

Compassion – Courage – Hope – Integrity – Justice  
Respect – Responsibility - Wisdom



**Herne Bay Junior School**

# Online Safety Policy

**Policy Agreed: Oct 2018**

**Review Date: Oct 2019**

This policy is intended to ensure consistency across the school in terms of Online Safety.

A robust and well-enforced Online Safety policy will ensure:

- Children are protected from inappropriate material and are taught what to do should they see any
- Children are protected from others
- Children are capable of using a range of common resources safely
- Where required, children's identities are protected
- Staff are protected from allegation
- The school's reputation is maintained

It is important to remember that education and raising awareness is at the core of Online Safety, not the locking down of systems.

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### **Agreed procedure – what the school / external bodies will do**

- KCN Broadband will provide a rigorous firewall for blocking inappropriate content
- The school will provide secure access to the school network via the VPN
- The school will back up all work saved to the network
- Online concerns are responded to and recorded in the same way as other safeguarding concerns.
- All staff should undergo safeguarding and child protection training (including online safety training) at induction.
- Online safety is specifically part of the responsibility for the DSL within Keeping Children Safe in Education Annex B; Mr. Thomas is Online Safety DSL.

### **Agreed procedure – what all staff will do**

Teaching:

- Make reference to Online Safety issues in the majority of computing lessons
- Teach dedicated Online Safety lessons in computing or PSHE – one at the beginning of the year, then as and when the need arises
- Teach children how to evaluate Internet content for reliability and appropriateness
- Teach children how to identify and respond to grooming by extremist groups (PREVENT)
- Teach children what to do should they find something inappropriate - see separate incident flow chart
- Check the reliability and appropriateness of content prior to using it in lessons

Use of images/data:

- The secure VPN should be used to access school files.
- Teachers should abide by the centrally stored record of how images of children can be used
- In accordance with the Acceptable Use Policy, teachers should only use school owned equipment or authorized devices for photographing children.

Use of social networks / blogs / email by staff:

- This is described in more detail on the Acceptable Use Policy which all members of staff/volunteers should abide by

### **Is it working?**

- Is inappropriate content being blocked by the Firewall?
- Are teachers and children aware of what to do in the event of an Online Safety incident?
- Do children know what Online Safety is, and how to play their part?

- Is Online Safety getting in the way of learning? Is work still being shared online? Are children still video conferencing etc.? Are new web technologies being used?
- Is the school adapting its Online Safety teaching to reflect technological developments?

### **Prevent Duty**

Since July 2015, schools and a range of other public bodies have a legal responsibility to give due regard to the need to prevent children and young people from being drawn into terrorism. This is known as the Prevent duty and is part of the school's wider safeguarding.

Herne Bay Junior School has a clear policy in place for protecting children at risk of radicalisation. This can be found on the school website and is part of the school's overarching safeguarding policy.

Linked policies: Anti-Bullying, Acceptable Use Policy, Behaviour, Child Protection, Code of Conduct, Data Protection, PSHE, Radicalisation, Safeguarding, PREVENT strategy. Acceptable Use Policy, online safety record.

Linked Documents: Keeping Children Safe in Education 2018, [safety.org.uk](http://safety.org.uk), Peer on Peer Abuse.