

# Avenue Pre Preparatory School & Nursery

## **Online Safety**

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### Rationale

This policy is effective for all staff and children from the EYFS to Year 2.

This guidance is applicable to all those involved in the provisions of e-based education and resources at school and those with access to or are users of, ICT systems.

The Designated Safeguarding Lead (DSL) has responsibility for ensuring this policy is upheld by all members of the School community. They will keep up to date on current e-safety issues and guidance issued by organisations such as the Local Authority, CEOP (Child Exploitation and Online Protection), Childnet International and the Local Safeguarding Children Board. As with all issues of safety at this School, staff are encouraged to create a talking culture in order to address any e-safety issues which may arise in classrooms on a daily basis.

### Aims and Objectives

To ensure that pupils are appropriately supervised during school activities. To promote responsible behaviour with regard to E-based activities. To take full account of statutory guidance including Keeping Children Safe in Education 2016 and Working Together to Safeguard Children 2015 To follow the schools safeguarding policy

### Guidance

This policy is effective for all staff and children from the EYFS to Year 2.

This guidance is applicable to all those involved in the provisions of e-based education and resources at school and those with access to or are users of, ICT systems.

### Pupils

Every effort will be made to help young children to use technology in a safe and constructive manner. This is the world in which they are growing and developing and they will be used to seeing and having access to such technology at home. However, it is known that such technology can be misused and there are risks attached to its use. How staff show and demonstrate safe usage is important and provides opportunities for good learning.

At Key Stage 1 Access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved online materials.

### Responsibilities of the Teaching and Support Staff

- Maintain awareness of school E-Safety policies and practices.
- Report any suspected misuse or problems to the Principal/Head 3
- Ensure that all digital communications with Parents, carers and fellow staff are on a professional level and conducted only using school systems, which are fully monitored.
- Where relevant E-safety is recognised in teaching activities and curriculum delivery ensure pupils understand and follow E-Safety policies.
- Adhere to the school's policies regarding the correct use of digital technologies during school activities.
- Ensure that where the use of the internet is pre-planned, pupils are guided to sites that have been checked as suitable for their use.
- The children do not use social media sites or any e-mail communications.

### Staff Safeguarding professional development that includes online safety

New staff (including supply and support staff) receive information on the school's ESafety and IT Acceptable Use Policies as part of their induction.

All teaching staff receive regular information and training on e-safety issues in the form of INSET training, and are made aware of their individual responsibilities relating to the safeguarding of children within the context of e-safety.

All staff working with children are responsible for demonstrating, promoting and supporting safe behaviours in their classrooms and following School E-Safety Policy. These behaviours are summarised in the IT Acceptable Use Policy which all account holders must read and electronically accept before they can access our network. Staff will check the content of material before using it in teaching and be conscious of the age appropriateness of material in relation to the intended audience. Published age ratings on video content must be observed at all times.

Teaching staff are encouraged to incorporate e-safety activities and awareness within their subject areas and through a culture of talking about issues as they arise.

All staff will immediately report any misuse of equipment or any concerns about e-safety to the Head/Principal.

### Parents and Carers:

- Will be encouraged to support the school in promotion of good E-Safety practice.
- Should follow the school guidelines on: digital and video images taken at school events.

## Safe use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the Internet. However, staff, parents/guardians and 4 pupils need to be aware of the risks associated with publishing digital images on the Internet. Such images may provide avenues for cyber-bullying, stalking or grooming to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

When using digital images, staff should inform and educate pupils in an age-appropriate way about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the Internet (e.g. on social networking sites).

Staff and volunteers are allowed to take digital/video images to support educational aims and for marketing purposes, but must follow the schools' policy and the IT Acceptable Use Policy concerning the sharing, distribution and publication of those images. On joining the School parents give their consent for images of their child to be used in this regard.

Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the School into disrepute.

Photographs published on the School website, or displayed elsewhere, that include pupils, will be selected carefully and will comply with good practice guidance on the use of such images.

## Monitoring and Review

This policy will be monitored and reviewed in order to establish its effectiveness in the use of technology as a learning aid as well as ensuring the safe use of technology within the nursery and school. The DSL will maintain and overview of the successful use of this policy and will report to the Head/Principal and advisory board on any pertinent issues arising

Reviewed September 2017

By Martin Ayres & Mary Fysh

Reviewed every three years

