Acceptable Use Agreement and refrain from taking or posting online photographs of any member of the school community, other than their own child/ren.

Staff and other professionals working with pupils, must only use school equipment to record images of pupils whether on or off site. See also GDPR. Permission to use images of all staff who work at the school is sought on induction and a written record is located in the personnel file.

## USE OF PERSONAL MOBILE DEVICES (INCLUDING PHONES)

The school allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices only in designated areas and never in the presence of pupils. No personal mobile phones are to be used in corridors or classrooms. If staff are caught on phones, then disciplinary procedures will be followed. These are laid out in the code of conduct for staff.

Parents/carers may only use personal mobile phones and devices in designated areas unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises or on off-site school events and activities of anyone other than their own child. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.

Pupils are not allowed to bring personal mobile devices/phones to school at ks1/ks2/Ks3 as a rule. If parents request that they do then these will be collected by teachers and stored safely until the end of the school day.

Under no circumstance should pupils use their personal mobile devices/phones to take images of:

- any other pupil unless they and their parents have given agreement in advance
- any member of staff

The school is not responsible for the loss, damage or theft of any personal mobile device that is brought into school.

At KS5 students are allowed to bring mobile phones with them but are not to use them within lessons. They must not take photos or use the video function in school or college while in lessons.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Personal mobiles must never be used to access school emails and data.

## SOCIAL MEDIA - PROTECTING PROFESSIONAL IDENTITY

**Members of staff should:**

- Use caution when posting information on personal social networking sites and other online forums
- Consider refraining from identifying themselves as working for the school as posted content could bring the school into disrepute
- Take care that their interaction on social media does not damage working relationships between members of staff, students at the school, their families and other stakeholders and/or working partners of the school

- Maintain professional standards by communicating with student & parents/carers electronically at appropriate times of the day and through established West Lea IT platforms
- Never exchange private texts, phone numbers, personal email addresses or photos of a personal nature with students/parents or carers
- Not permitted to access their personal social media accounts using school equipment at anytime
- Decline student initiated 'friend' requests and not issue 'friend' requests to students nor communicate with students on any social network site or similar website or forum
- Maintain a formal, courteous and professional tone in all communications with students to ensure that professional boundaries are maintained
- Not accept any current student of any age or any ex-student of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account.
- Manage the privacy and security settings of your social media accounts. Have these set to the highest possible level. Privacy settings can shift and change without notice. Check the settings frequently.
- Ensure that privacy settings for content/photos are set appropriately and monitor who can post to your social media locations and view what you post. You should not allow students to view or post on those locations
- Protect yourself from identity theft by restricting the amount of personal information that you give out. Be cautious about posting detailed personal information such as date of birth, place of birth and favourite football team, which can form the basis of security questions and passwords and enable personal details to be cloned for fraudulent acts etc and grooming.
- Our school uses Facebook and Twitter to communicate with parents and carers. staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever. We only post images of children of whom have given consent themselves, but most importantly their parents have given permission for us to share the child's image. Children's names, especially full names, should not be used, and if they are, the names need to be kept separate from images.

## NEW TECHNOLOGICAL DEVICES

New personal technological devices may offer opportunities for teaching and learning. However, the school must consider educational benefit and carry out risk assessment before use in school is allowed. Parents/carers, pupils and staff should not assume that new technological devices will be allowed in school and should check with IT Department and Heads of School before they are brought into school.

## REPORTING INCIDENTS, ABUSE AND INAPPROPRIATE MATERIAL

There may be occasions in school when either a pupil or an adult receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation occurs the pupil or adult must report the incident immediately to the first available member of staff, the DSL the headteacher or CEO. Where such an incident may lead to significant harm, safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, the DSL will refer details to social care or the police. Incidents need to be placed on My Concern.

West Lea School meets the DfE Cyber Security standards for schools and colleges by ensuring that all staff receive cyber security training on an annual basis. The DfE Filtering and Monitoring Standards can be found here.

School staff are trained to be vigilant and to reduce the risk by following the below procedure:

- **Defend against phishing attempts:** Reduce the information available about you, check for anything that looks suspicious, don't be embarrassed to ask for help.

- **Use strong passwords:** Choose three random words for your passwords, have a separate password for your work account, switch on two-factor authentication where possible, keep passwords secure by saving them to your browser.
- **Secure your devices**: Don't ignore updates, only download software and apps from official app stores, put a screen lock on devices (password, PIN, etc), if necessary, only use school-issued USB sticks.
- **If in doubt, call it out:** Report anything suspicious as soon as possible and do not be afraid to flag up IT security policies that make your job difficult.

