



## Online Safety Policy

### 1. Creating an Online Safety Ethos

#### 1.1 Aims and policy scope

- MEaP Academy Twilight School believes that online safety (e-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles.
- MEaP Academy Twilight School identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.
  - MEaP Academy Twilight School has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.
  - MEaP Academy Twilight School identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online.
  - The purpose of MEaP Academy Twilight School online safety policy is to:
    - o Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that MEaP Academy Twilight School is a safe and secure environment.
      - ❖ Safeguard and protect all members of MEaP Academy Twilight School community online.
      - ❖ Raise awareness with all members of MEaP Academy Twilight School community regarding the potential risks as well as benefits of technology.
      - ❖ To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.

- ❖ Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.
- This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the Twilight School (collectively referred to as 'staff' in this policy) as well as children and parents/carers.
- This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children, staff or other individuals have been provided with Twilight School issued devices for use off-site, such as a work laptop, tablets or mobile phones.
- This policy must be read in conjunction with other relevant Twilight School policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, data security, image use, Acceptable Use Policies, confidentiality, screening, searching and confiscation and relevant curriculum policies including computing, Personal Social and Health Education (PSHE), Citizenship and Sex and Relationships Education (SRE).

## **1.2 Writing and reviewing the online safety policy**

### **Relevant for all settings**

**The Designated Safeguarding Lead (DSL) is Esther Oludipe**

**The Online safety (e-Safety) lead for the Board is Louise Dunn**

- The Twilight School has appointed the **Designated Safeguarding Lead Esther Oludipe** as an appropriate member of the leadership team and the online safety lead.
- The Twilight School has appointed Louise Dunn as the member of the Governing Body to take lead responsibility for online safety (e-Safety).
- The online safety (e-Safety) Policy and its implementation will be reviewed by the Twilight School/setting at least annually or sooner if required.

## **1.3 Key responsibilities for the community**

### **1.3.1 The key responsibilities of the Twilight School/setting management and leadership team are:**

- Developing, owning and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the Twilight School community.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.
- Supporting the Designated Safeguarding Lead (DSL) by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.

- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the Twilight School community whilst ensuring children have access to required educational material.
- To work with and support technical staff in monitoring the safety and security of Twilight School/setting systems and networks and to ensure that the Twilight School/setting network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole Twilight School/setting curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.
- To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- Ensuring there are robust reporting channels for the Twilight School/setting community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- To ensure a member of the Trustees is identified with a lead responsibility for supporting online safety.
- Auditing and evaluating current online safety practice to identify strengths and areas for improvement.

### **1.3.2 The key responsibilities of the Designated Safeguarding Lead are:**

- Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- Keeping up-to-date with current research, legislation and trends regarding online safety.
- Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- Work with the Twilight School/setting lead for data protection and data security to ensure that practice is in line with current legislation.
- Maintaining a record of online safety concerns/incidents and actions taken as part of the Twilight Schools safeguarding recording structures and mechanisms.
- Monitor the Twilight School/settings online safety incidents to identify gaps/trends and use this data to update the Twilight School/settings education response to reflect need
- To report to the Twilight School management team, Governing Body and other agencies as appropriate, on online safety concerns and local data/figures.

- Liaising with the local authority and other local and national bodies, as appropriate.
- Working with the Twilight School/setting leadership and management to review and update the online safety policies, Acceptable Use Policies (AUPs) and other related policies on a regular basis (at least annually) with stakeholder input.
- Ensuring that online safety is integrated with other appropriate Twilight School policies and procedures.
- Meet regularly with the governor/board/committee member with a lead responsibility for online safety.

### **1.3.3 The key responsibilities for all members of staff are:**

- Contributing to the development of online safety policies.
- Reading the Twilight School Acceptable Use Policies (AUPs) and adhering to them.
- Taking responsibility for the security of Twilight School/setting systems and data.
- Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- Modelling good practice when using new and emerging technologies
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern and taking appropriate action by following Twilight School safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Demonstrating an emphasis on positive learning opportunities. • Taking personal responsibility for professional development in this area.

