



# Notting Hill & Ealing High School GDST

## Policy on online safety at NHEHS (Whole School including EYFS)

### 1. Policy Introduction and Aims

The internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life. However, these modern technologies have created a landscape of challenges and dangers that is still constantly changing. In order to ensure that the school provides a safe environment for learning, we adhere to the following principles:

- Online safety is an essential part of safeguarding and the school has a duty to ensure that all pupils and staff are protected from potential harm online
- Online safety education is an important preparation for life. Pupils should be empowered to build resilience and to develop strategies to prevent, manage and respond to risk online

The purpose of the online safety policy is to:

- Safeguard and protect all members of the school's community online
- Identify approaches to educate and raise awareness of online safety throughout the community
- Enable all staff to work safely and responsibly, to model positive behaviour online and to manage professional standards and practice when using technology
- Identify clear procedures to use when responding to online safety concerns.

The issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example pornography, racist or radical and extremist views, and in some respects fake news
- **Contact:** being subjected to harmful online interaction with other users; for example children can be contacted by bullies or people who groom or seek to abuse them
- **Commercial exploitation:** for example young people can be unaware of hidden costs and advertising in apps, games and website
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying

## 2. Policy Scope

This policy applies to all staff including teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as pupils and parents/carers. It applies to the whole school including the Early Years Foundation Stage. It applies to access to school systems, the internet and the use of technology, using devices provided by the school or personal devices.

The policy also applies to online safety behaviour such as cyber-bullying, which may take place outside the school, but is linked to membership of the school. The school will deal with such behaviour within this policy and associated behaviour and discipline policies, and will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

### 2.1 Links with other policies and practices

This policy links with a number of other policies, including:

- The GDST *Information Security Policy*
- The GDST *Data Protection Policy*
- The school's *Safeguarding and Child Protection Policy*
- The GDST *Safeguarding Procedures* (which incorporates the staff *Code of Conduct*)
- *Acceptable Use Agreements* (AUAs) for staff and pupils
- GDST *Social Media Policy*
- The school's *Behaviour and Discipline Policy*
- The *Anti-Bullying Policy*
- Staff handbook sections B13, B14, D17, D18

## 3. Roles and Responsibilities

- The Designated Safeguarding Leads (DSL) are responsible for online safety
- *All* members of the community have important roles and responsibilities to play with regard to online safety:

### 3.1 The Headmaster:

- Has overall responsibility for online safety provision
- Ensures that online safety is viewed as a safeguarding issue and that practice is in line with GDST and national recommendations and requirements
- Ensures the school follows GDST policies and practices regarding online safety (including the *Acceptable Use Agreements*), information security and data protection
- Ensures that online safety is embedded within the whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety
- Support the DSL by ensuring they have sufficient training, time, support and resources to fulfil their responsibilities

- Ensures that all staff receive regular, up to date and appropriate online safety training
- Is aware of what to do in the event of a serious online safety incident, and will ensure that there are robust reporting channels for online safety concerns, including internal, GDST and national support
- Receives regular reports from the DSL on online safety
- Ensures that online safety practice is audited and evaluated regularly in order to identify strengths and areas for improvement.

### **3.2 The Designated Safeguarding Leads (DSLs):**

- Take day to day responsibility for online safety
- Promote an awareness of and commitment to online safety throughout the school community
- Act as the named point of contact on all online safety issues, and liaise with other members of staff or other agencies, as appropriate
- Keep the online safety component of the curriculum under review, in order to ensure that it remains up to date and relevant to pupils
- Facilitate training and advice for all staff, keeping colleagues informed of current research, legislation and trends regarding online safety and communicating this to the school community, as appropriate
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident
- Review the internet monitoring report at least monthly, taking action where required
- Maintain the online safety incident log and record of actions taken, and review the log periodically to identify gaps and trends
- Report regularly to the Headmaster and SLT on the incident log, internet monitoring report, current issues, developments in legislation etc.

