



## Online Safety Policy

**This policy is part of a portfolio of policies which support to safeguard and protect the learners.**

<b>AURIGA Academy Trust Document Control System</b>	
Name of document	Online Safety Policy
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Approver	Personnel and Safeguarding Committee following sign-off by LGBs
Owner	Strathmore Safeguarding
Author	Designated Safeguarding Lead SEMH Leads
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## **Context**

Strathmore School is a special school for learners aged 4 to 19 years, with severe learning difficulties, significant communication difficulties and some who have additional complex medical conditions and physical disabilities. Most pupils at Strathmore are unable to access the internet without full or some adult support and those who are, are closely supervised.

**Online or E-safety** encompasses internet technologies and electronic communications such as mobile phones. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Being online is an integral part of children and young people's lives. Social media, online games, websites and apps can be accessed through mobile phones, computers, laptops and tablets – all of which form a part of children and young people's online world. Technology is transforming the way that schools teach and children learn. The internet and online technology provides new opportunities for young people's learning and growth, but it can also expose them to new types of risks. At home, technology is changing the way children live and the activities in which they choose to partake.

E-safety forms a fundamental part of Strathmore's safeguarding and child protection measures.

## **Developing technology brings opportunities; but also brings risks & dangers including:**

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to, loss of, and sharing of personal information
- Internet grooming
- Radicalisation
- The sharing and distribution of personal images without consent
- Inappropriate communication and contact with others
- Cyber-bullying
- Sexting
- Access to unsuitable video and internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- Excessive use which may impact on social and emotional development and learning

## **Aims**

### **The purpose of this policy statement is to:**

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
  - provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

**Strathmore will seek to keep children and young people safe by:**

- appointing an online E-Safety Lead
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- 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/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- 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
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

**Roles and Responsibilities:**

The Designated Safeguarding Lead is the named E-Safety Leads and if they are not on site, the Deputies Safeguarding Leads step up. They are supported by the curriculum leads for Social Emotional Mental Health (SEMH).

The teachers are responsible for planning the teaching and learning for their cohorts and use the Strathmore Curriculum Framework to plan developmentally sequenced sessions to support learners to safely access the internet with support.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Strathmore's activities. Having a whole school approach helps ensure staff, governors, volunteers and parents teach children about online safety.

