



## **SAFEGUARDING CHILDREN E-SAFETY POLICY**

*"Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me...And if anyone causes one of these little ones who believe in me to sin, it would be better for him to be thrown into the sea with a large millstone tied around his neck." Mark 9vs 37, 42*

### **Introduction**

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger. E-safety covers issues relating to children and young people as well as adults and their safe use of the internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education for all members of the school community on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.

Immanuel School aims to provide the right balance between controlling access to the internet and technology, setting rules and boundaries and educating students and staff about responsible use. Immanuel School is aware that pupils cannot be completely prevented from being exposed to risks both on and offline. Therefore, pupils should be empowered and educated so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns.

All members of staff need to be aware of the importance of good e-safety practice in the classroom in order to educate and protect the children in their care.

Members of staff also need to be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role.

### **Lead and Deputy Person for E-safety**

The responsibility of managing e-safety is as follows:

Our lead is **Alan Homersley**

Our deputy lead is **Jo Gulliford**

Their role is to oversee and ensure that our e-safety policy is fully implemented.

This includes ensuring they and all staff receive e-safety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. This policy will be made available to all adults, children, young people and parents/carers. This policy should also

be read alongside the Acceptable Use policy, the Safeguarding Children Policy and the Anti-Bullying Policy.

### **Our E-Safety Code of Conduct**

We expect all adults in our organisation to follow our e-safety code of conduct.

All adults must:

- Use the internet and other forms of communication in a sensible, professional and polite way.
- Seek permission to use personal information or take photographs or images of other people.
- Report any concerns to the lead or deputy person for e-safety immediately.
- Be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child or young person.

### **What are the risks to pupils?**

There are many potential risks for children and young people including:

- Accessing age inappropriate or illegal websites.
- Receiving unwanted or upsetting text or e-mail messages or images.
- Being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music and/or video.
- Using homework cheat material.

### **What else might be of concern?**

A child or young person who:

- Is becoming secretive about where they are going to or who they are meeting.
- Will not let you see what they are accessing on-line.
- Is using a webcam in a closed area, away from other people.
- Is accessing the web or using a mobile or Personal Data Assistant (PDA) for long periods and at all hours.
- Clears the computer history every time they use it.
- Receives unexpected money or gifts from people they don't know.

An adult who:

- Befriends a child/children on the internet or by text messaging.
- Has links to children on their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- Is secretive about what they are doing and who they are meeting.

### **What do I do if I'm concerned?**

If you have any concerns, speak to the lead or deputy person for e-safety immediately. They will take action as detailed in the Safeguarding Policy. You can also contact the Child Exploitation and Online Protection Centre (CEOP) for advice on 0870 000 3344 or via their website – [www.ceop.gov.uk](http://www.ceop.gov.uk).

### **Contacts for referring**

For contact details of organisations to which concerns are referred, please see the Safeguarding Policy.

The following organisations may also be contacted with e-safety concerns:

- CEOP: This is a National Crime Agency body who will act on reports of any unknown person trying to make contact with a child via the internet. [www.ceop.gov.uk](http://www.ceop.gov.uk).

- Internet Watch Foundation (IWF): Any instances of harmful content, including child sexual abuse images or incitement to racial hatred content should be reported to IWF – [www.iwf.org.uk](http://www.iwf.org.uk).

#### **Other Useful Contacts**

- NSPCC: Tel: 0808 800 5000

Young people can get help and advice at:

- [www.childline.org.uk](http://www.childline.org.uk) or [www.there4me.com](http://www.there4me.com). Tel: 0800 1111

For advice and resources about safe internet usage and concerns including bullying and hacking, visit: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

#### **Minimising the Risks**

Immanuel School will:

- Educate pupils about what they are accessing online and the associated risks.
- Block/filter access to social networking sites. If pupils still discover unsuitable websites, they must be reported to the E-Safety Lead Officer.
- Make regular checks to ensure that filtering is appropriate, effective and reasonable.
- Set-up a report to monitor all websites accessed by the School's computers.
- Set up all school computers to default to Google's safe search website – [www.safesearchkids.com](http://www.safesearchkids.com).
- Keep the computers in a general space where staff can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how strangers can easily mislead and pretend to be someone else while online, e.g. by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies etc.
- Encourage children and young people to think carefully about what photographs or videos they use or post online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or web cam to people they know for real.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online "friends" for real.
- Make sure children and young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.
- Ban the use of mobile phones by pupils during school hours.

#### **Cyber Bullying**

Any reports of cyber bullying will be taken extremely seriously by Immanuel School and procedures will be followed as stated in the Anti-Bullying policy.

#### **Good Practice for Staff**

- Staff should not give their personal mobile phone number to pupils.
- Staff should not give their personal e-mail address to pupils.
- Staff should not be 'friends' with pupils on social networking sites.

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