Online Safety

What do we do if?

Version and Date		Action	Notes	Date to be Reviewed
3.0	13.07.2021	Approved by CEO	Updated July 2021	1 Year – July 2021

An inappropriate website is accessed <u>unintentionally</u> in school by a teacher or pupil.

1. Play the situation down; don't make it into a drama.
2. Report to the Headteacher/online safety lead and decide whether to inform the, parents of any pupils who viewed the site.
3. Inform the school technicians and ensure the site is filtered (LGfL)

An inappropriate website is accessed <u>intentionally</u> by a pupil.

1. Refer to the acceptable use guidance that was signed by the pupil, and apply agreed sanctions.
2. Notify the parents of the pupil.
3. Inform the school technicians and ensure the site is filtered if need be.
4. Inform the LGFL if the filtering service is provided

An adult uses School IT equipment inappropriately.

1. Ensure you have a colleague with you, do not view the misuse alone.
2. Report the misuse immediately to the Headteacher/ DSL and ensure that there is no further access to the device.
3. If the material is offensive but not illegal, the Headteacher should then:
   a. Remove the device to a secure place.
   b. Instigate an audit of all ICT equipment by the schools ICT managed service providers to ensure there is no risk of pupils accessing inappropriate materials in the school.
   c. Identify the precise details of the material.
   d. Take appropriate disciplinary action (contact Human Resources).
   e. Inform Trust Board/CEO of the incident.
   f. In an extreme case where the material is of an illegal nature:
   g. Contact the local police or High Tech Crime Unit and follow their advice.
   h. If requested to, remove the device to a secure place and document what you have done.

A bullying incident directed at a pupil occurs through email or mobile phone technology, either inside or outside of school time, including peer on peer abuse.

1. Advise the pupil not to respond to the message.
2. Refer to relevant guidance including online safety, anti-bullying and PHSE and apply appropriate sanctions.
3. Secure and preserve any evidence.
4. Inform the sender's e-mail service provider.
5. Notify parents of the pupils involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.
8. Inform the Trust Board/CEO if malicious or threatening comments are posted on an Internet site about a pupil or member of staff.
9. Inform and request the comments be removed if the site is administered externally.
10. Send all the evidence to CEOP at ww.ceop.gov.uk/contact_us.html.
11. Endeavour to trace the origin and inform police as appropriate.

You are concerned that a pupil's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the pupil

1. Report to and discuss with the named DSL in school and school should contact parents.

2. Advise the pupil on how to terminate the communication and save all evidence.

3. Contact CEOP http://www.ceop.gov.uk/

4. Consider the involvement of police and social services.

5. Inform Trust Board/CEO.

6. Consider delivering a parent workshop for the school community.

All of the above incidences must be reported immediately to the Headteacher and online safety officer.

Pupils should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.