West Lea will ensure online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures, and when planning our curriculum, staff training, the role and responsibilities of the DSL and parental engagement.

## 6. Curriculum

Online safety is fully embedded within our curriculum. West Lea provides a comprehensive age-appropriate curriculum for online safety which enables pupils to become informed, safe and responsible. This includes teaching to prevent radicalisation, for which staff provide a narrative to counter extremism. The PSHE curriculum, Relationships and Health Curriculum are central in supporting the delivery of online safety education. We focus on covering the breadth of issues within e-safeguarding.

West Lea identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful content. For example, pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, mis and disinformation and conspiracy theories. .
- 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 (including 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.

West Lea recognises that technology, and the risks and harms related to it, evolve and change rapidly. We will carry out an annual review of our approaches to online safety, supported by an annual risk assessment, which considers and reflects the current risks our learners face online. The internet and social media have significantly increased access to information; however, they have also amplified the spread of false content, including misinformation (unintentionally false information) and disinformation (intentionally deceptive information). These forms of inaccurate or misleading content present substantial risks, particularly for children and vulnerable individuals who may not yet have the skills required to critically evaluate credibility. Exposure to such content can lead to emotional distress, confusion, and increased susceptibility to harm arising from misleading or manipulative online material.

The CEO will be informed of any online safety concerns by the DSL, as appropriate. These will also be raised at the Pupil Welfare and Development Committee. The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.

Educating our learners about the risk associated with generative AI tools.

## 6A TEACHING ONLINE SAFETY

- Online safety is taught as an integral part of our curriculum, primarily through **Computing, Relationships, Sex and Health Education (RSHE), and Citizenship**, but also reinforced across other subjects.
- Teaching covers the four areas of online risk: **content, contact, conduct, and commerce**. In line with **KCSIE 2025**, this now includes explicit education around **misinformation, disinformation, and conspiracy theories**, as well as risks linked to **generative AI** and emerging technologies.
- Pupils are taught how to:
    - recognise unsafe online situations and behaviours;
    - critically evaluate information found online, including how to spot false or misleading content;
    - protect their privacy and personal data;
    - behave respectfully and responsibly online;
    - understand the risks of sharing images, videos, and personal information;
    - know how and where to seek help if something goes wrong online.
- Online safety teaching is **tailored to pupils' age, stage, and individual needs**, with additional support and adaptation for pupils with **SEND** or who may be more vulnerable to online risks.
- Lessons are regularly updated to reflect **new technologies, apps, and online trends**, so that pupils receive up-to-date guidance.
- Parents/carers are kept informed and supported to reinforce online safety messages at home, recognising that children access technology in and out of school.

The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge. At West Lea we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the Internet and related technologies, in and beyond the context of the classroom.

In our teaching we help pupils consider questions including how to tell whether information is true or fake. Why would someone want you to send them this information/photo?

Understating security and data (about phishing email). Teaching about positive online behaviour to enable pupils to understand what's acceptable and unacceptable online behaviour look like and how to identify online risks

It is necessary for pupils to develop skills of critical awareness, digital resilience and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic and educational opportunities provided by the internet, mobile and digital technologies. Curriculum work will also include areas such as:

- Understanding how to use the internet, mobile and digital technologies in a balanced and appropriate way to avoid negative impact on wellbeing, e.g. regulated screen time and diverse online activity.
- Learning how to develop a positive online reputation and enhance future opportunities e.g. in relationships and employment.
- Developing critical thinking skills and the confidence to challenge and question what they see and read in relation to online content e.g. recognising fake news and extremism, understanding commercial manipulation, maintaining an authentic sense of self that is resilient to online pressure, learning how easy it is to lie online (i.e. users may not be who they say they are and may have ulterior motives.

- Understanding the dangers of giving out personal details online and the importance of maintaining maximum privacy online.
- Thinking carefully before placing images online and considering their appropriateness and understanding the importance of gaining consent before posting photographs of others
- Understanding the permanency of all online postings and conversations Understanding relevant legislation, including copyright, and the importance of respecting other people's information, reputation and images.
- Understanding the importance of online respect and what constitutes cyberbullying, how to avoid it, the impact it has and how to access help.
- How the law can help protect against online risks and abuse
- How to maintain a healthy balance of online and offline activities.
- How their personal data is generated, collected, shared and used both positively and negatively and understanding the digital footprint they leave behind
- The importance of behaving responsibly and respectfully online and how the standards of acceptable behaviour should be the same as when communicating with an individual face to face.
- How to keep themselves safe online by ensuring security settings are in place, that friend requests are only accepted from people they know and that personal information and images are not shared.
- The importance of protecting your identity online and considering what information should and should not be shared online, fully understanding the difficulty in removing comments, personal details or photographs once they are posted.
- How to minimise the risk of becoming a victim of cybercrime.
- The legal consequences of posting, sharing and downloading threatening, inappropriate or indecent content and images and the reputational damage and lasting impact this can have on future career prospects and travel choices.
- That not all information posted and shared online is true or factually correct and know strategies for checking the authenticity of questionable content.
- Those online images are often filtered and adapted and do not reflect a realistic view of the human body which can have an impact on an individual's body image
- That sexually explicit material (e.g. pornography) presents a distorted and unrealistic view of sexual behaviours and relationships which can damage the way people see themselves and negatively affect how they behave towards sexual partners.
- How to report and access sources of support if they encounter or witness bullying, abuse, harassment or concerning and harmful online content e.g. speaking to a parent, member of staff or trusted adult, CEOP, Childline etc.

