



Our Lady of Lourdes  
Catholic Primary School

# Online Safety Policy

**At Our Lady of Lourdes Catholic Primary School, we seek to create a unique and enabling community whereby children and staff are encouraged to journey beyond their expectations – academically, socially and spiritually – within a culture based on Gospel Values.**

*Love, Live and Learn as Jesus Taught Us*

Our Lady of Lourdes Catholic Primary School fully recognises its responsibilities for safeguarding and child protection.

## **SAFEGUARDING – Keeping ALL of our children safe**

|  |                 |
|--|-----------------|
| POLICY AGREED (date):                                      | September 2023  |
| POLICY PUBLISHED (including uploaded onto website – date): | September 2023  |
| NEXT REVIEW (date):  | September 2024  |
| Signed Electronically by Chair of Governors (Joan Curran)  | <i>J Curran</i> |
| Signed Electronically by Headteacher (Oliver Bell)         | <i>O Bell</i>   |

| KEY SAFEGUARDING PERSONNEL   |                                       |              |  |
|--|---------------------------------------|--------------|--|
| ROLE   | NAME                                  | TEL.         | EMAIL  |
| Headteacher  | Mr Olly Bell                          | 01454 867160 | <a href="mailto:oliver.bell@olol.org.uk">oliver.bell@olol.org.uk</a>   |
| Designated Safeguarding Lead (DSL)   | Mr Olly Bell                          | 01454 867160 | <a href="mailto:oliver.bell@olol.org.uk">oliver.bell@olol.org.uk</a>   |
| Deputy DSL(s)  | Mrs. Theresa Gee<br>Mr Anthony Hamlen | 01454 867160 | <a href="mailto:theresa.gee1@olol.org.uk">theresa.gee1@olol.org.uk</a><br><a href="mailto:anthony.hamlen2@olol.org.uk">anthony.hamlen2@olol.org.uk</a> |
| Nominated Governor   | Mr Jim Corrigan<br>Mrs Gemma Legg     |              | <a href="mailto:jim.corrigan@olol.org.uk">jim.corrigan@olol.org.uk</a><br><a href="mailto:gemma.legg@olol.org.uk">gemma.legg@olol.org.uk</a>           |
| Chair of Governors   | Mrs. Joan Curran                      |              | <a href="mailto:joan.curran@olol.org.uk">joan.curran@olol.org.uk</a>   |
| Designated teacher for Looked After Children   | Mr. Olly Bell                         | 01454 867160 | <a href="mailto:oliver.bell@olol.org.uk">oliver.bell@olol.org.uk</a>   |
| <b>The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education (2023)</b> |                                       |              |  |

| If you believe a child is at immediate risk of significant harm or injury, you must call the police on 999. |  |
|---|--|
| South Glos. Children’s Social Care Referrals:   |  |
| South Glos. Access and Response ( <i>Student’s home postcode falls within South Glos</i> )                  | Telephone number 01454 866000  |
| Bristol Children’s Services ( <i>Student’s home postcodes fall within Bristol</i> )                         | Telephone number 0117 9038700  |
| Local Authority Designated Officer (LADO), Tina Wilson in relation to allegations against a member of staff | 01454 868508 or <a href="mailto:lado@southglos.gov.uk">lado@southglos.gov.uk</a> |

### 1. Equality Impact Assessment (EIA) Part 1: EIA Screening

|   |                      |                         |                |
|---|----------------------|-------------------------|----------------|
| <b>Policies, Procedures or Practices:</b> | Online Safety Policy | <b>DATE:</b>            | September 2022 |
| <b>EIA CARRIED OUT BY:</b>                | Olly Bell            | <b>EIA APPROVED BY:</b> | Joan Curran    |