1.3.4 In addition to the above, the key responsibilities for staff managing the technical environment are:

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- To ensure that suitable access controls and encryption is implemented to protect personal and sensitive information held on Twilight School-owned devices.
- Ensuring that the Twilight Schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the DSL.
- Ensuring that the use of the Twilight School/setting's network is regularly monitored and reporting any deliberate or accidental misuse to the DSL.

- Report any breaches or concerns to the DSL and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the Twilight School's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

1.3.5 The key responsibilities of children and young people are:

- Contributing to the development of online safety policies.
- Reading the Twilight School/setting Acceptable Use Policies (AUPs) and adhering to them.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.
- At a level that is appropriate to their individual age, ability and vulnerabilities:
- Taking responsibility for keeping themselves and others safe online
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

**1.3.6 The key responsibilities of parents and carers are:**

- Reading the Twilight School/setting Acceptable Use Policies, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Discussing online safety issues with their children, supporting the Twilight School in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of technology and social media.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the Twilight School, or other appropriate agencies, if they or their child encounters online problems or concerns.

## **2. Online Communication and Safer Use of Technology**

## **2.1 Managing the Twilight School/setting website**

Relevant for settings who maintain a website

Possible statements:

- The Twilight School will ensure that information posted on the Twilight School website meets the requirements as identified by the Department for Education (DfE).
- The contact details on the website will be the Twilight School/setting address, email and telephone number. Staff or pupils' personal information will not be published.
- The CEO will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
- The website will comply with the Twilight School's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.

## **2.2 Publishing images and videos online**

- In line with the image policy, written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

## **2.3 Managing email**

2.3 Possible statements:

- Pupils may only use Twilight School/setting provided email accounts for educational purposes
- All members of staff are provided with a specific Twilight School/setting email address to use for any official communication.
- The use of personal email addresses by staff for any official Twilight School/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email.
- Access to Twilight School /setting email systems will always take place in accordance to data protection legislation and in line with other appropriate Twilight School/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the Twilight School safeguarding files/records.
- Twilight School email addresses and other official contact details will not be used for setting up personal social media accounts.

## **2.4 Official videoconferencing and webcam use for educational purposes**

### **Relevant for all settings who use video conferencing and webcams**

- The Twilight School acknowledges that videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- All videoconferencing equipment will be switched off when not in use and where appropriate, not set to auto answer.

#### **Users**

- Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.
- Parents and carers consent will be obtained prior to children taking part in videoconferencing activities.
- Video conferencing will take place via official and approved communication channels following a robust risk assessment.

#### **Content**

- When recording a videoconference lesson, written permission will be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material will be stored securely.
- If third party materials are to be included, the Twilight School will check that recording is acceptable to avoid infringing the third-party intellectual property rights.
- The Twilight School will establish dialogue with other conference participants before taking part in a videoconference. If it is a non-Twilight School site the Twilight School will check that they are delivering material that is appropriate for the class.

### **2.5 Appropriate and safe classroom use of the internet and any associated devices**

- Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole Twilight School curriculum. Please access specific curriculum policies for further information.
- The Twilight School/setting's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of pupils will be appropriate to their age and ability

- At Early Years Foundation Stage and Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
- Secondary, pupils will be appropriately supervised when using technology, according to their ability and understanding.
- In residential provisions, the Twilight School will balance children's ability to take part in age appropriate peer activities online with the need for the Twilight School to detect abuse, bullying or unsafe practice by children in accordance with the national minimum standards (NMS).
- All Twilight School owned devices will be used in accordance with the Twilight School Acceptable Use Policy and with appropriate safety and security measure in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The Twilight School will use age appropriate search tools (such as Google Safe Search or CBBC safe search).
- The Twilight School will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-Twilight School/setting requirement across the curriculum.
- The Twilight School will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.

### **3. Social Media Policy**

#### **3.1. General social media use**

- Expectations regarding safe and responsible use of social media will apply to all members of MEaP Academy Twilight School community and exist in order to safeguard both the Twilight School/setting and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking sites, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others.
- All members of MEaP Academy Twilight School community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of MEaP Academy Twilight School community.