The online world develops and changes at great speed. New opportunities, challenges and risks are appearing all the time. We focus on the underpinning knowledge and behaviours that can help pupils to navigate the online world safely and confidently regardless of the device, platform or app. This is built into existing lessons across the curriculum, covered within specific online safety lessons and school wide approaches. Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

Everybody in the school community at West Lea has a shared responsibility to secure any sensitive information used in their day-to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them. We refer to the guidance Keeping Children Safe in Education.

# 7. Algorithmic Exposure, Reporting, and Digital Wellbeing

The school recognises the growing influence of algorithmically driven online content and the importance of educating pupils to navigate these systems safely.

**1. Education on Algorithmic Exposure**

Pupils will be taught how algorithms shape and personalise the content they see on platforms such as YouTube (autoplay recommendations) and TikTok (For You feeds).

Lessons will develop *algorithm literacy*, helping pupils understand how automated systems influence their online experience and how this can affect their wellbeing, safety, and perception of information.

**2. Managing Algorithmic Risks**

The curriculum will include guidance on managing features such as autoplay, personalised feeds, and recommended content.

Students will learn strategies to recognise when algorithms may be promoting harmful, misleading, or inappropriate material and how to respond safely.

**3. Reporting Tools and Procedures**

Simplified reporting tools or visual flowcharts will be implemented in classrooms to ensure pupils know how to report online concerns.

These tools will be designed to be easy to understand, clearly visible, and consistently used across the school so that all pupils feel confident in seeking help.

**4. Promotion of Digital Wellbeing**

The school will promote healthy digital habits, supporting pupils to balance screen time, manage online interactions, and understand the emotional impact of online content.

Online safety education will reinforce resilience, critical thinking, and positive digital behaviours to support long-term wellbeing.

# 8. Filtering and Monitoring

Our school uses LGfL to provide internet filtering and Smoothwall to provide monitoring of online activity.

These systems are designed to protect pupils from inappropriate, illegal, or harmful content while allowing access to educational resources.

Filtering and monitoring are applied to all devices accessing the school network, whether school-owned or personal (where permitted).

Reports from Smoothwall are reviewed regularly by the safeguarding team and any concerns are recorded and acted upon in line with our safeguarding procedures.

Filtering and monitoring systems are reviewed at least annually, or sooner if there are significant changes to technology, guidance, or risk.

Staff and pupils are made aware of the limits of filtering and monitoring, and are encouraged to report any access to inappropriate material immediately so that swift action can be taken.

Parents/carers are informed about the school's use of filtering and monitoring, and are supported with advice on managing online safety at home

## 9. Staff and Governor Training

Staff and governors are trained to fulfil their roles in online safety. The school audits the training needs of all school staff and provides regular training to improve their knowledge and expertise in the safe and appropriate use of internet, mobile and digital technologies. This training is recorded as part of safeguarding records.

New staff are provided with a copy of the online safety policy and must sign the school's Acceptable Use Agreement as part of their induction and before having contact with pupils.

Any organisation working with children and based on the school premises are also provided with a copy of the online safety policy and required to sign the Acceptable Use Agreement (Appendix B)

Peripatetic staff, student teachers and regular visitors are provided with a copy of the online safety policy and are required to sign the Acceptable Use Agreement (Appendix B).

Guidance is provided for occasional visitors, volunteers and parent/carer helpers (Appendix E).

In line with KSCIE (Keeping Children Safe in Education) West Lea, as part of the shortlisting process, will consider carrying out an online search as part of their due diligence on shortlisted candidates to help identify any incidents or issues that have happened, and are publicly available online which can be explored further with applicants at interview.