### 2. Groups that may be affected:

| <b>Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)</b>        | Existing or potential adverse impact | Existing or potential for a positive impact |
|---|--------------------------------------|---|
| <b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)                        | N                                    |   |
| <b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication) | N                                    |   |
| <b>Gender reassignment</b> (transsexual)  | N                                    |   |
| <b>Marriage and civil partnership</b>   | N                                    |   |
| <b>Pregnancy and maternity</b>  | N                                    |   |
| <b>Racial groups</b> (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)                               | N                                    |   |
| <b>Religion or belief</b> (practices of worship, religious or cultural observance, including non-belief)  | N                                    |   |
| <b>Sex</b> (male, female)   | N                                    |   |
| <b>Sexual orientation</b> (gay, lesbian, bisexual; actual or perceived)   | N                                    |   |

### 3. Any adverse impacts are explored in a Full Impact Assessment.

## 1) Purpose of the Policy

**At Our Lady of Lourdes we are committed to creating and embedding a culture of vigilance which:**

- Ensures we maintain an attitude of “It could happen here”
- Ensures that our learners are safe and protected
- Ensures that our learners know who to talk to if they have concerns and are assured that their voices are heard
- Ensures that our learners are supported, protected and informed
- Ensures that our learners are safe from discrimination and bullying
- Ensures that our learners recognise when they are at risk and know how to get help when they need it
- Ensures that our learners understand about how to keep themselves safe as part of a broad and balanced PSHE and online safety curriculum
- Focuses on preventative work in relation to trauma and adverse childhood experiences (ACEs) and takes a trauma informed approach

**This policy applies to all staff, students, governors, cover staff and volunteers.**

**The Internet is regarded as an essential resource to support teaching and learning. The statutory national curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning, such as phones. Computer skills are vital to access life-long learning and employment; indeed, ICT is now seen as an essential life-skill, following the pandemic 2020 onwards.**

In line with school policies that protect pupils from other dangers (see Safeguarding suite of policies on school website), there is a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

## 2) Relationship to other policies

As well as ensuring that we address child protection concerns, we will also ensure that children who attend our school are kept safe from harm whilst they are in our charge. To this end, this policy should be read in conjunction with other relevant policies:

|                                   |                                 |                           |  |
|-----------------------------------|---------------------------------|---------------------------|--|
| Safeguarding and Child Protection | Attendance                      | Behaviour & Relationships | Complaints                                 |
| Educational Visits                | Anti Bullying                   | Escalation                | Equality                                   |
| First Aid                         | Health and Safety               | Intimate Care             | Medical Needs and Administering Medicine   |
| Positive Mental Health            | Relationship & Health Education | Safer Recruitment         | Special Educational Needs and Disabilities |
| Staff Code of Conduct             | Whistleblowing                  | Mission Statement         | Home School Partnership Agreement          |

**In addition all staff will have read and understood Part 1 of the latest version of *Keeping Children Safe in Education*, (KCSiE), September 2023. This now focusses specifically on online safety, with content being added and strengthened to ensure online safety is clearly viewed as part of a school’s statutory safeguarding responsibilities.**

The technologies children and young people are accessing are constantly developing and changing. As a staff it is essential to develop our understanding of the technologies that children and young people are able to access. This includes a variety of internet learning aids available both in and out of the classroom.

There are many benefits to using internet based learning aids; however these websites are not always policed and content needs to be carefully reviewed. All users need to be aware of the risks associated with using these technologies.

**At Our Lady of Lourdes Catholic Primary School Primary School, we understand the responsibility to educate our pupils on Online Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement,**

well-being and to support the professional work of staff and to enhance the school's management information and administration systems.

In line with KCSiE 2023, all staff have continued to be provided with online safety information and training at induction, and have received updated online safety training as part of their annual child protection training. Children are taught about online safety at the appropriate level of understanding for their age and a more personalised or contextualised approach is put in place for more vulnerable children e.g. victims of abuse and SEND.

### **3) School Procedure and Practice in Online Safety**

#### **3.1 ROLES AND RESPONSIBILITIES**

As Online Safety is an important aspect of strategic leadership within the school the Governing Body has ultimate responsibility to ensure that the policy and practices are embedded and monitored. This responsibility is delegated to the Head. Any extra permission given by the Head must be recorded (e.g. memos, minutes from meetings) in order to be valid.