- All members of MEaP Academy Twilight School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The Twilight School/setting will control pupil and staff access to social media and social networking sites whilst on site and when using Twilight School provided devices and systems
- The use of social networking applications during Twilight School hours for personal use is not permitted.
- Inappropriate or excessive use of social media during Twilight School/work hours or whilst using Twilight School/setting devices may result in disciplinary or legal action and/or removal of Internet facilities.
- Any concerns regarding the online conduct of any member of MEaP Academy Twilight School community on social media sites should be reported to the leadership team and will be managed in accordance with policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.
- Any breaches of Twilight School/setting policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with relevant policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

### **3.2. Official use of social media**

- MEaP Academy Twilight School official social media channels are:
  - Twitter, Facebook,
- Official use of social media sites by the Twilight School/setting will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Official use of social media sites as communication tools will be risk assessed and formally approved by the Project Manager/manager
- Official Twilight School/setting social media channels will be set up as distinct and dedicated social media site or account for educational or engagement purposes.
- Staff will use Twilight School/setting provided email addresses to register for and manage any official approved social media channels.
- Members of staff running official social media channels will sign a specific Acceptable Use Policy (AUP) to ensure they are aware of the required behaviours and expectations of use and to ensure that sites are used safely, responsibly and in accordance with local and national guidance and legislation.
- All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Any online publication on official social media sites will comply with legal requirements including the Data Protection Act 1998, right to privacy conferred by the Human Rights Act 1998, or similar duty to protect private information and will not breach any common law duty of confidentiality, copyright etc.

- Official social media use will be in line with existing policies including anti-bullying and child protection.
- Images or videos of children will only be shared on official social media sites/channels in accordance with the image use policy.
- Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.
- Official social media sites, blogs or wikis will be suitably protected (e.g. password protected) and where possible/appropriate, run and/or linked to from the Twilight School/setting website and take place with written approval from the Leadership Team.
- Leadership staff must be aware of account information and relevant details for social media channels in case of emergency, such as staff absence.
- Parents/Carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.

### **3.3 Staff personal use of social media**

#### **3.3 Possible statements:**

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the Twilight School/setting Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the Project Manager.
- If ongoing contact with pupils is required once they have left the Twilight School roll, then members of staff will be expected to use existing alumni networks or use official Twilight School provided communication tools.
  - All communication between staff and members of the Twilight School community on Twilight School business will take place via official approved communication channels (such as an official setting provided email address or phone numbers)
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Project Manager/manager.
- Any communication from pupils/parents received on personal social media accounts will be reported to the Twilight Schools designated safeguarding lead.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the

privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.

- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with Twilight Schools policies (safeguarding, confidentiality, data protection etc.) and the wider professional and legal framework.
- Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- Members of staff will notify the Leadership/Management Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the Twilight School/setting.
- Members of staff are encouraged not to identify themselves as employees of Twilight School /setting name on their personal social networking accounts. This is to prevent information on these sites from being linked with the Twilight School/setting and also to safeguard the privacy of staff members and the wider community.
- Members of staff will ensure that they do not represent their personal views as that of the Twilight School/setting on social media.
- Twilight School/setting email addresses will not be used for setting up personal social media accounts.

### **3.4 Staff official use of social media**

- If members of staff are participating in online activity as part of their capacity as an employee of the Twilight School/setting, then they are requested to be professional at all times and to be aware that they are an ambassador for the Twilight School/setting.
- Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the Twilight School/setting.
- Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Staff using social media officially will always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Staff must ensure that any image posted on any official social media channel have appropriate written parental consent.
- Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the Twilight School/setting unless they are authorised to do so.
- Staff using social media officially will inform their line manager, the Designated Safeguarding Lead and/or the head teacher/manager of any concerns such as criticism or inappropriate content posted online.

- Staff will not engage with any direct or private messaging with children or parents/carers through social media and will communicate via official communication channels.
- Staff using social media officially will sign the Twilight School/setting social media Acceptable Use Policy.