## 10. Working in Partnership with Parents/Carers

The school works closely with families to help ensure that children can use internet, mobile and digital technologies safely and responsibly both at home and school. The support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. The school seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide understanding of the benefits of new technologies and associated risks. The school provides regular updated online safety information through the school website, newsletters and by other means.

Parents/carers are asked on an annual basis to read, discuss and co-sign with each child the Acceptable Use Agreement. A summary of key parent/carer responsibilities will also be provided and is available in Appendix F. The Acceptable Use Agreement explains the school's expectations and pupil and parent/carer responsibilities.

## 11. Records, monitoring and review

West Lea recognises the need to record online safety incidents and to monitor and review policies and procedures regularly in order to ensure they are effective and that the risks to pupils and staff are minimised. These are recorded on My Concern, our schools safeguarding recording and monitoring system. Support is put in place for the student. The system is also analysed for trends. Training and support for staff and students can then be put in place where needed.

All breaches of this policy must be reported and all reported incidents will be logged. All staff have the individual responsibility to ensure that incidents have been correctly recorded, acted upon and reported. At West Lea we have a monitoring system called Smoothwall that monitors the entries made by users on our network.

West Lea supports pupils and staff who have been affected by a policy breach. Where there is inappropriate or illegal use of internet, mobile and digital technologies, this will be dealt with under the school's behaviour and disciplinary policies as appropriate.

Breaches may also lead to criminal or civil proceedings.

Governors receive a termly summary data on recorded online safety incidents for monitoring purposes. In addition, governors ensure they have sufficient, quality information to enable them to make a judgement about the fitness for purpose of this policy on an annual basis.

At West Lea we use appropriate filtering via LGFL and have a monitoring system in place called Smooth Wall which is a system that monitors the usage of learner's internet activity on school devices and school networks. The DSL and safeguarding team are alerted to flags that are processed so we can respond accordingly to online child-on-child abuse. Sexualisation or any other online safety issue. Regular reports at issued from the monitoring company.

West Lea recruitment process is transparent and will may do online searches as part of due diligence checks. We may also do online searches on staff that are currently employed within the school.

# 12. Appendices of the Online Safety Policy

A. Online Safety Acceptable Use Agreement - Staff, Governors and student teachers (on placement or on staff)

B. Online Safety Acceptable Use Agreement - Peripatetic teachers/coaches, supply teachers

C. Requirements for visitors, volunteers and parent/carer helpers working in the school (working directly with children or otherwise)

D. Online Safety Acceptable Use Agreement Primary Pupils

E. Online Safety Acceptable Use Agreements Secondary Pupils

F. Online safety policy guide - Summary of key parent/carer responsibilities

G. Guidance on the process for responding to cyberbullying incidents

H. Guidance for staff on preventing and responding to negative comments on social media

I. Online safety incident reporting form

J. Online safety incident record

K. Online safety incident log

# Appendix A - Online Safety AUP

## STAFF, GOVERNORS AND STUDENT TEACHERS (ON PLACEMENT OR ON STAFF TEAM)

You must read this agreement in conjunction with the online safety policy and the GDPR policy. Once you have read these, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff and governors are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with the DSL Renee Flourentzou or Online Safety Lead Angela Poplar.

Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

## INTERNET ACCESS

I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to the online safety lead and/or DSL and an incident report completed.

## ONLINE CONDUCT

I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Exceptionally, use of controversial material as part of the curriculum should be planned and approved on every occasion (see policy).

I will report any accidental access to or receipt of inappropriate materials or filtering breach to Head of School

I understand that all my use of the internet and other related technologies can be traced and monitored and, should it be required, must be made available to my line manager, headteacher and others as required.

I will not give out my personal contact and online account information such as phone numbers, email address, and social media account details to pupils and/or parents/carers.

## SOCIAL NETWORKING

I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become ‘friends’ with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils.

This includes regarding contact with former pupils, who are also known to be ‘vulnerable’ young people up to the age of 25.

When using social networking for personal use I will ensure my privacy settings are not public and appropriate for my professional role. My private account postings will never undermine or disparage the school, its staff, governors, parents/carers or pupils. Privileged information must remain confidential.

I will not upload any material about or references to the school or its community on my personal social networks.

## PASSWORDS

I understand that there is no occasion when a password should be shared with a pupil or anyone who is not a staff member.

## DATA PROTECTION

I will follow requirements for data protection as outlined in GDPR policy. These include:

- Photographs must be kept securely and used appropriately, whether in school, taken off the school premises or accessed remotely
- Personal data can only be taken out of school or accessed remotely when authorised by the headteacher or governing body
- Personal or sensitive data taken off site must be encrypted

## IMAGES AND VIDEOS

I will only upload images or videos of staff, pupils or parents/carers onto school approved sites where specific permission has been granted.