The Designated Safeguarding Lead (Olly Bell), the Deputy DSLs (Anthony Hamlen and Theresa Gee) and Computing Subject leader have the responsibility of ensuring this policy is upheld by all members of the school community and that they have been made aware of the implication this has. It is the responsibility for these members of staff to keep practice up to date through training and current issues. All members of staff must be made aware of any new information regarding Online Safety.

#### **3.2 E-SAFETY SKILLS DEVELOPMENT FOR ALL STAFF**

- Our staff receive regular information and training on E-Safety issues in the form of full staff meetings and memos.
- Online Safety updates are shared with staff when received from South Gloucestershire LA or National Guidance
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of Online Safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate Online Safety activities and awareness within different curriculum areas.

#### **3.3 COMMUNICATING THE SCHOOL E-SAFETY MESSAGE**

- Online Safety rules will be discussed and developed with the pupils throughout the year as part of the Computing Curriculum.
- Different elements of Online Safety will be embedded into every Computing unit of work
- Online Safety assemblies will happen regularly in Key Stages assemblies, to ensure broad and varied Online Safety messages are explicitly taught throughout the year.
- Visits and assemblies from those in positions of authority (i.e. local Police officers) will take place throughout the year, especially with regards to social media and appropriate uses of technologies.
- Pupils will be informed that network and Internet use will be monitored.
- Online Safety posters will be prominently displayed throughout the school.
- Parents will be given opportunities to develop their understanding of how to promote Online Safety at home through information in school newsletters and information on the school website

#### **3.4 ONLINE SAFETY IN THE CURRICULUM**

ICT and online resources are increasingly used across the curriculum. At Our Lady of Lourdes Catholic Primary, we believe it is essential for Online Safety guidance to be given to the pupils on a regular and meaningful basis. Online Safety is embedded within our curriculum and we continually look for new opportunities to promote Online Safety. We regularly discuss and monitor our pupils' understanding of Online Safety, in these lessons, and address any concerns promptly.

- The school provides opportunities within a range of curriculum areas and discrete Computing lessons to teach about Online Safety (in accordance with the medium term planning.)

- Educating pupils to manage the risks when using technologies that maybe encountered outside school may also be done informally when opportunities arise.
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them (this is age appropriate)
- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling and activities. (this is age appropriate)
- Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum.
- Lessons are taught appropriately to each age range across the school.

### **3.5 PASSWORD SECURITY**

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have access to this through Administrator Rights on the school network, as well as the SIMS registration system. The pupils from Year R upwards have class logins and storage folders on the server. Staff and pupils are regularly reminded of the need for password security.

### **3.6 DATA SECURITY**

The accessing and appropriate use of school data is something that the school takes very seriously. Level of access is determined by the Head Teacher and kept in line with GDPR regulations. The staff are aware of the importance of keeping the data private and that data should be kept in secure folders and files.

### **3.7 MANAGING THE INTERNET**

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected it will be followed up.

- In Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Staff will preview any recommended sites before use, including fully viewing the specific media content to be used (i.e. videos, audio etc.).
- Only school approved and child friendly sites are to be used when searching images. When searching for images on sites which are not as easily filtered (e.g. Google Images), staff must not perform the search in the view of pupils.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material, including filtering and monitoring systems to ensure effective and up-to-date filtering of inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor South Gloucestershire Council can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- Staff must not discuss the school, parents, pupils or any aspects relating to the school when using online social media, and must not engage in online relationships with parents or pupils of the school (past or present).

- In general, the use of online chat for children will not be permitted other than as part of an online learning environment
- Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12/13 but the class teacher will need to check the terms and conditions of use for the individual site.
- Social networking sites may be allowed for specific purposes, e.g. teaching E-Safety.
- Staff must be aware of the professional risks involved in using social networking and must take reasonable care to present themselves in a respectful and decent way, so as to maintain and uphold appropriate Personal and Professional Conduct (as outlined in the Teachers' Standards).
- The Headteacher will ensure that the Online Safety Policy is implemented and compliance with the policy monitored.

