

Date Reviewed:	May 2023
Review Date:	May 2024



Agreed by: Learning and Achievement Committee

Date: 18/05/23

Name: Sally Evans

Signature:

A handwritten signature in black ink, appearing to read 'Sally Evans'.

Online Safeguarding Policy

May 2023

Introduction

Online safeguarding encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate our pupils and parents about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. Highfield Nursery School is registered with the Information Commissioners Office (ICO)

Highfield Nursery Schools Online Safeguarding Policy should operate in conjunction with other policies including:

- Keeping children safe mind map
- Acceptable use of Social Media statement
- Protocols for videoing
- Children Protection
- Allegations of abuse against people in a position of trust.
- Privacy Statement
- Prevent
- Safeguarding

End to End Online safeguarding

Online safeguarding depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students and parents; encouraged by education and made explicit through published policies.
- Sound implementation of online safeguarding policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering systems

School Online Safeguarding Policy

Writing and reviewing the Online Safeguarding Policy

- Ruth Coleman is the school's Online-Safeguarding Coordinator and is also the ICT Coordinator. She works in close co-operation with the SENDCo (Helen Norman). Both are the Designated Safeguarding Leads,
- The Highfield Nursery School Online Safeguarding Policy has been written by the school, in consultation with parents. It has been agreed by the staff and governors.

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Pupils will be taught how to evaluate Internet content

- If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to Ruth Coleman, Headteacher and the school ICT Coordinator.
- Staff should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

Managing Internet Access

Information system security

- The security of the school information systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- The school uses broadband with its firewall and filters.

E-mail

Staff should be aware that:

- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters/abusive messages is not permitted.
- Staff will use the school e-mail address only when writing on behalf of the school

Published content and the school web site

- The contact details on the web site will be the school address, e-mail and telephone number. Staff or pupil's personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

In accordance with our admissions

- Photographs that include pupils will be selected carefully for use online and will not have a name displayed alongside it
- Pupils' full names will not be used anywhere on the web site, particularly in association with photographs.
- Written permission (on the admission form) from parents or carers will be obtained before photographs of pupils are published on the school website and Social Media.

Social networking and personal publishing

- Social networking sites and newsgroups will be blocked unless a specific use is approved.
- Online safeguarding is discussed at parent's information evenings throughout the year and parents will be advised to never give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, e-mail address, names of other children, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for nursery aged children.
- Staff are made aware of any parent who has refused photographic permission.

Managing filtering

- Highfield Nursery School will work in partnership with the service provider to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the Headteacher, Ruth Coleman.

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- ICT technician Ross Beech will ensure that checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones including the camera on a personal phone or Smart watches will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- The teacher in each classroom will have a school mobile phone for emergency use on trips or for use at the Meadow.
- Staff have access to a school phone where contact with pupils is required.

Use of Digital cameras and emerging technologies

- Digital technologies with 'sharing' functions are used within the setting. Staff are aware the suitable use of the capabilities on the technologies.
- They can be used to document children's learning and capture experiences.
- Staff are fully aware of their responsibility to ensure the security of the digital images they take, print or store on School ICT equipment. Staff also have the responsibility to ensure digital images are deleted from the device and removed from recycle bin/recently deleted folders in a timely manner, in line with GDPR.
- Photographs should be uploaded to the school network or school laptop with encryption and then deleted from the mobile technology.
- All photographs will be deleted in July each year.
- Parents are not permitted to use their mobile technologies within the setting room. Posters remind parents of this. This is made clear to parents during induction. Staff will actively challenge any parent who fails to adhere to this

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and GDPR (2018).

Policy Decisions

Authorising Internet access

- All staff, including Teaching Assistants, pool staff and Supply Teachers must read and sign the Acceptable Use of Social Media and Online Safeguarding Policy before using any school ICT resource.
- Access to the Internet in the nursery will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form to allow their child to use the internet whilst at Highfield.

Assessing risks

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material displayed, or any consequences of Internet access.
- The Headteacher will ensure that the online safeguarding policy is implemented and compliance with the policy monitored.

Handling Online safeguarding complaints

- Complaints of Internet misuse will be dealt with by the Designated Safeguarding Lead.
- Any complaint about staff misuse must be referred to the head teacher.

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- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures and in accordance with our policy Allegations of Abuse against a person in a position of Trust.
- Pupils and parents will be informed of the complaints procedure.

Community use of the Internet

- The school will be sensitive to Internet related issues experienced by pupils or parents out of school, e.g. social networking sites, and offer appropriate advice.

Communications Policy

Introducing the Online Safeguarding Policy to pupils

- Advice on Online safeguarding will be introduced at an age-appropriate level to raise the awareness and importance of safe and responsible internet use, such as reading the book 'Chicken Clicken' and '#Cinderella' by Tony Ross.

Staff and the Online Safeguarding Policy

- All staff will be given the Acceptable Use of Social Media and School Online Safeguarding Policy and its importance explained.
- Staff should be aware that Internet traffic is monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' / carers' support

- Parents' / carers' attention will be drawn to the School Online Safeguarding Policy in newsletters and parents' information evenings. Online safeguarding advice is also accessible on our website.

Disciplinary Action

- If the school monitors staffs' internet use to ensure that it is in accordance with this policy, access to the web may be withdrawn in any case of misuse of this facility.
- If appropriate, disciplinary action will also be taken in line with the school's disciplinary policy.