### **3.3The IT department:**

- Apply appropriate technical and procedural controls to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised
- Keep up to date with the school's online safety policy and technical information in order to carry out their online safety role effectively and to inform and update others as relevant
- Provide technical support to the DSL and leadership team in the implementation of online safety procedures
- Ensure that the school's filtering policy is applied and updated on a regular basis, and the monitoring report is run and passed to the DSL on a monthly basis (as a minimum)
- Report any filtering breaches or other online safety issues to the DSL, Head, GDST and other bodies, as appropriate
- Ensure that any safeguarding concerns are reported to the DSL, in accordance with the school's safeguarding procedures.

### **3.4 All school staff:**

- Read, adhere to and help promote the online safety policy, *Acceptable Use Agreements* and other relevant school policies and guidance
- Take responsibility for the security of school systems and the data they use, or have access to
- Model safe, responsible and professional behaviours in their own use of technology
- Embed online safety in their teaching and other school activities
- Supervise, guide and monitor pupils carefully when engaged in activities involving online technology (including extra-curricular and extended school activities if relevant)
- Have an up to date awareness of a range of online safety issues and how they may be experienced by the children in their care
- Identify online safety concerns and take appropriate action by reporting to the DSL
- Know when and how to escalate online safety issues
- Take personal responsibility for professional development in this area.

### **3.5 Pupils (at a level that is appropriate to their individual age, ability and vulnerabilities):**

- Engage in age appropriate online safety education opportunities
- Read and adhere to the school *Acceptable Use Agreements*
- Respect the feelings and rights of others both on and offline, in and out of school
- Take responsibility for keeping themselves and others safe online
- Report to a trusted adult, if there is a concern online.

### **3.6 Parents and carers:**

- Read the school *Acceptable Use Agreements* and encourage their children to adhere to them
- Support the school in online safety approaches by discussing online safety issues with their children and reinforcing appropriate, safe online behaviours at home
- Model safe and appropriate use of technology and social media
- Identify changes in behaviour that could indicate that their child is at risk of harm online
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online
- Use school systems, such as learning platforms, and other network resources, safely and appropriately
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

### **3.7 External groups:**

- Any external individual/organisation must sign an *Acceptable Use Agreement* prior to being given individual access to the school network.

## 4. Education and Engagement

### 4.1 Education and engagement with pupils

The school curriculum includes age-appropriate lessons and activities on online safety for all pupils, intended to raise awareness, build resilience and promote safe and responsible internet use by:

- Ensuring education regarding safe and responsible use precedes internet access
- Including online safety across the curriculum, including the Personal Social and Health Education, Relationships and Sex Education and Computing programmes of study, covering use both at school and home
- Regularly reinforcing online safety messages when technology or the internet is in use
- Ensuring that the needs of pupils considered to be more vulnerable online, such as those with SEND or mental health needs, are met appropriately
- Using support, such as peer education approaches and external visitors, to complement online safety education in the curriculum
- Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation
- Teaching pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Teaching pupils to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Supporting students in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making

The school will support pupils to read and understand the *Acceptable Use Agreement* in a way which suits their age and ability by:

- Discussing the AUA and its implications when it is introduced, and reinforcing the principles via display, classroom discussion etc.
- Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation
- Recognising positive use of technology by pupils.

### 4.2 Training and engagement with staff

The school will:

- Provide and discuss the *Online Safety Policy* and staff *Acceptable Use Agreement* with all members of staff as part of induction
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates

- Make staff aware that school systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with school's policies when accessing school systems and devices
- Make staff aware that their online conduct out of school, including personal use of social media, could have an impact on their professional role and reputation within school
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the school community.

### **4.3 Awareness and engagement with parents and carers**

Parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies. The school will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings
- Drawing parents' attention to the school online safety policy and expectations in newsletters and on the website
- Requiring parents to read the pupil *Acceptable Use Agreement* and discuss its implications with their children.

