Appendix to Online Safety Policy September 2021

Office use

Published: September 2021	**Next review:** September 2022	**Statutory/non:** Statutory	**Lead:** DPL, QEA
Associated documents:			
▪ Allegation management / Whistleblowing ▪ Anti-bullying ▪ Acceptable Use Policies (AUP) ▪ Behaviour policy		▪ Code of conduct / staff behaviour ▪ Complaints policy ▪ Confidentiality and data protection policy ▪ Safeguarding & Child protection policy ▪ Use of images policy	
Links to:			
https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/12/Online-Safety.pdf			

Key Contacts

Role	Name	Contact details
Designated Governor for Child Protection	A Hawkins	01623 623559
Academy Principal	K Willmot	01623 623559 kwillmot@queenelizabeths-ac.org.uk
Designated Safeguarding Lead and VP Online Safety Lead	D Percival	01623 623559 dpercival@queenelizabeths-ac.org.uk
Deputy Designated Safeguarding Lead & Mental Health Lead Online Safety Lead	T Millar	01623 623559 tmillar@queenelizabeths-ac.org.uk
Lead LADO Allegations Officer	E Callaghan	0115 8041272 eva.callaghan@nottscc.gov.uk
Multi Agency Safeguarding Hub (MASH)		0300 500 80 90

Context

Learning and Loving Together Forever.
Inspired by Luke 10:29 – 37 we give our all to all in appreciation to God who gave his all in Jesus, offering learning without boundaries and care without limits so that all our students can experience life in all its fullness.
These protocols will ensure that our students receive the support, both from within school and outside of school, that they rightly deserve. Allowing our students to flourish, be safe, and be respected in a secure and nurturing environment that promotes togetherness, truthfulness and empathy.

The Academy's Online Safety policy appendix aims to create an environment where pupils, staff, parents, governors and the wider academy community work together to inform each other of ways to use the internet responsibly, safely and positively.
Internet technology helps pupils learn creatively and effectively and encourages collaborative learning and the sharing of good practice amongst all the academy's stakeholders. The policy encourages appropriate and safe conduct and behaviour when achieving this.
Pupils, staff and all other users of academy related technologies will work together to agree standards and expectations relating to usage in order to promote and ensure good behaviour.
These agreements and their implementation will promote positive behaviour which can transfer directly into each pupil's adult life and prepare them for experiences and expectations in their future life. The policy is not designed to be a list of prohibited activities, but instead a list of areas to discuss, teach and inform, in order to develop positive behaviour and knowledge leading to a safer internet usage and year on year improvement and measurable impact on e-safety.
It is intended that the positive effects of the policy will be seen online and offline; in academy and at home; and ultimately beyond academy and into the workplace.

Contents:

Section 1- Introduction

Online Safety may be described as the academy's ability to protect and educate pupils and staff in their use of technology and to have the appropriate mechanisms to intervene and support any incident where appropriate. In our academy, all groups of pupils feel safe at the academy and at alternative provision placements at all times. They understand very clearly what constitutes unsafe situations and are highly aware of how to keep themselves and others safe, including in relation to e-safety.

Section 2- Online Safety policy scope

The academy's Online Safety Policy fulfils the requirements of the MAT-wide policy, and agreements apply to all pupils, staff, support staff, external contractors and members of the wider academy community who use, have access to or maintain the academy and academy related internet and computer systems internally and externally. The academy will make reasonable use of relevant legislation and guidelines to affect positive behaviour regarding ICT and internet usage both on and off the academy site. This will include imposing rewards and sanctions for behaviour and penalties for inappropriate behaviour – as defined as regulation of student behaviour under the Education and Inspections Act 2006. 'In Loco Parentis' provision under the Children Act 1989 also allows the academy to report and act on instances of cyber bullying, abuse, harassment, malicious communication and grossly offensive material; including reporting to the police, social media websites, and hosting providers on behalf of pupils.

The Online Safety policy covers the use of:

- Academy based ICT systems and equipment
- Academy based intranet and networking
- Academy related external internet, including but not exclusively, e-learning platforms, blogs, social media websites
- External access to internal academy networking, such as webmail, network access, file-serving (document folders) and printing.
- Academy ICT equipment off-site, for example staff laptops, digital cameras, mobile phones.
- Pupil and staff personal ICT equipment when used in academy and which makes use of academy networking, file-serving or internet facilities.
- Mobile phones, devices and laptops when used on the academy site.
- Documents sent to external email accounts.