I will not take images, sound recordings or videos of school events or activities on any personal device.

## USE OF EMAIL

I will use my school email address or governor hub for all school business. All such correspondence must be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my school email addresses or governor hub for personal matters or non-school business.

## USE OF PERSONAL DEVICES

I understand that as a member of staff I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices in school is at the discretion of the headteacher.

I will only use approved personal devices in designated areas and never in front of pupils.

I will not access secure school information from personal devices when in school or any other location unless a closed, monitorable system has been set up by the school. Such a system would ensure as the user I was not saving files locally to my own device and breaching data security.

## ADDITIONAL HARDWARE/SOFTWARE

I will not install any hardware or software on school equipment without permission of the ICT support.

## PROMOTING ONLINE SAFETY

I understand that online safety is the responsibility of all staff and governors and I will promote positive online safety messages at all times including when setting homework or providing pastoral support.

I understand that it is my duty to support a whole school safeguarding approach and will report any inappropriate or concerning behaviour (of other staff, governors, visitors, pupils or parents/carers) to the DSL or Head of School.

## CLASSROOM MANAGEMENT OF INTERNET ACCESS

I will pre-check for appropriateness all internet sites used in the classroom this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of pupils. I will also check the appropriacy of any suggested sites suggested for home learning.

If I am using the internet to teach about controversial issues I will secure, on every occasion, approval in advance for the material I plan to use with my Head of School.

## VIDEO CONFERENCING (TEAMS)

I will only use the conferencing tools that have been identified and risk assessed by the school leadership, team. A school-owned device should be used when running video-conferences where possible.

## USE OF AI

**Acceptable use of AI**

- Use AI to enhance teaching and learning,
- Always review AI-generated content for accuracy, bias, and appropriateness.
- Do not input sensitive pupil information into AI systems unless verified and secure.
- Supervise all learner AI use and integrate AI literacy lessons.
- Comply with GDPR, Data Protection, and Online Safety policies.

**Prohibited Use**

- Using AI to generate unsafe, harmful, or illegal content.
- Inputting personal or safeguarding information unsafely.
- Using AI to bypass security measures or generate malware.
- Encouraging or enabling learners to misuse AI.

**Monitoring & Enforcement**

- AI use will be monitored through school systems.
- Misuse may result in disciplinary action in line with school policy.

**Training & Support**

- Staff must complete AI safety and ethics training.
- Staff must teach and support learners, especially SEND learners, in safe AI use.

## USER SIGNATURE

I agree to follow this Acceptable Use Agreement and to support online safety throughout the school. I understand this forms part of the terms and conditions set out in my contract of employment (staff members only) and/or my responsibilities as a governor.

Signature ..... Date .....

Full Name.....(printed)

Job title .....

# Appendix B - Online Safety AUP

## PERIPATETIC TEACHERS/COACHES, SUPPLY TEACHERS

**School name:** West Lea School

**Online Safety Lead:** Angela Poplar

**Designated Safeguarding Lead (DSL):** Renee Flourentzou

This agreement forms part of your professional and safeguarding responsibility in the school. You must read and sign this agreement. This will be kept on record and you should retain your own copy for reference.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. You are expected to adhere to this agreement. Any concerns or clarification should be discussed with Online Safety officer, Online Safety Lead or Head of School. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

The school's online safety policy will provide further detailed information as required.

## INTERNET ACCESS

I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to the online safety lead and/or DSL and an incident report completed.

## ONLINE CONDUCT

I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Exceptionally, use of controversial material as part of the curriculum should be planned and approved on every occasion (see policy).

I will report any accidental access to or receipt of inappropriate materials or filtering breach to Head of School.

I understand that all my use of the internet and other related technologies can be traced and monitored and, should it be required, must be made available to my line manager, headteacher and others as required.

I will not give out my personal contact and online account information such as phone numbers, email address, and social media account details to pupils and/or parents/carers.

Should I need to share my professional details, such as mobile phone number or email address, with parent/carers, this must be agreed in advance as an acceptable approach with the Head of School.

## SOCIAL NETWORKING

I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become 'friends' with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils. This includes former pupils of West Lea who are also known to be 'vulnerable' young people up to the age of 25.

Never through a personal account or site will I share information or contact a pupil or their family. In my professional role in the school, I will never engage in 1-1 exchanges with pupils or parent/carers on personal social network sites.

My private account postings will never undermine or disparage the school, its staff, governors, parents/carers or pupils. Privileged information known as a result of my work in the school must remain confidential.

I will not upload any material about or references to the school or its community on my personal social networks.