### **3.5 Pupils use of social media**

- Safe and responsible use of social media sites will be outlined for children and their parents as part of the Acceptable Use Policy. • Personal publishing on social media sites will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, Twilight School attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- Parents will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- Any official social media activity involving pupils will be moderated by the Twilight School where possible.
- The Twilight School is aware that many popular social media sites state that they are not for children under the age of 13, therefore the Twilight School will not create accounts within Twilight School specifically for children under this age.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at Twilight School, will be dealt with in accordance with existing Twilight School policies including anti-bullying and behaviour.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at Twilight School, will be raised with parents/carers, particularly when concerning any underage use of social media sites.

## **4. Use of Personal Devices and Mobile Phones**

### **4.1 Rationale regarding personal devices and mobile phones**

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members MEaP Academy Twilight School

community to take steps to ensure that mobile phones and personal devices are used responsibly.

- The use of mobile phones and other personal devices by young people and adults will be decided by the Twilight School/setting and is covered in appropriate policies including the Twilight School Acceptable Use Policy
- MEaP Academy Twilight School recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within Twilight Schools/settings.

#### **4.2 Expectations for safe use of personal devices and mobile phones**

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate Twilight School policies
- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The Twilight School/setting accepts no responsibility for the loss, theft or damage of such items. Nor will the Twilight School/setting accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices are not permitted to be used in certain areas within the Twilight School/setting site such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline/behaviour policy.
- Members of staff will be issued with a work phone number and email address where contact with pupils or parents/carers is required.
- All members of MEaP Academy Twilight School community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of MEaP Academy Twilight School community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of MEaP Academy Twilight School community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the Twilight School/settings policies.
- Twilight School/setting mobile phones and devices must always be used in accordance with the Acceptable Use Policy and any other relevant policies
- Twilight School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

#### **4.3 Pupils use of personal devices and mobile phones**

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- All use of mobile phones and personal devices by children will take place in accordance with the acceptable use policy.
- Pupil's personal mobile phones and personal devices will be kept in a secure place, switched off and kept out of sight during lessons and while moving between lessons.
- Mobile phones or personal devices will not be used by pupils during lessons or formal Twilight School time unless as part of an approved and directed curriculum-based activity with consent from a member of staff. The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
- If members of staff have an educational reason to allow children to use their mobile phones or personal devices as part of an educational activity then it will only take place when approved by the Leadership Team.
- If a pupil needs to contact his/her parents/carers they will be allowed to use a Twilight School/setting phone.
- Parents are advised not to contact their child via their mobile phone during the Twilight School day, but to contact the Twilight School office. Exceptions may be permitted in exceptional circumstances on a case by-case basis and as approved by the Project Manager.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- Twilight School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the Twilight Schools behaviour or bullying policy or could contain youth produced sexual imagery (sexting). The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent/carer and content may be deleted or requested to be deleted, if appropriate. Searches of mobile phone or personal devices will only be carried out in accordance with the Twilight Schools policy. <https://www.gov.uk/government/publications/searchingscreening-and-confiscation>
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

#### **4.5 Staff use of personal devices and mobile phones**

##### **4.5 Possible Statements:**

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a

professional capacity. Any pre-existing relationships which could compromise this will be discussed with leaders/managers.

- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities.
- Members of staff will ensure that any use of personal phones and devices will always take place in accordance with the law e.g. data protection as well as relevant Twilight School policy and procedures e.g. confidentiality, data security, Acceptable Use etc. (list as appropriate).
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- Bluetooth or other forms of communication should be "hidden" or switched off during lesson times.
- Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the Leadership Team in emergency circumstances.
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the Twilight School/setting policy then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the Twilight School/settings allegations management policy.

#### **4.6 Visitors use of personal devices and mobile phones**

##### **4.6 Possible Statements:**

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the Twilight School/settings acceptable use policy.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the Twilight School image use policy.
- The Twilight School will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

#### **5. Policy Decisions**

##### **5.1. Reducing online risks**

- MEaP Academy Twilight School is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.

- Emerging technologies will be examined for educational benefit and the Twilight School leadership team will ensure that appropriate risk assessments are carried out before use in Twilight School is allowed.
- The Twilight School will ensure that appropriate filtering and monitoring systems are in place to prevent staff and pupils from accessing unsuitable or illegal content. (Censornet)
- The Twilight School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a Twilight School/setting computer or device.
- The Twilight School will audit technology use to establish if the online safety (e–Safety) policy is adequate and that the implementation of the policy is appropriate.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the Twilight Schools leadership team.

