Online Policy for Learning Grove Education

1. Introduction:

Learning Grove Education is committed to safeguarding and promoting the welfare of children and young people. The safety and security of students within our care is paramount at Learning Grove. Every care is taken to ensure that students are accounted for at all times whilst in our care.

2. Policy Aims:

The purpose of the online safety policy is to:

- Safeguard and protect all members of the school/provision community online.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly to role 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.

Learning Grove Education identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

- <u>Content:</u> being exposed to illegal, inappropriate, or harmful material.
- <u>Contact:</u> being subjected to harmful online interaction with other users.
- <u>Conduct:</u> personal online behaviour that increases the likelihood of, or causes, harm
- <u>Commerce:</u> risks such as online gambling, inappropriate advertising, phishing and or financial scams.

3. The Policy Scope:

Online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.

Things considered:

- The internet and associated devices, such as computers, tablets, mobile phones, and games consoles, are an important part of everyday life.
- Learners should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all staff including Directors, leadership team, teachers, support staff, external contractors, visitors, volunteers, and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this

policy), as well as learners, parents, and carers. All staff are obligated to ensure they are doing everything in order to safeguard students and must report any issues to the DSL.
- This policy applies to all access to the internet and use of technology, including personal devices, or where learners, staff or other individuals have been provided with setting issued devices for use off-site, such as work laptops, tablets or mobile phones.

4. Monitoring and Review:

- Technology in this area evolves and changes rapidly. This policy will be reviewed at least annually.
- The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure.
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the DSL or DDSL will be informed of online safety concerns, as appropriate.
- The named DSL for safeguarding will report on a regular basis to the SLT on online safety practice and incidents, including filtering and monitoring processes.
- Training will be provided to staff.
- Any issues identified via monitoring will be incorporated into our action planning.

5. Roles and Responsibilities.

- The Designated Safeguarding Lead (DSL), John Southeran (Director) and Kim Turnbull (Head of Site), has lead responsibility for online safety. Whilst activities of the DSL may be delegated to an appropriately trained deputy, overall, the ultimate lead responsibility for safeguarding and child protection, including online safety remains with the DSL.
- Education Plus recognises that all members of the community have important roles and responsibilities to play with regards to online safety.
- All Directors will ensure online safety is a running and interrelated theme whilst devising and implementing our whole-school approach to safeguarding. Our safeguarding Director will monitor this.

Learning Grove Education SLT/Director team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy or acceptable use policy, which covers acceptable use of technology.

- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.
- Ensure that online safety is embedded within a progressive curriculum where appropriate, which enables all learners to develop an age-appropriate understanding of online safety. Most students will not need to access computers or the internet due to the nature of the Forest School setting.
- Support the DSL and any deputies by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local, and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.

The Designated Safeguarding Lead will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Work alongside DDSLs to ensure online safety is recognised as part of the setting's safeguarding responsibilities and that a coordinated approach is implemented.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant up to date knowledge required to keep learners safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Keep up to date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events when appropriate to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers, and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies, and procedures.
- Report online safety concerns, as appropriate, to the SLT / DSLs / DDSLs.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.

- Meet regularly with the Director and lead responsibility for safeguarding and online safety.

It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy and acceptable use policies.
- Take responsibility for the security of setting systems and the data they use or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an 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 following the settings safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.
- Know and contribute to Learning Grove Education filtering and monitoring process.

It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:

- Engage in age-appropriate online safety education opportunities when appropriate.
- Contribute to the development of online safety policies.
- Read and adhere to the acceptable use policies.
- Respect the feelings and rights of others, both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

It is the responsibility of parents and carers to:

- Read the acceptable use policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the home-school agreement and/or acceptable use policies.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the online safety policies.

- Use our systems, such as learning platforms, and other network resources, safely and appropriately. (If applicable)
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

6. Safer Use of Technology:

Classroom Use

Learning Grove Education does not use a wide range of technology.

However, there may be access to the following when needed:

- Laptops
- Internet which may include search engines and educational websites
- Email
- Mobile phones
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras.
- Mini microscope for looking at bugs and nature.

All setting owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The setting will use age-appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.
- We will ensure that the use of internet-derived materials, by staff and learners, complies with copyright law and acknowledge the source of information.
- Supervision of learners will be appropriate to their age and ability.

Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations and Data Protection legislation.
- Full information can be found in our Data Protection policy.

Managing Internet Access

The site does not have its own internet connection but personal devices (i.e. mobile phones) can connect to the internet. All staff will read and sign an acceptable use policy before being given access to our computer system, IT resources or internet.

Publishing Images and Videos Online or within social media:

- We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) the cameras and image use, data security, acceptable use policies, codes of conduct/behaviour, social media and use of personal devices and mobile phones.
- Parental permission is required for all publishing of pictures involving students' faces. Without permission a student is not able to be published without their face being distorted/covered to hide their identity.

Managing Email

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use policies and the code of conduct/behaviour policy.
- The forwarding of any chain messages/emails is not permitted.
- Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains sensitive or personal information will only be sent using secure and/or encrypted email.
- Setting email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the community will immediately tell DSL if they receive offensive communication, and this will be recorded in our safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked on site.
- The use of personal email addresses by staff for any official setting business is not permitted.
- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, learners and parents. No member of staff is expected to reply outside of work hours.

7. Use of Mobile and Smart Technology

Learning Grove Education recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

Expectations

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.

- Electronic devices of any kind that are brought onto site are the responsibility of the user. Students are encouraged to leave their phones at home or lock them up during the school day to avoid them getting damaged or becoming a distraction to learning.
- All members of Learning Grove are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- All members of Learning Grove community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared. Devices should be left unattended or within reach of students.
- Students should not take any photos or videos on their phones. Staff must transfer any photos or videos taken to the secure storage for Learning Grove and delete them completely from their personal devices. Nothing should be shared outside of Learning Grove, especially on personal social media accounts.
- All members of Learning Grove are reminded that taking covert images typically under clothing (Upskirting) is illegal and will be dealt with as part of the discipline policy.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy and could result in a suspension or more depending on the severity.
- All members of Learning Grove are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy.

- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence, the police will be contacted.

8. Visitors' Use of Mobile and Smart Technology

- Parents/carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- We will ensure appropriate signage and information is provided to inform parents, carers and visitors of expectations of use. It would be preferred that such devices are not used unless necessary for the role being performed, any use should be away from students where possible.

- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputy) of any breaches of our policy.

Officially provided mobile phones and devices:

- Some members of staff will be issued with a work phone number and email address, where contact with learners or parents/carers is required.
- Setting mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Setting mobile phones and devices will always be used in accordance with the acceptable use policy and other relevant policies.

9. Responding to Online Safety Incidents and Concerns

- All members of the 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 procedures for reporting concerns.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents, carers and learners to work in partnership to resolve online safety issues.
- After any investigations are completed, we will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- The school will follow the NSPCC guidance on when to contact the Police available here :- https://www.npcc.police.uk/SysSiteAssets/media/downloads/publications/publications-log/2020/when-to-call-the-police--guidance-for-schools-and-colleges.pdf
- If an incident or concern needs to be passed beyond our community (for example, if other local settings are involved or the public may be at risk), the DSL or director will speak with the Police first to ensure that potential investigations are not compromised.

Concerns about Learners' Welfare

- The DSL (or deputy) will be informed of any online safety incidents involving safeguarding or child protection concerns.
- The DSL (or deputy) will record these issues in line with our child protection policy.
- The DSL (or deputy) will ensure that online safety concerns are escalated and reported to relevant agencies in line with the DSCP thresholds and procedures.
- We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

Staff Misuse

- Any complaint about staff misuse will be referred to the HoS / Directors in accordance with the safeguarding policy.
- Issues which do not meet the threshold requiring reporting to the LADO will be recorded in the organisations record of low level concerns.
- Any allegations regarding a member of staff's online conduct reaching the threshold will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with our staff behaviour policy/code of conduct.

10. External information and resources

- National Links and Resources for Educational Settings: www.thinkuknow.co.uk
- CEOP:www.ceop.police.uk
- Childnet: www.childnet.com
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- Parent Protect https://www.parentsprotect.co.uk/ - this includes advice for parents on peer on peer abuse and how to cope if your child has got into significant trouble online.
- NSPCC: www.nspcc.org.uk/onlinesafety
- ChildLine: www.childline.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
- 360 Safe Self-Review tool for schools: www.360safe.org.uk
- Parentzone (Google Internet Legends) https://parentzone.org.uk/