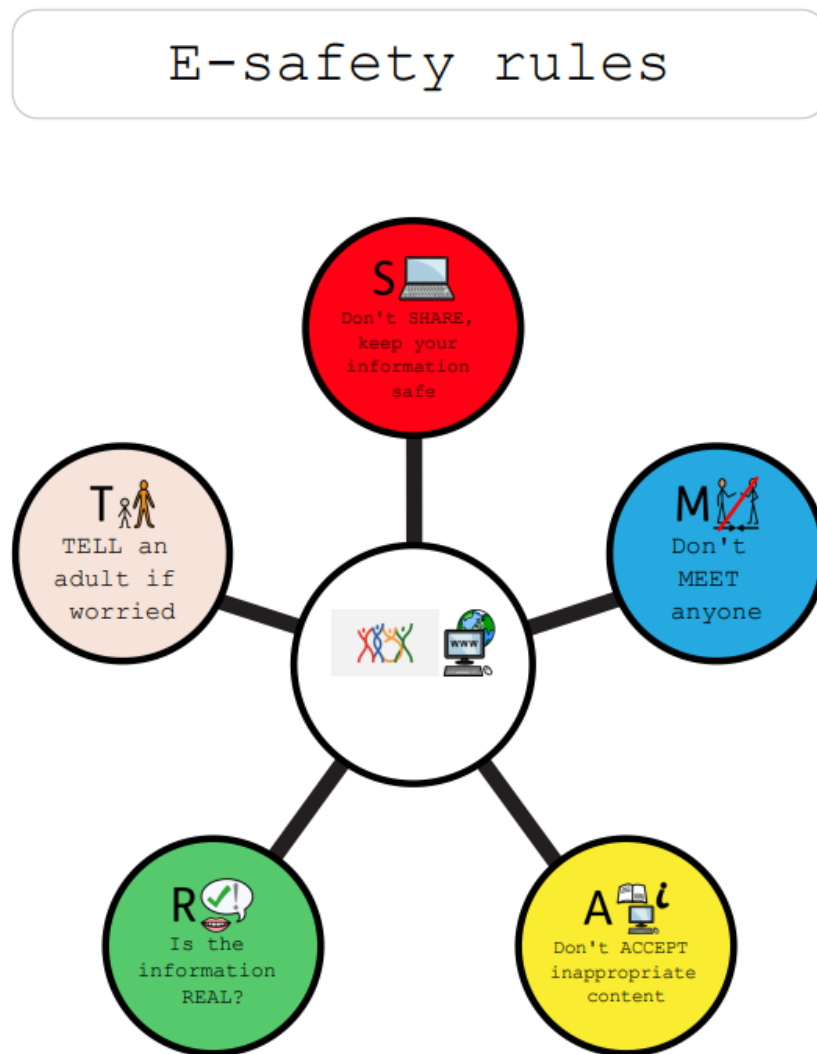
**E-Safety Teaching and Learning**

The internet is an essential element in everyday life for education, business and social interaction. The school has a duty to provide relevant and curriculum enhancing internet access to learners as deemed appropriate to their learning needs.

At Strathmore, the learners will be able to access the internet with appropriate support. This may be in the form of browsing websites with appropriate internet filtering in place and adult guidance or inserting pictures and videos taken from internet sources into accessible programmes or in printed format where more appropriate.

Where relevant, learners will be taught what internet use is acceptable and what is not and will be given clear learning objectives for internet use. We will ensure that the use of internet derived materials by staff and learners, complies with the copyright law. Any learners at Strathmore, who are using email as part of their curriculum for ICT, will be given a school approved email address. Their use of electronic communication will be carefully monitored and emails will be shared within lessons. This ensures that any offensive material will be screened and removed and learner's personal details will not be disclosed.

Strathmore has devised it's own **E-Safety rules** which are the foundation of our teaching and learning for safe internet use:



Strathmore School - Richmond

### **School Website**

- Personal information i.e. photographs, will only appear on the website for the legitimate needs of the school.
- Written permission from parents or carers will be obtained before carefully selected photographs are published on the school website.
- Full names of children and young adults will not be used anywhere on the website, particularly in association with photographs.

### **Filtering**

- Learners' access to social networking sites will be blocked but access for specific supervised activities may be allowed.
- News groups will be blocked unless a specific use is approved.
- Learners will be advised never to give out personal details of any kind, which may identify them or their location.
- The school will work with the LA and IT Support to ensure that systems to protect the learners are reviewed and improved.
- If staff or learners discover an unsuitable site, it must be reported to a Safeguarding Lead as part of the Child Protection process and all staff are trained how to raise any concerns.

### **Assessing Risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the scale of the internet, it is not possible to guarantee that unsuitable material will never appear on a computer. Neither the school nor Achieving for Children can accept liability for the material access or any consequences of internet access. No children or young adults will be allowed unsupervised access to the internet at Strathmore.

### **Handling online safety complaints**

- Complaints of internet misuse will be dealt with by a senior member of staff or by the Data Protection Officer. Any complaint about staff misuse must be referred to a member of the senior leadership team.

### **Links to other policies**

This policy should be read in conjunction with the Auriga Academy Trust Child Protection Policy, Auriga Academy Trust Data Protection Policy and related policies, Auriga Academy Trust Code of Conduct and Auriga Academy Trust Staff and ICT Usage Policy.

### **Dissemination and review**

This policy will be disseminated widely through training given to all staff in their Induction pack. This policy will be reviewed regularly.