### **3.8 INFRASTRUCTURE**

- School internet access is controlled through the LA's web filtering service.
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately to the class teacher who must inform an Online Safety co-ordinator.
- It is the responsibility of the school, by delegation to the technical support; to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first.
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the School Business Manager.
- If there are any issues related to viruses or anti-virus software, the School Business Manager should be informed asap.

### **3.9 PERSONAL DEVICES (including mobiles, tablets, laptops , music players etc.)**

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

- The school allows staff to bring in personal mobile phones and devices. However, these must not be used or in sight during student contact time.
- Staff are not permitted to take images, video or audio of a child using their own personal devices, but should instead use school devices.
- Visitors to the school must be reminded when signing in that they cannot have their mobile phones out during student contact time.
- Pupils are not allowed to bring personal mobile devices/tablets/phones/games consoles/computers/etc. to school unless it is for educational purposes determined and consented to by the class teacher and Online Safety co-ordinator. In such cases, strict monitoring and controlled usage is essential. Years 5 and 6 can bring in a mobile phone if walking home unsupervised, but this must be handed to the class teacher at the start of the day and will be returned at the end of the school day.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Each class teacher is provided with a class iPad to be used a teaching tool. They may take the iPad out of school so as to utilise the apps and features. However, it must be used in an appropriate and safe way, as if it were a school computer or laptop.

### **3.10 MANAGING EMAIL**

The use of email within most schools is an essential means of communication for both staff and pupils. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, be they staff

based or pupil based, within school or internationally. We recognise that pupils need to understand how to style an email in relation to their age. In Key Stage 2 pupils will have experienced how to safely send and receive emails.

- The school gives all staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.
- It is the responsibility of each account holder to keep the password secure. This should be the account that is used for all school business.
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- The forwarding of chain letters is not permitted in school.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arranging to meet anyone without specific permission.
- Pupils must immediately tell a teacher/trusted adult if they receive an offensive e-mail.
- Staff must inform the School Business Manager if they receive an offensive e-mail.

### **3.11 TAKING IMAGES AND FILM**

Digital images are easy to capture, reproduce and publish and, therefore, easy to misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on school trips.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of others, this includes when on school trips. With the consent of the class teacher, pupils are permitted to take digital cameras, camcorders and iPads from school to record images and can download these images on the school network.

### **3.12 PUBLISHING PUPILS' IMAGES**

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's photos in the following ways:

- On the school website
- In the school advertising and other printed publications that the school may produce for promotional purposes
- Recorded/transmitted on a video or webcam
- In display material that may be used in the school's communal areas
- In display material that may be used in external areas, i.e. exhibition promoting the school
- General media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc.

- Parents/carers may withdraw permission, in writing, at any time.
- E-mail and postal addresses of pupils will not be published.

### **3.13 STORAGE OF IMAGES**

Images/ films of children are stored on the school's network.

- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Head Teacher.
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/Learning Platform

## **4) Misuse and infringements**

### **4.1 Complaints and Concerns**

- Complaints relating to Online Safety should be made to the Headteacher.
- All incidents will be logged and followed up.
- Complaints or concerns of a child protection nature must be dealt with in accordance with school Child Protection procedures and must be reported to the DSL or Deputy DSL.
- Pupils and parents will be informed of the complaints procedure.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

### **4.2 Inappropriate material**

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Online Safety co-ordinators, Olly Bell and Anthony Hamlen.

- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the Online Safety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher, LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.
- Users are made aware of sanctions relating to the misuse or misconduct.

## **5) Pupils with Additional Needs**

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of Online Safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of Online Safety. Internet activities are planned and well managed for these children and young people.

## **6) Policy Review**

The Governing Body will undertake an annual review of the school's Online Safety Policy as part of its review of Safeguarding Policies. The school will remedy any deficiencies or weaknesses found without delay.