

# E-Safety Policy

## Statement

The Queen's School recognises that, in an increasingly digital world, the school needs to ensure that all staff and girls know how to conduct themselves safely and appropriately online.

The responsibility for E-safety is shared by all staff but is the under the remit of the DSL.

## Aims

The purpose of this online safety policy is to:

- 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.

## Objectives

The objective of this policy is to safeguard all members of The Queen's School community online.

## Related policies

This policy should be read in conjunction with the following policies;

- The safeguarding policy
- Whistleblowing policy
- Behaviour policy
- Anti-bullying policy
- Confidentiality policy
- Staff Code of Conduct
- The Acceptable Use policies

The Queen's school identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

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## E-Safety for staff

This should be read in conjunction with the Staff handbook and the ASCL guidance paper on Social networking, social media and email regarding professional expectations of staff.

The school will:

- Provide and discuss the online safety policy with all members of staff as part of induction.
- Provide up-to-date and appropriate E-Safety training for all staff on a regular basis. This will cover the potential risks posed to pupils (Content, Contact and Conduct) as well as our professional practice expectations.
- 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.
- Ensure that staff who have contact with EYFS pupils are aware of the restrictions regarding their use of mobile phones (See EYFS Policy for the use of Cameras and Mobile Phone 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.

Taking action;

- If a member of staff has concerns about their own or a pupils online activities, they must report concerns to the DSL. The DSL will follow the protocol established for safeguarding concerns.
- If the concerns relate to another member of staff, they must report it to the Headmistress (see also, Whistleblowing policy).
- Staff can also report concerns directly to CEOP (see useful links).

## E-Safety for parents and carers

The Queen's School recognises that 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.
- Drawing their attention to the school online safety policy, resources and expectations in newsletters and on Firefly <https://firefly.thequeensschool.co.uk/e-safety-guide>
- Requesting that they read online safety information as part of joining our school

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- Requiring them to read the school Acceptable Use Policy and discuss its implications with their children.

### **E-Safety for pupils**

The Queen's School recognises the need to build the resilience of pupils to be able to engage appropriately and safely in the digital world.

This should be read in conjunction with the behaviour policy and anti-bullying policy. If a girl is found to have breached the Appropriate Use guidelines, they will become subject to the interventions as set out in the Behaviour policy.

In the Senior School, E-safety is addressed through the curriculum, form time and awareness events;

#### Year 7

Form time: Go through the Acceptable Use policy. Look at common online activities and discuss the benefits and risks.

PSHE: Transition to senior school including friendships and appropriate use of technology/iPADs.

On line gambling. (Sept)

Computing: E-Safety week and unit on the internet - workings, use and safety. (Jan/Feb)

#### Year 8

Form time

PSHE: Staying safe including e-safety. Sexting.

Computing: E-Safety week(Feb)

#### Year 9

Form time

PSHE: Free speech and the media

Computing: E-Safety week(Feb)

#### Year 10

Form time

PSHE: Your virtual World and online harassment

Computing: E-Safety week(Feb)

#### Year 11

Form time

PSHE: Sex and the media including pornography

Computing: E-Safety week(Feb)

#### Year 12

Form time

PSHE: E-Safety as you get older - your digital footprint.

#### Year 13

Form time

# E-Safety Policy

We undertake an annual E-Safety survey to understand the digital world from the pupil's perspective. Results are shared with all staff so they can understand the potential risks. Pupils are regularly reminded that they should report any E-Safety concerns that they have to a teacher. In the Lower School, E-safety is addressed through the curriculum, assemblies and awareness events.

Reception – Year 2

Computing: E-Safety Week (Feb), regular e-safety reminders within weekly lessons

Year 3-6

Computing: E-Safety Week (Feb)

E-Safety Unit taught to each year group in Autumn 1.

PSHE: Communication / technology units taught to each year group.

## Managing risks

Clear guidance on the use of technology in the classroom and beyond for all users, including staff, pupils and visitors can be found in the following documents;

- For Senior School Pupils - The Senior School IT Acceptable Use Agreement Form (On Firefly | Pupils | IT Information)
- For Lower School Pupils - The Senior School IT Acceptable Use Agreement Form (On Firefly | Pupils | IT Information)
- For Staff – Information Security Policy, Data Protection Policy (On Firefly | Staff | Policies | Whole School)
- For Visitors - Visitors' Wi-Fi and School Computer Use Document (Paper Copy issued by hand when required)

The School utilises a web filtering server in order to monitor pupil and staff internet use. The server prevents access to inappropriate websites and logs all users' activity, whether they are using a School computer or their own mobile device. Pupils are not allowed to use any other internet connection from their mobile device when in School. Teachers may on request, ask IT staff to produce an activity log listing the websites that a pupil has visited over a particular time period. In addition, the server carries out automatic analysis of logs, in order to determine if a child or member of staff may be at risk owing to visiting, or attempting to visit, categories of websites including: drugs, pornography, and intolerance. Following the analysis, a daily notification report is emailed by the server to the Head of Pastoral and the Deputy Head of Lower School, who judge whether intervention is required. Concerns regarding the activity of staff is passed to the Deputy Head.

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Information on the management of personal data can be found;

- Information Security Policy, Data Protection Policy, Information and Records Retention Policy Internal (On Firefly | Staff | Policies | Whole School)
- School Privacy Notices and Information and Records Retention Policy (On the School's website <https://www.thequeensschool.co.uk/privacynotices> )

## E-Safety useful links

<https://www.ceop.police.uk/safety-centre/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<https://www.thinkuknow.co.uk/>