E-Safety Policy

(Focus on curriculum learning and safety)

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Document Control

Document Reference:	E-safety Policy
Owner:	Wirksworth Junior School
Author:	Isabel Webb
Issue Date:	March 2025
Review Due:	March 2026
Statutory Yes/No	No

Document History			
Issue	**Date**	**Purpose**	**Author**
1	01.02.20	New policy issued	Isabel Webb
2	28.02.21	Updated policy with pupil/parent input	Isabel Webb
3	27.10.22	Reviewed policy	Isabel Webb
4	17.03.23	Children reviewed their part of the policy and parents had an opportunity to add their views	Isabel Webb
5	14.06.24	Reviewed policy. Children reviewed their part during E-safety day.	Isabel Webb
6	15.05.25	Annual review of the policy. Children reviewed their own policy	Isabel Webb

Approval		
Meeting	**Date**	**Chair**
T and L meeting	12.11.22	Helen Brocklehurst
Resources meeting	17.3.23	Stuart Archer
Resources meeting	14.06.24	Stuart Archer
T and L committee	15.05.25	Helen Broclehurst

Wirksworth Junior School E-Safety Policy

Designated Safeguarding Leads:

Isabel Webb & Kirsty Meehan

Named governor with lead responsibility: Simon Howard

1. Policy Aims

- This online safety policy has been written by Wirksworth Junior School, involving staff, learners and parents/carers, building on the Kent County Council/The Education People online safety policy template, with specialist advice and input, and reformatted including additions, with permission by the Child Protection Manager for Schools/Education, Derbyshire County Council as required.

- It takes into account the DfE statutory guidance 'Keeping Children Safe in Education' 2024, 'Working Together to Safeguard Children' 2020 and the Derby City & Derbyshire Safeguarding Children Board procedures.

- The purpose of this online safety policy is to:
    - Safeguard and protect all members of Wirksworth Junior School 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.

- This 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.

2. Policy Scope

- Wirksworth Junior School believes that 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.
- Wirksworth Junior School identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- Wirksworth Junior School believes that 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 the governing body, 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.
- 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 a work laptops, tablets or mobile phones.

2.2 Links with other policies and practices

- This policy links with several other policies, practices and action plans including:
- Anti-bullying policy and Encouraging Good Behaviour policy.
- Code of conduct policy.
- Child protection policy.
- Confidentiality policy.
- Relationships and sex education policy.
- Data security.
- Use of photographs and videos policy.
- Mobile phone policy.
- I.T. acceptable use policy.
- Tackling extremism and radicalisation policy.
- Artificial Intelligence policy.
- Child on Child abuse policy
- Low level concerns policy
- Remote Learning policy

3. Monitoring and Review

- Technology in this area evolves and changes rapidly. This school will review this policy 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 ***Head teacher*** will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on a regular basis to the governing body on online safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into our action planning.
- Use of the internet is monitored through *Southwall* online software, of which reports are sent to the DSL weekly identifying any concerning searches for the school to support and take actions to identify the individual.

4. Roles and Responsibilities

- The Designated Safeguarding Lead (DSL) (Isabel Webb, Head Teacher) has lead responsibility for online safety. ***Whilst activities of the Designated Safeguarding Lead 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***.
- Wirksworth Junior School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and management 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 *and/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. School is using ***Southwall***, which is purchased through DCC IT services. *(June 2025)*
- Ensure that online safety is embedded within a progressive curriculum, which enables all learners to develop an age-appropriate understanding of online safety.
- 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. (LGFL safeguarding audit/action plan and DCC safeguarding audit and action plan)

4.2 The Designated Safeguarding Lead (DSL) 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 deputy DSLs 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 knowledge and up-to-date information 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 to promote positive online behaviour, such as E-safety 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 setting's 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 senior leadership team and Governing Body.

- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet regularly (termly) with the governor with a lead responsibility for safeguarding.

4.3 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 setting's safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally. *(See the Child Protection, Low level concerns and Confidential Reporting policies)*
- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures as directed by the DSL and leadership team *(Bitlocker security)* to ensure that the setting's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that our filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Ensure that our monitoring systems are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team
- Ensure appropriate access and technical support is given to the DSL (and/or deputy) to our filtering and monitoring systems, to enable them to take appropriate safeguarding action if/when required.
- It is the responsibility of the DSL to monitor the search history regularly with the use of Southwall software.