## PASSWORDS

I must clarify what access I may have to the internet and/or school systems. If I have access of any kind, I understand that there is no occasion when a password should be shared with a pupil or anyone who is not a staff member.

## DATA PROTECTION

I will follow all requirements for data protection explained to me by the school. These include:

- I must consult with the school before making any recordings, photographs and videos. Once agreed, these must be made on a school device.
- I understand that there are strict controls and requirements regarding the collection and use of personal data. I will follow all requirements regarding GDPR.

## IMAGES AND VIDEOS

I will only upload images or videos of staff, pupils or parents/carers onto school approved sites where specific permission has been granted.

I will not take images, sound recordings or videos of tuition or wider school activities on any personal device. School devices can be used for this purpose or, in the case of 1:1 tuition, pupil's or parent/carer devices can be used, with parent/carer agreement.

Internet, mobile and digital technologies provide helpful recording functions but these cannot be made on a teacher's personal device. Recordings can be made with the child's and parent/carer's agreement on a school device, an organisational device approved by the headteacher or DSL.

## USE OF EMAIL

I will only use my professional email address for all school business. All such correspondence should be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my professional email addresses for personal matters.

## USE OF PERSONAL DEVICES

I understand that when working in the school I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices in school is at the discretion of the headteacher.

I will only use approved personal devices in designated areas and never in front of pupils. This therefore precludes use of specialist apps on personal devices. A school device could be used to access specialist apps that support pupil learning. Pupils can also be encouraged, but not required, to access such apps on their own devices if allowed by the school and with parent/carer agreement.

## ADDITIONAL HARDWARE/SOFTWARE

I will not install any hardware or software on school equipment without permission of ICT Support or Head of school.

## PROMOTING ONLINE SAFETY

I understand that online safety is part of my responsibility and I will promote positive online safety messages at all times, including when setting homework, rehearsal or skill practice or when providing pastoral support.

I understand that it is my duty to support a whole school safeguarding approach and will report any behaviour (of staff, governors, visitors, pupils or parents/carers) which I believe may be inappropriate or concerning in any way to Renee Flourentzou (DSL) or Angela Poplar Online Safety Lead or Head of School.

## CLASSROOM MANAGEMENT OF INTERNET ACCESS

I will pre-check for appropriateness all internet sites used in the classroom, this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of pupils.

If I am using the internet to teach about controversial issues I will secure, on every occasion, approval in advance for the material I plan to use with head of school

## VIDEO CONFERENCING (TEAMS)

I will only use the conferencing tools that have been identified and risk assessed by the school leadership, team. A school-owned device should be used when running video-conferences where possible.

## USER SIGNATURE

I agree to follow this Acceptable Use Agreement and to support online safety in my work in the school. I understand this forms part of my company/educational setting/organisation's contract with the school.

Signature ..... Date .....

Full Name.....(printed)

Job title .....

# Appendix C - Requirements for visitors, volunteers and parent/carer helpers

(Working directly with children or otherwise)

**School name: West Lea School**

**Online safety lead: Angela Poplar**

**DSL:** Renee Flourentzou

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the head of school and/or DSL

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to pupils. Where appropriate I may share my professional contact details with parents/carers provided the DSL or head of school is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about pupils, staff, school systems and plans. Such information should never be shared on line, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the head of school.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of pupils. If I am in any doubt about the appropriateness of the content, I plan to use I will check with my contact in the school.

# Appendix D - Online Safety AUP Primary Pupils

**My online safety rules**

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules. Any concerns or explanation can be discussed with Head of School

Please return the signed sections of this form which will be kept on record at the school.

**Pupil agreement**

Pupil name……

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature……

**Parent(s)/Carer(s) agreement**

Parent(s)/Carer(s) name(s)……

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

**Parent(s)/Carer(s) agreement**

Parent(s)/Carer(s) name(s)……

Parent/carer signature……

Date ……

# Appendix E - Online Safety AUP Secondary Pupils

- I will only use school IT equipment for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age-inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems and access support.

Pupils are expected to read and discuss this agreement with you and then sign below to show they will follow the terms of the agreement. Any concerns or explanation can be discussed with Head of School

Please can you also sign and return the parent/carer agreement below. This document will be kept on record at the school.

**Pupil agreement**

Pupil name.....

I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature.....

**Parent(s)/Carer(s) agreement**

Parent(s)/Carer(s) name(s).....

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or to post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents.)

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent(s)/carer(s) signature(s) .....

Date .....