## **5. Reducing Online Risks**

The internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. The school will:

- Regularly review the methods used to identify, assess and minimise online risks
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material
- Ensure, through online safety education and the school AUAs, that pupils know that the school's expectations regarding safe and appropriate behaviour online apply whether the school's networks are used or not

## **6. Safer Use of Technology**

### **6.1 Classroom Use**

- The school uses a wide range of technology. This includes access to:

- Computers, laptops and other digital devices
- Internet which may include search engines and educational websites
- Learning platforms
- Cloud services and storage
- Email and messaging
- Games consoles and other games based technologies
- Digital cameras, web cams and video cameras
- Virtual reality headsets
- Supervision of pupils will be appropriate to their age and ability
- All school-owned devices should be used in accordance with the school's AUAs and with appropriate safety and security measures in place.
- Members of staff should always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home
- The use of internet-derived materials by staff and pupils should comply with copyright law and acknowledge the source of information

## 6.2 Filtering and Monitoring

- All schools within the GDST are centrally provided with their data connections via a dedicated network. All incoming data are screened by an application that provides real-time filtering and protects both networks and users from internet threats. It prevents a wide range of unwelcome material and malware from being available in schools while at the same time allowing access to material of educational value. The policy determining filtering is managed centrally, with different levels being applied depending on age group
- The filtering system produces a report which identifies attempts to access sites that may give rise to concern. This report should be run on a monthly basis (as a minimum). Monitoring can also be undertaken on a needs basis. Concerns identified through monitoring will be managed by the DSL depending on the nature of the issue
- There is also a centrally managed process for scanning email messages between staff and students for inappropriate language and behaviour. If there is an issue the HR department at Trust Office will be alerted and the matter taken up with the school. Email traffic between pupils is not scanned as a matter of course, but if concerns about contacts between pupils are raised, then a record of messages may be retrieved
- All members of staff are however aware that they cannot rely on filtering and monitoring alone to safeguard pupils: effective classroom management and regular education about safe and responsible use is essential
- All users are informed that use of school systems is monitored and that all monitoring is in line with data protection, human rights and privacy legislation.

### *Dealing with Filtering breaches*

The school has a clear procedure for reporting filtering breaches:

- If pupils discover unsuitable sites, they will be required to alert a member of staff immediately

- The member of staff will report the concern (including the URL of the site if possible) to the DSL
- The breach will be recorded and escalated as appropriate
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as Internet Watch Foundation (IWF), the Police or Child Exploitation and Online Protection (CEOP).

### 6.3 Managing Personal Data Online

Personal data will be recorded, processed, transferred and made available online in accordance with the *General Data Protection Regulations*. Full information can be found in the school's *Data Protection Policy*.

## 7. Social Media

### 7.1 Expectations

- The term social media includes (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger
- All members of the school community are expected to engage in social media in a positive, safe and responsible manner, at all times

### 7.2 Staff Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites is discussed with all members of staff as part of staff induction and is revisited and communicated via regular staff training opportunities
- Safe and professional behaviour is outlined for all members of staff as part of the staff *Code of Conduct*, staff *Acceptable Use Agreement* and *Social Media Policy*

### 7.3 Pupils' Personal Use of Social Media

- Safe and appropriate use of social media will be taught to pupils as part of online safety education, via age-appropriate sites and resources
- The school is aware that many popular social media sites state that they are not for children under the age of 13. The school will not create accounts specifically for children under this age
- The school will control pupil access to social media whilst using school-provided devices and systems on site:
- The use of social media during school hours for personal use **is not** permitted.

- Inappropriate or excessive use of social media during school hours or whilst using school devices may result in disciplinary or legal action and/or removal of internet facilities
- Any concerns regarding pupils' use of social media, both at home and at school, will be dealt with in accordance with existing school policies. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.

## **8. Use of Mobile Phones and Digital Devices (whole school including EYFS)**

We recognise that mobile phones and digital devices are an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to personal security and safety.

Mobile phones have become increasingly complex and sophisticated and many pupils now have smartphones. We recognise that such technology will play an increasing part in education in the future, but that we need rules and guidelines to help develop good learning habits and prevent disruption. We aim to educate pupils in the responsible use of technology.