4.5 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.
- 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.
- ***See Appendix 1 for Child Friendly E safety policy***

4.6 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 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. (Class Dojo, Microsoft Teams and TT Rock Stars for example)
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education and Engagement Approaches

5.1 Education and engagement with learners

- The setting will establish and embed a progressive online safety curriculum to raise awareness and promote safe and responsible internet use amongst learners by:
    - Ensuring education regarding safe and responsible use precedes internet access.
    - Including online safety in Personal, Social, Health and Economic (PSHE), Relationships and Sex Education (RSE) and computing programmes of study.
    - Reinforcing online safety messages whenever technology or the internet is in use.
    - Educating learners in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.
    - Teaching learners to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- The setting will support learners to read and understand the acceptable use policies in a way which suits their age and ability by:
    - Displaying acceptable use posters in all rooms with internet access.
    - Informing learners that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
    - Rewarding positive use of technology.
    - Implementing appropriate peer education approaches.

- Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
- Seeking learner voice when writing and developing online safety policies and practices, including curriculum development and implementation.
- Using support, such as external visitors, where appropriate, to complement and support our internal online safety education approaches.

5.2 Vulnerable Learners

- Wirksworth Junior School recognises that some learners are more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.
- Wirksworth Junior School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable learners. (E Safety Day, I.C.T program of study and PSHE program of study)
- When implementing an appropriate online safety policy and curriculum Wirksworth Junior School will seek input from specialist staff as appropriate, including the SENDCO, Child in Care Designated Teacher. (Isabel Webb: SENDCO)

5.3 Training and engagement with staff

We will:

- Provide and discuss the online safety policy and procedures 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.
- This will cover the potential risks posed to learners (Content, Contact and Conduct) as well as our professional practice expectations.
- Recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns and provide opportunities for staff to contribute to and shape online safety policies and procedures.
- Make staff aware that our IT systems are monitored, and that activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
- Make staff aware that their online conduct outside of the setting, including personal use of social media, could have an impact on their professional role and reputation.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the learners.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting learners, colleagues or other members of the community.

5.4 Awareness and engagement with parents and carers

- Wirksworth Junior School recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.
- We 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, transition events, fetes and sports days.
    - Drawing their attention to the online safety policy and expectations in newsletters, letters, our prospectus and on our website.
    - Requesting that they read online safety information as part of joining our community, for example, within our home school agreement.
    - Requiring them to read our acceptable use policies and discuss the implications with their children.

6. Reducing Online Risks

- Wirksworth Junior School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.
- We 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 the setting 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.
    - Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our computers or devices.
- All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in our IT acceptable use policies/code of conduct and highlighted through a variety of education and training approaches.
- *Please read the Artificial Intelligence policy alongside this section.*

7. Safer Use of Technology

7.1 Classroom Use

- Wirksworth Junior 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 platform/intranet
    - Email
    - Games consoles and other games-based technologies

    - Digital cameras, web cams and video cameras
- All setting owned devices will be used in accordance with our IT acceptable use policy and with appropriate safety and security measures in place. (Ipads and laptops stored in locked cabinets).
- 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.
    - **Key Stage 2**
        - Learners will use age-appropriate search engines and online tools.
        - Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.

7.2 Teaching safe use of the Internet and ICT

- We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area:
- Kidsmart has been developed by the Childnet charity, and is endorsed by the DfES http://www.kidsmart.org.uk *(This can be found in Appendix 2)*

The main aspects of this approach include the following five SMART tips:

- Safe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online
- Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages.
- Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation
- Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

7.2 Managing Internet Access

- We will maintain a written record of users who are granted access to our devices and systems.
- All staff, learners and visitors will read and agree to the IT acceptable use policy before being given access to our computer system, IT resources or internet.
- We will carry out regular monitoring audits and audit activity to help identify pupils trying to access sites to establish any vulnerabilities and offer advice, support and react accordingly. This monthly report is sent directly to the DSL, who will make decision on what training is needed for pupils and staff members.
- This is through Southwall online monitoring system.