# Appendix F - Online safety policy guide - Summary of key parent/carer responsibilities

The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Parents/carers are required to support their child in understanding and signing the Online Safety Acceptable Use Agreement for pupils.
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that pupils can bring technological devices to school and should always check the school policy.
- All cyberbullying incidents affecting children in the school should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection.) The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school's name or logo in any form.
- Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents/carers.

Please see the full online safety policy in the policies section on the school website.

# Appendix G - Guidance on the process for responding to cyberbullying incidents

All cyberbullying incidents should be reported and responded to. Where the perpetrator is a member of the school community the majority of cases can be dealt with through mediation and/or disciplinary processes.

The following procedures are recommended:

- Never reply to the sender/poster of cyberbullying content. If applicable, block the sender.
- Incidents should be reported immediately. Pupils should report to a member of staff (e.g. class teacher, headteacher) and staff members should seek support from their line manager or a senior member of staff.
- The person reporting the cyberbullying should save the evidence and record the time and date. This evidence must not be forwarded but must be available to show at a meeting. Under no circumstances should indecent images of children and young people be printed or forwarded as this is a further criminal act. Staff should not ask to see the evidence of reported indecent images of children or young people but must refer this immediately to the police. Any member of staff being shown such evidence should immediately inform their line manager or the headteacher so that the circumstances can be recorded.
- A senior member of staff will meet with the person who has reported the incident and the target, if different, to listen, reassure and support. All relevant facts will be reviewed and documented.
- A senior member of staff will conduct an investigation.
- Anyone found to have cyberbullied will have attention drawn to the seriousness of their behaviour and if necessary, the police will be involved. If the comments are threatening, abusive, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.
- Once evidence has been secured then the person who has cyberbullied will be requested to remove the offending comments/material. Any refusal will lead to an escalation of sanctions.

# Appendix H - Guidance for staff on preventing and responding to negative comments on social media

West Lea school will regularly reinforce with all parties that discussion of school issues on social media platforms, either positive or negative, should not take place as this could bring the school into disrepute and affect families and children. Parents should be encouraged to be good online role models and not post statements written in anger or frustration. Identified routes to raise concerns directly with the school should be used.

If negative comments are posted:

- Collect the facts

As soon as you become aware of adverse comments relating to the school you need to establish what is being said. It is essential that if you have access to the postings they are secured and retained together with any other evidence. Do not become engaged in responding directly.

If the allegations against a member of staff or a pupil are of a serious nature, these will need to be formally investigated. This may involve the police and the headteacher will need to follow the school's safeguarding procedures.

If there is a risk of serious damage to the school reputation or the reputation of individual members of staff, professional legal advice should be sought.

Adverse comments of any kind are highly demotivating and cause stress and anxiety. It is important that the senior staff reassure and support all staff and/or other affected members of the school community.

- Addressing negative comments and complaints

Contact the complainants and invite them to a meeting. In the meeting, make sure you have any evidence available.

The meeting must:

- Draw attention to the seriousness and impact of the actions/postings;
- Ask for the offending remarks to be removed;
- Explore the complainant's grievance;
- Agree next steps;
- Clarify the correct complaints procedures.

If the meeting does not resolve the issue, the parents must be informed that the school will need to take the matter further. This may include:

- Reporting the matter to the social network site if it breaches their rules or breaks the law;
- Reporting the matter to the police if it breaks the law, e.g. if the comments are threatening, abusive, malicious, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.
- If inappropriate postings continue or the original material is not removed, a second meeting is advisable to re-iterate the seriousness of the matter.

# Appendix I - Online safety incident reporting form

Any member of the school community can raise a concern about an online safety incident. If you have witnessed or experienced an incident, please complete the form below to help us to address the issue. It is important that you provide as much detail as possible. Once completed please hand this report to Renee Flourentzou DSL or Angela Poplar Online Safety Lead.

| | | | | |
|---|---|---|---|---|
| Name of person reporting incident: | | | | |
| Signature: | | | | |
| Date you are completing this form: | | | | |
| Where did the incident take place: | Inside school? | | Outside school? | |
| Date of incident(s): | | | | |
| Time of incident(s): | | | | |

| Who was involved in the incident(s)? | Full names and/or contact details |
|---|---|
| Children/young people | |
| Staff member(s) | |
| Parent(s)/carer(s) | |
| Other, please specify | |

| Type of incident(s) (indicate as many as apply) | | | |
|---|---|---|---|
| Accessing age-inappropriate websites, apps and social media | | Accessing someone else's account without permission | |
| Forwarding/spreading chain messages or threatening material | | Posting images without permission of all involved | |
| Online bullying or harassment (cyber bullying) | | Posting material that will bring an individual or the school into disrepute | |
| Racist, sexist, homophobic, religious or other hate material | | Online gambling | |
| Sexting/Child abuse images | | Deliberately bypassing security | |
| Grooming | | Hacking or spreading viruses | |
| Accessing, sharing or creating pornographic images and media | | Accessing and/or sharing terrorist material | |
| Accessing, sharing or creating violent images and media | | Drug/bomb making material | |
| Creating an account in someone else's name to bring them into disrepute | | Breaching copyright regulations | |
| Other breach of acceptable use agreement, please specify | | | |

| | |
|---|---|
| Full description of the incident | What, when, where, how? |
| Name all social media involved | Specify: Twitter, Facebook, WhatsApp, Snapchat, Instagram etc |
| Evidence of the incident | Specify any evidence available but do not attach. |