Pupils are permitted to bring mobile phones and digital devices to school, but their use is subject to the following guidelines:

### **Guidelines**

Girls in the Junior School and from Year 7 to Year 11 in the Senior School may not use mobile phones at any time during the school day. This means that phones may not be used, for example, for making calls, checking the time, texting, as a calculator, or as a camera.

#### **Junior School**

Only girls in Years 5 or 6, from whom we have received written permission from parents to walk to or from school, may bring a mobile phone to school. On school premises, it must be turned off and handed to their class teacher on arrival. Phones should be clearly named but the school cannot take any financial responsibility for lost or damaged mobiles. At the end of the day, girls should collect the phone from a teacher but again must not use it on school premises.

#### **Senior School**

During the school day, mobile phones must be switched off and stored in the pupil's locker. However, where appropriate, an individual member of staff may give permission for the use of a phone for a specific educational purpose.

For girls in Year 12 and Year 13, mobile phones should be switched off and kept out of sight during lessons, while girls are in the main school buildings and when walking between buildings. Year 12 and 13 girls may use their phones in the Sixth Form Centre, as long as this is not in a manner or place that is disruptive to others or to the normal routine of the school.

These guidelines also apply to the use of mobile phones during school trips, extra-curricular activities or other off-site supervised activities. Girls should keep their phones switched off and in their bags

(Senior School) or with the teacher (Junior School). They may only be used if permission is given by the member of staff in charge of the trip.

Note: The term 'phone' in this policy includes mobile phones, iPods, MP3, MP4 players, e-readers and any similar portable electronic devices.

### **Communication with home**

If there is an emergency which requires communication with home, pupils should speak to a member of staff who will help them. Pupils will be able to use a phone in the school office to call home if necessary.

If a parent needs to contact their daughter, for instance in an emergency, they should phone the school office for a message to be passed on to the pupil, rather than trying to contact a girl directly on her mobile phone. This ensures that a pupil is given support and privacy in dealing with a potentially difficult situation.

If an after school fixture or club is cancelled on the day, parents will receive a message via Schoolcomms by email or text, as appropriate.

### **Rules and responsible use**

- Courtesy, consideration and respect for others are paramount at all times.
- Please note that it is a criminal offence to use a mobile phone to menace, harass or offend another person (almost all calls, text messages and emails can be traced).
- Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour in accordance with the Anti-Bullying Policy.
- Pupils should not use vulgar, derogatory or obscene language while using a mobile phone.
- Pupils must ensure that files stored on their phones do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and would be dealt with as such by the school.
- Pupils must not use phones or MP3 players to broadcast music, transfer inappropriate material or illegally share copyrighted material.
- Pupils should not on any account use their mobile phone to photograph or video any member of the school community without their consent.
- Mobile phones or other electronic portable devices must not, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and possibly other examinations.
- Responsibility for the phone rests with the pupil and the school accepts no financial responsibility for damage, loss or theft. (Any mobile phone found 'lost' in school should be handed in to the school office).

### **Sanctions**

#### **Senior School**

- If a pupil is found to be using a mobile phone during the school day, the phone will be confiscated and kept at the school office. At the end of the school day, the pupil must collect a slip from the school office and give it to one of the Deputy Heads to sign. The girl must hand the signed slip to the school office in order to retrieve her mobile phone. Parents will be informed of the infringement by email.

- Should a second infringement occur, parents will be contacted and the girl will be asked to hand her phone in at the office at the start of every school day, or the parents agree to the phone being left at home, for a fixed period of time. The misdemeanour will be dealt with as a disciplinary issue by the Deputy Heads
- Inappropriate use or content will be dealt with according to the relevant school policies (see Behaviour Policy, Anti-bullying Policy, ICT code of conduct). In serious cases CEOP or the police may be alerted by the school

### **Junior School**

- If a girl is found using her mobile in school, it will be confiscated and can only be collected by an adult from the Head of the Junior School. Inappropriate behaviour regarding mobile use will be dealt with in accordance with the ICT Code of Conduct and/or the Junior School Behaviour policy.