7.3 Filtering and Monitoring

Note: A guide for education settings about establishing 'appropriate levels' of filtering and monitoring can be found at: *https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring*

7.3.1 Decision Making

- Wirksworth Junior School governors and SLT have ensured that our setting has age and ability-appropriate filtering and monitoring in place, to limit learners' exposure to online risks.
- The governors and leaders are aware of the need to prevent "over-blocking", as that may unreasonably restrict what can be taught, with regards to online activities and safeguarding.
- Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

7.3.2 Filtering

- Education broadband connectivity is provided through RM.
- We use RM Safetynet, which blocks sites that can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature. The filtering system blocks all sites on the Internet Watch Foundation (IWF) list.
- We work with RM to ensure that our filtering policy is continually reviewed.
- If learners discover unsuitable sites, they will be required to:
    - Turn off monitor/screen and report the concern immediate to a member of staff.
    - The member of staff will report the concern (including the URL of the site if possible) to the DSL (or deputy) and/or technical staff.
    - The breach will be recorded and escalated as appropriate.
    - Parents/carers will be informed of filtering breaches involving their child.
- Any material believed to be illegal will be reported immediately to the appropriate agencies, such as the IWF, Derbyshire Police or CEOP (see G.D.P.R. policy – data protection)

7.3.4 Monitoring

- We will appropriately monitor internet use on all setting owned or provided internet enabled devices. This is achieved by:
    - *Physical monitoring (supervision) and monitoring internet and web access.*
- If a concern is identified via monitoring approaches we will:
    - *Inform the DSL or deputy who will respond in line with the child protection policy.*

- All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- This is through Southwall online monitoring system

7.4Managing 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 information security policies (School Website, Data Protection & Freedom of Information Publication scheme).

7.5 Security and Management of Information Systems

- We take appropriate steps to ensure the security of our information systems, including:
    - Virus protection being updated regularly.
    - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
    - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
    - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
    - Regularly checking files held on our network,
    - The appropriate use of user logins and passwords to access online sites.
        - Specific user logins and passwords will be enforced.
    - All users are expected to log off or lock their screens/devices if systems are unattended.
    - Further information about technical environment safety and security can be found at:
        - Data Protection, Code of Conduct and IT acceptable use policies.

7.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their passwords private.
- If using online recording systems, eg a child protection record system (My Concern) restricted access will be granted per job role and responsibility with regular reviews of who has access
- From year 3, all learners are provided with their own unique username and private passwords to access online learning; learners are responsible for keeping their passwords private. All children sign on to the school network using an individual email address and password.
- Individual logins allow for easier identification when we are alerted to concerning internet browsing and search histories.
- We require all users to:
    - Use strong passwords for access into our system.
    - Change their passwords every 3 months.

- Always keep their password private; users must not share it with others or leave it where others can find it.
- Not to login as another user at any time.

7.6 Managing the Safety of our Website

- We will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.
- The administrator account for our website will be secured with an appropriately strong password.
- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

7.7 Publishing Images and Videos Online

- We will ensure that all images and videos shared online are used in accordance with the associated polices, including (but not limited to) the: cameras and image use, data security, IT acceptable use policy, codes of conduct/behaviour and use of personal devices and mobile phones.

7.8 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 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 any member of staff who will then inform the DSL, if they receive offensive communication, and this will be recorded in our safeguarding files/records.
- We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.
- Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

- E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.
- Any emails sent in error which contain sensitive information will be logged as a data breech and our DPO Claire Archibald will be made aware immediately.

7.8.1 Staff email

- 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; however, we do support flexible working to support individual circumstances and family commitments.
- Members of staff will refer to and adhere to the acceptable use policy and any other policy where staff use of mobiles is referred to.

7.8.2 Learner email

- Learners will use provided email accounts for educational purposes.
- Learners will read and agreed a child IT Acceptable Use policy, which they update yearly, and will receive education regarding safe and appropriate email etiquette before access is permitted.
- Whole-class or group email addresses may not be used for communication outside of the setting.

7.9 Educational use of Video conferencing and/or Webcams

Wirksworth Junior School recognise that video conferencing and use of webcams can be a challenging activity but brings a wide range of learning benefits. ***This should be read alongside our remote learning and communications policy.***

- All video conferencing and webcam equipment will be switched off when not in use and will not be set to auto-answer.
- Video conferencing equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name; external IP addresses will not be made available to other sites.
- Video conferencing contact details will not be posted publicly.
- Video conferencing equipment will not be taken off the premises without prior permission from the DSL.
- Staff will ensure that external video conferencing opportunities and/or tools are suitably risk assessed and will ensure that accounts and systems used to access these events are safe and secure.
- Video conferencing equipment and webcams will be kept securely and, if necessary, locked away or disabled when not in use.

