

		Date	Review Date
Written by	Debbie Goode	01/07/2023	01/07/2024
Reviewed by	Ryan Goodwin	01/09/2023	01/09/2024

Legal Status

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on: Teaching online safety in schools, Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

It also refers to the Department's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying

Policy Applies to: -

- All staff (teaching and non-teaching) and volunteers working within the school

Related Documents: -

- E-Safety Acceptable Use Document
- Photography and image sharing guidance.
- Safeguarding Policy
- Positive Behaviour Policy
- Anti Bullying Policy
- Personal, Social, Health and Economic Education Policy
- Special Educational Needs and Disability (SEND) Non-Discrimination Policy
- Spiritual, Moral, Social and Cultural Education Policy
- Statement of Equality

Availability

This Policy is made available to staff, parents and pupils, a paper copy may be obtained from the School Office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement, and audit by the Headteachers/ proprietors

Policy Aims

The purpose of this policy is to:

- Ensure the safety and wellbeing of our pupils is paramount when using the internet, social media or mobile device
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that we operate in line with our values and within the law in terms of how we use online devices.

Tilt Education believes that;

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.
- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all pupils involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using Tilt Educations network and devices
- Working in partnership with pupils, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Tilt Education understands that the school must have strong ICT infrastructure and data protection practices; that the schools ICT systems need to be managed in ways that ensure that the school meets the DFE e-safety technical requirements.

The school will be responsible for ensuring that the ICT infrastructure / network is as safe and secure as is reasonably possible and that ICT/ E-safety policies and procedures are implemented. To do this Tilt Education will take appropriate security measures to protect wireless systems, work stations and hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.

Tilt Education will seek to keep pupils safe by;

- Appointing an online safety coordinator [Debbie Goode]
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety and their duties. Advising on DFE guidance regarding to incidents and safeguarding young people – and where to find advice.
- All users will be provided with a username and password
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- All users will sign an Acceptable Use Agreement
- There will be regular reviews and audits of the safety and security of school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school ICT systems
- Manages data in compliance with the [Data Protection Act 2018](#)
- Uses a firewall and robust antivirus software
- Uses a recognised internet service provider

- Uses an encrypted and password protected WiFi network.
- Pupils will only have access the internet when in the company of a member of staff.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- Actively monitors and filters any inappropriate websites or content

Tilt education believes that e-safety messages should be reinforced as part of a planned programme of ICT/ assemblies/pastoral activities. During which;

- Pupils will be taught in all lessons to be critically aware of the materials / content they access on-line and are guided to validate the accuracy of information
- Pupils will be helped to understand the need to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside school
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet
- Pupils will be equipped with the skills to know what they should do if they encounter bullying online.
- Pupils will be made aware of the importance of safety, the term grooming and how to recognise the signs of potential situations of grooming and ways to prevent it happening relationship boundaries.
- Pupils will be taught about the dangers of sexting and sending explicit graphics, the role of a bystander and its potential negative impacts responding to concerns.
- Pupils will be made aware of the Reporting Abuse CEOP button on the Tilt Education website and how and when to use it.

Rules for use of ICT systems / Internet will be posted in the ICT suite and staff will act as good role models in their use of ICT, the Internet and mobile devices. Due to many of our assembly lessons being planned at the end of each half term, should questions or events arise, relevant/ targeted e-safety lessons will be delivered to ensure the needs of our pupils are met.

When an E-Safety Incident is Reported

The matter will be dealt with very seriously. The school will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. Following any incident, the school will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by the Safeguarding lead, in consultation with appropriate external agencies. The school website also displays the CEOP reporting functionality where pupils and staff can report online abuse.