### **Advice to pupils on the safe use of mobile phones**

Using your mobile phone is convenient and practical but you need to observe some common sense ground rules to protect yourself from potential abuse or danger.

- It is recommended that children under 13 do not have access to the internet unsupervised and should not use chat rooms or become members of social networks.
- Do not give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat rooms.
- It is strongly advised that you use passwords/pin numbers to ensure that unauthorised phone calls/messages cannot be made on your phone (e.g. by your friends, or if stolen). You must keep your password/pin confidential. Mobile phones and/or passwords should not be shared.
- If you get texts which upset you don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone, don't forward it to others, tell an adult.
- Distributing sexual images of other young people is classed as harassment and is illegal. If you receive something like this tell an adult immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- Visit the Thinkuknow website at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for more information on staying safe.

### **8.1 Staff use of Personal Devices and Mobile Phones**

- Members of staff will ensure that the use of personal phones and devices takes place in accordance with the law, as well as relevant school policy and procedures, such as: *Confidentiality, Safeguarding and Child Protection, Data Security and Acceptable use Agreements.*
- Images of pupils must not be stored on personal devices. If a member of staff has reason to take an image on their personal device, permission must be requested from the Headmaster. Any image taken on a personal device must then be transferred to school or GDST systems as soon as reasonably possible and the personal copy permanently removed.
- Staff can also refer to Section B13 and B14 for further guidance.

## **8.2 Visitors' Use of Personal Devices and Mobile Phones**

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's *Acceptable use Agreement* and other associated policies, such as *Anti-Bullying* and *Safeguarding and Child Protection policies*
- The school will ensure appropriate signage and information is provided to inform parents, carers and visitors of expectations of use
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL of any breaches of school policy.

## **9. Responding to Online Safety Incidents and Concerns**

- All members of the school community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content
- All members of the community must respect confidentiality and the need to follow the official school procedures for reporting concerns
- Incidents will be managed depending on their nature and severity, according to the relevant school policies
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes in policy or practice as required
- If the school is unsure how to proceed with an incident or concern, the DSL will seek advice from the IT or Legal Department at Trust Office.
- Where there is suspicion that illegal activity has taken place, the school will contact the Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond the school community (for example if other local schools are involved or the public may be at risk), the school will speak with the Police and/or the Local Authority first, to ensure that potential investigations are not compromised.

### **9.1 Concerns about Pupils' Welfare**

- The DSL will be informed immediately of any online safety incident that could be considered a safeguarding or child protection concern
- The DSL will ensure that online safeguarding concerns are escalated and reported to relevant agencies
- The school will inform parents and carers of any incidents or concerns involving their child, as and when required.

## 9.2 Misuse

- Complaints about IT misuse by pupils will be dealt with by a senior member of staff under the relevant policies and procedures and according to the nature of the complaint
- Any complaint about staff misuse will be referred to the Headmaster
- Pupils and parents are informed of the school's complaints procedure.

## 10. Monitoring and Review

- The school will monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied in practice
- The policy framework will be reviewed by the GDST at least annually, and in response to any new national guidance or legislation, significant developments in the use of technology, emerging threats or incidents that have taken place

## 11. Useful links and sources of advice

### 11.1 Guidance and resources

- [Sexting in Schools and Colleges \(UKCCIS\)](#)
- [Indecent images of children: guidance for young people](#)
- [Cyberbullying: understand, prevent and respond \(Childnet\)](#)
- [Cyberbullying: advice for headteachers and school staff \(DfE\)](#)

### 11.2 National Organisations

- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- CEOP:
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - [www.ceop.police.uk](http://www.ceop.police.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Lucy Faithfull Foundation: [www.lucyfaithfull.org](http://www.lucyfaithfull.org)
- NSPCC: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
  - ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
  - Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- The Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
  - Professional Online Safety Helpline: [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline)
  - Telephone helpline: 0844 381 4772

- 360 Safe Self-Review tool for schools: [www.360safe.org.uk](http://www.360safe.org.uk)

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