7.9.1 Users

- Parents/carers consent will be obtained prior to learners taking part in video conferencing activities.

- Learners will ask permission from a member of staff before making or answering a video conference call or message.
- Video conferencing will be supervised appropriately, according to the learner's age and ability.
    - This will be monitored by the class teacher/teaching assistant who is supervising the class.
- Video conferencing will take place via official and approved communication channels following a robust risk assessment.
- Only key administrators will be given access to video conferencing administration areas or remote-control pages.
- The unique log on and password details for the video conferencing services will only be issued to members of staff and should be kept securely, to prevent unauthorised access.

7.9.2 Content

- When recording a video conference lesson, this should be made clear to all parties at the start of the conference and permission will be obtained from all participants; the reason for the recording must be given and recorded material will be stored securely.
- If third party materials are included, we will check that recording is permitted to avoid infringing the third-party intellectual property rights.
- We will establish dialogue with other conference participants before taking part in a videoconference; if it is a non-educational site, staff will check that the material they are delivering is appropriate for the learners.

7.10 Management of Applications (apps) used to Record Children's Progress

- We use iTrack and TT Rockstars to track learners' progress and share appropriate information with parents and carers.
- The headteacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed before use, and that they are used in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.
- To safeguard learner's data:
    - Only learner-issued devices will be used for apps that record and store learners' personal details, attainment or photographs.
    - Personal staff mobile phones or devices will not be used to access or upload content to any apps that record and store learners' personal details, attainment, or images.
    - Devices will be appropriately encrypted if taken off-site, to reduce the risk of a data security breach, in the event of loss or theft.
    - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
    - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of Wirksworth Junior School community.
- Members of staff will refer to and adhere to the school's code of conduct policy and any other policy where the staff use of social media is referred to.
- We will control learner and staff access to social media whilst using setting provided devices and systems on site.
- Concerns regarding the online conduct of any member of Wirksworth Junior School community on social media, should be reported to the DSL and will be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.
- The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

8.2 Learner's Personal Use of Social Media

- Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach, via age-appropriate sites and resources.
- We are aware that many popular social media sites state that they are not for children under the age of 13, therefore, we will not create accounts specifically for learners under this age.
- Any concerns regarding learner's use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour.
    - Concerns will be shared with parents/carers as appropriate, particularly when concerning underage use of social media sites, games or tools.
- Learners will be advised:
    - To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location.
    - To only approve and invite known friends on social media sites and to deny access to others by making profiles private.
    - Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.
    - To use safe passwords.
    - To use social media sites which are appropriate for their age and abilities.
    - How to block and report unwanted communications.
    - How to report concerns both within the setting and externally.

8.3 Official Use of Social Media

- Wirksworth Junior School official social media channel is:
    - Class Dojo

- The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes.
    - The official use of social media as a communication tool has been formally risk assessed and approved by the headteacher.
    - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only.
    - Staff use setting provided email addresses to register for and manage any official social media channels.
    - Official social media sites are suitably protected and, where possible, linked to/from our website.
    - All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
    - Only social media tools (Class Dojo) which have been risk assessed and approved as suitable for educational purposes will be used. DPIA will be written.
    - Any official social media activity involving learners will be monitored.
- Parents and carers will be informed of any official social media use with learners; written parental consent will be obtained, as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

9. Use of Personal Devices and Mobile Phones

- Wirksworth Junior School 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.

9.1. Staff Use of Personal Devices and Mobile Phones

- Members of staff will refer to and adhere to the school's IT acceptable use policy, mobile phone policy any other policy where the staff use of personal devices and mobile phones is referred to.

9.2 Learners Use of Personal Devices and Mobile Phones

- (refer to Use of Mobile Phone policy)

9.3 Visitors' Use of Personal Devices and Mobile Phones

- (refer to Use of Mobile Phone policy)

10. 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), sextortion, 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.
- We will refer to the flow chart on responding to incidents, made available
- Where there is suspicion that illegal activity has taken place, we will follow the local safeguarding procedures which will include Police using 101, or 999 if there is immediate danger or risk of harm, and our managing allegations policy.
- 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 headteacher will speak with Call Derbyshire/ Derbyshire Police first to ensure that potential investigations are not compromised.