Section 3- Reviewing and evaluating online safety and ensuring good practice

The e-safety policy appendix will be actively monitored and evaluated by the DSL and DDSL as academy leads for online safety. The policy appendix will be reviewed annually and ratified by Governors. The policy appendix will be reviewed and evaluated promptly in the light of serious e-safety incidents or changes to government legislation.

Section 4- Who does online safety affect, who is responsible for online safety and what are their roles?

The academy has 2 designated online safety leads- Donna Percival (DSL) and Tom Millar (DDSL), in addition to Lindsey Eastwood (ICT teacher). Tom Millar coordinates e-safety provision across the academy and wider academy community, working closely with NOS provision. Donna Percival is responsible for ensuring that staff training on online safety is incorporated into whole school safeguarding training, and delivers pastoral training to the students on online safety.

Donna Percival and Tom Millar are also the first port of call for staff requiring advice on e-safety matters. Although all staff are responsible for upholding the academy's online safety policy and safer internet practice, Donna Percival and Tom Millar supported by the ICT Technician Team are responsible for monitoring internet usage by pupils and staff, and on academy machines, such as laptops used off-site. Donna Percival and Tom Millar will also ensure that best practice from NOS is shared with stakeholders via the academy website.

The ICT Technician Team:
Internal ICT support staff and technicians are responsible for maintaining the academy's networking, IT infrastructure and hardware. They need to be aware of current thinking and trends in IT security and ensure that the academy system, particularly file-sharing and access to the internet is secure. They need to further ensure that all reasonable steps have been taken to ensure that systems are not open to abuse or unauthorised external access, with particular regard to external logins and wireless networking. ICT Support staff also need to monitor and maintain internet filtering. The network manager will also liaise with external organisations such as social media sites regarding e-safety issues if they arise.

Section 5- How will the academy provide online safety education?
The academy will deliver the following:

- Online safety training for all students through pastoral sessions
- Online safety knowledge building through RSE lessons
- Y7 ICT lessons will have a discreet module on online safety
- NOS resources, training and best practice will be disseminated through the academy
- Online safety leads will complete L3 NOS training
- Staff will receive regular training on online safety as part of the suite of safeguarding training delivered each year. This will included an annual refresher each September.

Section 6- How to deal with incidents
Staff will record online safety incidents on My Concern, therefore allowing the DSL and DDSL to keep an accurate record of online safety incidents. The DSL and DDSL needs to be able to differentiate which e-safety incidents are required to be reported to CEOP, local Police, LADO, social services and parents/guardians; and also determine whether the information from such an incident should be restricted to nominated members of the leadership team.
Possible scenarios might include:

- Allegations against members of staff.
- Computer crime – for example hacking of academy systems.
- Allegations or evidence of 'grooming'.
- Allegations or evidence of cyber bullying in the form of threats of violence, harassment or a malicious communication.
- Acting 'in loco parentis' and liaising with websites and social media platforms such as Twitter and Facebook to remove instances of illegal material or cyber bullying. Teaching and teaching support staff:

In addition to this:

- Teaching and teaching support staff need to ensure that they are aware of the current MAT Online Safety Policy, practices and associated procedures for reporting e-safety incidents.
- All teaching staff and support staff need to rigorously monitor pupil internet and computer usage in line with the policy. This also includes the use of personal technology such as cameras, phones and other gadgets on the academy site.
- Staff should promote best practice and their online presence should be protected with the highest possible privacy settings.
- Staff should not engage with students via private social media platforms or email addresses.
- Internet usage and suggested websites should be pre-vetted and documented in lesson planning.
- Pupils need to be aware of how to report e-safety incidents in the academy, and how to use external reporting facilities, such as report abuse buttons.
- Pupils need to be aware of etiquette surrounding Teams pages and accessing online lessons- this information will be shared with pupils and parents with the relevant academy documentation.
- Parents will support the academy by ensuring that their children access online lessons and Teams pages in the appropriate manner and in abidance with the relevant academy documentation.

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