**Thank you for completing and submitting this form.**

# Appendix J - Online safety incident record

| | | | | |
|---|---|---|---|---|
| Name of person reporting incident: | | | | |
| Date of report: | | | | |
| Where did the incident take place: | Inside school? | | Outside school? | |
| Date of incident(s): | | | | |
| Time of incident(s): | | | | |

| Who was involved in the incident(s)? | Full names and/or contact details |
|---|---|
| Children/young person | |
| Staff member(s) | |
| Parent(s)/carer(s) | |
| Other, please specify | |

| Type of incident(s) (indicate as many as apply) | | | |
|---|---|---|---|
| Accessing age inappropriate websites, apps and social media | | Accessing someone else's account without permission | |
| Forwarding/spreading chain messages or threatening material | | Posting images without permission of all involved | |
| Online bullying or harassment (cyberbullying) | | Posting material that will bring an individual or the school into disrepute | |
| Racist, sexist, homophobic, religious or other hate material | | Online gambling | |
| Sexting/Child abuse images | | Deliberately bypassing security | |
| Grooming | | Hacking or spreading viruses | |
| Accessing, sharing or creating pornographic images and media | | Accessing and/or sharing terrorist material | |
| Accessing, sharing or creating violent images and media | | Drug/bomb making material | |
| Creating an account in someone else's name to bring them into disrepute | | Breaching copyright regulations | |
| Other breach of Acceptable Use Agreement | | | |
| Other, please specify | | | |

| | |
|---|---|
| Full description of the incident | What, when, where, how? |

| | |
|---|---|
| Name all social media involved | Specify: Twitter, Facebook, Whatsapp, Snapchat, Instagram etc |
| Evidence of the incident | Specify any evidence provided but do not attach |

| Immediate action taken following the reported incident: | |
|---|---|
| Incident reported to online safety Lead /DSL /Headteacher | |
| Safeguarding advice sought, please specify | |
| Referral made to HCC Safeguarding | |
| Incident reported to police and/or CEOP | |
| Online safety policy to be reviewed/amended | |
| Parent(s)/carer(s) informed please specify | |
| Incident reported to social networking site | |
| Other actions e.g. warnings, sanctions, debrief and support | |
| Response in the wider community e.g. letters, newsletter item, assembly, curriculum delivery | |

| | |
|---|---|
| Brief summary of incident, investigation and outcome (for monitoring purposes) | |

# Appendix K - Online safety incident log

Summary details of ALL online safety incidents will be recorded on this form by the online safety lead or other designated member of staff. This incident log will be monitored at least termly and information reported to SLT and governors.

| DATE & TIME | NAME OF PUPIL OR STAFF MEMBER<br><br>INDICATE TARGET (T) OR OFFENDER (O) | NATURE OF INCIDENT(S) | DETAILS OF INCIDENT (INCLUDING EVIDENCE) | OUTCOME INCLUDING ACTION TAKEN |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# Useful resources

Below are resources (please note not an exhaustive list) to help schools manage and risk assess any remote teaching and working.

**Government guidance on safeguarding and remote education**
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

### THE KEY FOR SCHOOL LEADERS - REMOTE LEARNING: SAFEGUARDING PUPILS AND STAFF

https://schoolleaders.thekeysupport.com/covid-19/safeguard-and-support-pupils/safeguarding-while-teaching/remote-teaching-safeguarding-pupils-and-staff/?marker=content-body

### NSPCC UNDERTAKING REMOTE TEACHING SAFELY

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

### LGFL TWENTY SAFEGUARDING CONSIDERATIONS FOR LESSON LIVESTREAMING

https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf

### SWGFL REMOTE WORKING A GUIDE FOR PROFESSIONALS

https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf

### NATIONAL CYBER SECURITY CENTRE VIDEO CONFERENCING. USING SERVICES SECURELY

https://www.ncsc.gov.uk/files/vtc_infographic.pdf

community
kindness
learning for life
innovation
inclusion