10.1 Concerns about Learner's 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, managing allegations and low-level concern policy.
- The DSL (or deputy) will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Derbyshire Safeguarding Children Board thresholds and procedures.
- We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Online Sexual Violence and Sexual Harassment between Children

- Wirksworth Junior school has accessed and understood "Sexual violence and sexual harassment between children in schools and colleges" (2018) guidance and part 5 of 'Keeping children safe in education' 2022
- Wirksworth Junior School recognises that sexual violence and sexual harassment between children can take place online. Examples may include; non-consensual sharing of sexual images and videos, sexualised online bullying, online coercion and threats, unwanted sexual comments and messages on social media, and online sexual exploitation.

    - Full details of how we will respond to concerns relating to sexual violence and sexual harassment between children can be found within our child protection and anti-bullying policy.
- Wirksworth Junior School recognises that the internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.
- Wirksworth Junior School also recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.
- Wirksworth Junior School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of online sexual violence and sexual harassment between children by implementing a range of age and ability-appropriate educational methods as part of our PSHE and RSE curriculum. (PSHE Matters scheme and E-safety Day).
- We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between children.
- We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.
- If made aware of online sexual violence and sexual harassment, we will:
    - Immediately notify the DSL (or deputy) and act in accordance with our child protection and anti-bullying policies.
    - If content is contained on learner's electronic devices, they will be managed in accordance with the DfE 'searching screening and confiscation' advice following our policy in this area.
    - Provide the necessary safeguards and support for all learners involved, such as offering specific advice on blocking, reporting and removing online content, as well as providing appropriate counselling/pastoral support.
    - Implement appropriate sanctions in accordance with our behaviour policy
    - Inform parents and carers, if appropriate, about the incident and how it is being managed.
    - If appropriate, make a referral to partner agencies, such as Children's Social Work Service and/or the Police.
    - If the concern involves children and young people at a different educational setting, work in partnership with other DSLs to ensure appropriate safeguarding action is taken in the wider local community.
        - If a criminal offence has been committed, the DSL (or deputy) will discuss this with our local Police first to ensure that investigations are not compromised.
    - Review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate.

11.2 Youth Produced Sexual Imagery ("Sexting")

- Wirksworth Junior School recognises youth produced sexual imagery (known as "sexting") and sextortion as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

- We will follow the advice as set out in the non-statutory UKCCIS guidance: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' and KSCB guidance: "Responding to youth produced sexual imagery".
- Wirksworth Junior School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of 'sexting' by implementing preventative approaches, via a range of age and ability appropriate educational methods. (PSHE Matters, Education for a Connected World, Project Evolve and our annual E Safety Day)
- We will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.
- We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on site or using setting provided or personal equipment.
- ***We will not:***
    - View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so.
        - If it is deemed necessary, the image will only be viewed by the DSL (or deputy DSL) and their justification for viewing the image will be clearly documented.
    - Send, share, save or make copies of content suspected to be an indecent image of a child (i.e. youth produced sexual imagery) and will not allow or request learners to do so.
- If made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will:
    - Act in accordance with our child protection policies and the relevant Derbyshire Safeguarding Child Board's procedures.
    - Ensure the DSL (or deputy) responds in line with the 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
    - Store the device securely.
        - If an indecent image has been taken or shared on our network or devices, we will act to block access to all users and isolate the image.
    - Carry out a risk assessment which considers any vulnerability of learners involved; including carrying out relevant checks with other agencies.
    - Inform parents and carers, if appropriate, about the incident and how it is being managed.
    - Make a referral to Children's Social Work Service and/or the Police, as deemed appropriate in line with the UKCCIS : 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
    - Provide the necessary safeguards and support for learners, such as offering counselling or pastoral support.
    - Implement appropriate sanctions in accordance with our behaviour policy but taking care not to further traumatise victims where possible.
    - Consider the deletion of images in accordance with the UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
        - Images will only be deleted once the DSL has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.

- Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

11.3 Online Child Sexual Abuse, Sextortion and Exploitation (including child criminal exploitation)

- Wirksworth Junior School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- Wirksworth Junior School recognises online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the DSL (or deputy).
- We will implement preventative approaches for online child sexual abuse and exploitation (including criminal exploitation) via a range of age and ability appropriate education for learners, staff and parents/carers.
- We will ensure that all members of the community are aware of the support available regarding online child sexual abuse and exploitation (including criminal exploitation), both locally and nationally.
- We will ensure that the 'Click CEOP' report button is visible and available to learners and other members of our community on our website.
- If made aware of an incident involving online child sexual abuse and exploitation (including criminal exploitation), we will:
    - Act in accordance with our child protection policies and the relevant Derbyshire Safeguarding Child Board's procedures.
    - If appropriate, store any devices involved securely.
    - Make a referral to Children's Social Work Service (if required/appropriate) and immediately inform our local police via 101, or 999 if a child is at immediate risk.
    - Carry out a risk assessment which considers any vulnerabilities of learner(s) involved (including carrying out relevant checks with other agencies).
    - Inform parents/carers about the incident and how it is being managed.
    - Provide the necessary safeguards and support for learners, such as, offering counselling or pastoral support.
    - Review the handling of any incidents to ensure that best practice is implemented; leadership team will review and update any management procedures, where necessary.
- We will respond to concerns regarding online child sexual abuse and exploitation (including criminal exploitation), regardless of whether the incident took place on our premises or using setting provided or personal equipment.
    - Where possible, learners will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report: www.ceop.police.uk/safety-centre/

- If we are unclear whether a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the Derbyshire police by using 101.
- If made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the Derbyshire police using 101 unless immediate concerns and 999 will be used by the DSL (or deputy).
- If learners at other setting are believed to have been targeted, the DSL (or deputy) will seek support from Derbyshire Police first to ensure that potential investigations are not compromised.

11.4 Indecent Images of Children (IIOC)

- Wirksworth Junior School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site.
- We will seek to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software, and monitoring online searches for safeguarding concerns.
- If we are unclear if a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the Derbyshire Police using 101.

- If made aware of IIOC, we will:
    - Act in accordance with our child protection policy and the relevant Derby City & Derbyshire Safeguarding Child Boards procedures.
    - Store any devices involved securely.
    - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Derbyshire police or the LADO.

- If made aware that a member of staff or a learner has been inadvertently exposed to indecent images of children, we will:
    - Ensure that the DSL (or deputy) is informed.
    - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
    - Ensure that any copies that exist of the image, for example in emails, are deleted.
    - Report concerns, as appropriate to parents and carers.

- If made aware that indecent images of children have been found on the setting provided devices, we will:
    - Ensure that the DSL (or deputy) is informed.
    - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
    - Ensure that any copies that exist of the image, for example in emails, are deleted.
    - Inform the Derbyshire police via 101 (999 if there is an immediate risk of harm) and Children's Services using Call Derbyshire (as appropriate).

    - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police.
    - Report concerns, as appropriate to parents and carers.

- If made aware that a member of staff is in possession of indecent images of children on setting provided devices, we will:
    - Ensure that the headteacher is informed immediately and without any delay in line with our Managing Allegations against Staff policy.
    - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with our Managing Allegations against Staff policy.
    - Quarantine any devices until police advice has been sought.

11.5 Cyberbullying and sextortion

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Wirksworth Junior School.
- Full details of how we will respond to all types of bullying are set out in our anti-bullying policy and child version of this policy. (Encouraging Good Behaviour policy).

11.6 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Wirksworth Junior School and will be responded to in line with existing policies, including anti-bullying and behaviour.
- All members of the community will be advised to report online hate in accordance with relevant policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (or deputy) will obtain advice through the Derbyshire police and or the safer Derbyshire website https://www.saferderbyshire.gov.uk/home.aspx
- Please read this alongside our Tackling Radicalisation and Extremism policy.

11.7 Online Radicalisation and Extremism

- We will take all reasonable precautions to ensure that learners and staff are safe from terrorist and extremist material when accessing the internet on site.
- If we are concerned that a child or parent/carer may be at risk of radicalisation online, the DSL (or deputy) will be informed immediately, and action will be taken in line with our child protection policy and Derbyshire prevent pathway which may include a referral into Channel.
- If we are concerned that member of staff may be at risk of radicalisation online, the headteacher will be informed immediately, and action will be taken in line with the child protection and allegations policies.

11.8 Victim blaming

- At Wirksworth Junior school we will ensure that blaming children and young people for abuse is never acceptable. Children can never be expected to predict, pre-empt or protect themselves from abuse. Irrespective of the context or circumstance the responsibility lies with the person who abused the child or young person.
- We are aware the greatest barriers to children not seeking help and reporting online abuse is feeling they will be blamed for something that has happened to them, if this is reinforced by professionals this creates self-blame, with the impact of the abuse on the child or young person has experienced being greater and taking longer to recover. Information is shared with parents on supporting this approach to disclosures form children.
- By victim blaming, we may miss opportunities to investigate the safeguarding concerns around the incident.
- At Wirksworth, we will listen and we will help educate the child how they will do things differently next time. We will share this with parents and ensure the child is not unnecessarily given sanctions, such as having their phones taken away or not allowed on the internet.
- The school will use resources such as Challenging victim blaming language and behaviours when dealing with online experiences of children and young adults- UK council for Internet safety

12. Useful Links for Educational Settings

Support and Guidance for Educational Settings

Derby City & Derbyshire Safeguarding Childrens Board on line procedures DSCB:

- **http://derbyshirescbs.proceduresonline.com/**

Derbyshire Police:

- In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Derbyshire Police via 101

LADO

- By referral into Professional.Allegations@derbyshire.gov.uk
- Form found here http://derbyshirescbs.proceduresonline.com/docs_library.html

Call Derbyshire (Starting Point)

- Immediate risk of harm phone 01629 533190
- For all other referrals complete an online form https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx
- For professional advice phone 01629 535353

National Links and Resources for Educational Settings

- CEOP:
  - www.thinkuknow.co.uk
  - 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
- NSPCC: www.nspcc.org.uk/onlinesafety
  - ChildLine: www.childline.org.uk
  - Net Aware: www.net-aware.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

National Links and Resources for Parents/Carers

- Action Fraud: www.actionfraud.police.uk
- CEOP:

    - www.thinkuknow.co.uk
    - www.ceop.police.uk
- Childnet: www.childnet.com
- Get Safe Online: www.getsafeonline.org
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
    - ChildLine: www.childline.org.uk
    - Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

Children's IT acceptable use rules

How do I keep myself safe online?

Responsibility

- To take part in E-safety lessons.
- To suggest ways in which to improve the E-safety in school.
- Follow the acceptability rules of using laptops and iPads- see the IT acceptable use rules for children.
- Respect other people's feelings and rights on and off-line.
- Support others who have worries online and tell them where to get help if needed.
- Take responsibility to keep myself safe.
- Use only the search engines that the teacher/school recommends.
- To not share my password with anyone else and if people find it out, ask the teacher for a new one.
- I will only use my email address when shown how to do so by my teacher and discuss the rules about sending and receiving emails. I will only be given access to use this when I can keep myself safe.
- Follow the SMART rules.
- To only use loaned IT equipment from school for schoolwork.
- To not download software, pictures, or videos without permission from school.
- Only take photos if you have the person's permission AND if this is part of your learning.
- It is your responsibility to log off the laptops or iPad apps when we have finished, so that others cannot get onto our accounts but also to make sure they are ready to use for other people.

Social media

- Social media use will not be allowed in school, unless the teacher allows me to and makes sure it is safe.
- If I use social media at home, I must tell my parents/carers so they are aware of the age restrictions and check I know how to report concerns.
- I understand age restrictions and parental controls keep me safe.
- I agree to not share things (photos, etc) that I don't want anyone to see.
- I will only say kind words to others.

What should I do if I am worried?

- If you are worried, tell a teacher, trusted adult, or friend. Use the bullying sign to tell a teacher I want to talk.
- Block the person who is sending messages and tell a trusted adult.
- Know what the CEOP button looks like on a website and how to use it to report things that upset me online.
- Use NSPCC- child-line- 0800 1111- to talk to someone and get help. This will be different for different people.

How will we help you if something has happened to upset you online?

- Listen to what you have said and take you seriously.
- Thank you for sharing this with us.
- Take actions to make yourself safe.
- We will not blame you for what has happened if other people have bullied you into doing something you didn't want to, or you have made a mistake.
- We will not stop you from going online, but help you know what to do next time if it happens again.

Signed by: ……..……Date:……

- If


Childnet International
BE SMART ONLINE
S
SAFE
Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.
M
MEET
Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk
THINK U KNOW
A
ACCEPTING
Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.
R
RELIABLE
You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.
T
TELL
Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk
BE SMART WITH A HEART
Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.
WWW.CHILDNET.COM