## **5.2. Internet use throughout the wider Twilight School/setting community**

### **Relevant for all settings within their own local context**

#### **5.2 Possible statements:**

- The Twilight School will liaise with local organisations to establish a common approach to online safety.
- The Twilight School will work with the local community’s needs (including recognising cultural backgrounds, languages, religions and ethnicity) to ensure internet use is appropriate.
- The Twilight School will provide an Acceptable Use Policy for any guest/visitor who needs to access the Twilight School computer system or internet on site

#### **5.3 Authorising internet access**

- The Twilight School will maintain a current record of all staff and pupils who are granted access to the Twilight School’s devices and systems.
- All staff, pupils and visitors will read and sign the Acceptable Use Policy before using any Twilight School resources.
- Parents will be informed that pupils will be provided with supervised Internet access which is appropriate to their age and ability.
- Parents will be asked to read the Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- When considering access for vulnerable members of the community (such as with children with special education needs) the Twilight School will make decisions based on the specific needs and understanding of the pupil(s).

## **6. Engagement Approaches**

### **6.1 Engagement and education of children and young people**



- An online safety (e-Safety) curriculum will be established and embedded throughout the whole Twilight School, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- Education about safe and responsible use will precede internet access.
- Pupils input will be sought when writing and developing Twilight School online safety policies and practices, including curriculum development and implementation.
- Pupils will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Online safety (e-Safety) will be included in the PSHE, programmes of study, covering both safe Twilight School and home use.

## **6.2 Engagement and education of children and young people considered to be vulnerable**

- MEaP Academy Twilight School is aware that some children may be considered to be more vulnerable online due to a range of factors.
- MEaP Academy Twilight School will ensure that differentiated and ability appropriate online safety (e-Safety) education is given, with input from specialist staff as appropriate (e.g. SENCO, Looked after Child Coordinator).

## **6.3 Engagement and education of staff**

### **Relevant for all settings**

- The online safety (e-Safety) policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- Staff will be made aware that our Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using Twilight School systems and devices.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.
- All members of staff will be made aware that their online conduct out of Twilight School could have an impact on their role and reputation within Twilight School. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the Leadership Team and will have clear procedures for reporting issues or concerns.
- The Twilight School/setting will highlight useful online tools which staff should use according to the age and ability of the pupils.

## **6.4 Engagement and education of parents and carers**

### **6.4 Possible statements:**

- MEaP Academy Twilight School recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the Twilight School online safety (e-Safety) policy and expectations in newsletters, letters, Twilight School prospectus and on the Twilight School website.
- A partnership approach to online safety at home and at Twilight School with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.

## **7. Managing Information Systems**

### **7.1 Possible statements:**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and GDPR.
- Full information regarding the Twilight Schools approach to data protection and information governance can be found in the Twilight Schools information security policy.

### **7.2 Security and Management of Information Systems**

#### **7.2 Possible statements:**

- The security of the Twilight School information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site (such as via portable media storage) will be encrypted or accessed via appropriate secure remote access systems.

Password policy (if not covered elsewhere in Twilight School policies)

- All users will be informed not to share passwords or information with others and not to login as another user at any time.
- Staff and pupils must always keep their password private and must not share it with others or leave it where others can find it.
- All members of staff will have their own unique username and private passwords to access Twilight School systems. Members of staff are responsible for keeping their password private.
- We require staff and pupils to use STRONG passwords for access into our system.

### **7.3 Filtering and Monitoring**

#### **7.3 Possible statements:**

- The trustees will ensure that the Twilight School has age and ability appropriate filtering and monitoring in place whilst using Twilight School devices and systems to limit children's exposure to online risks.
- The Twilight School's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- All monitoring of Twilight School owned/provided systems will take place to safeguard members of the community.
- All users will be informed that use of Twilight School systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- The Twilight School uses educational filtered secure broadband connectivity through Censornet which is appropriate to the age and requirement of our pupils.
- The Twilight School uses Censornet filtering system which blocks sites that fall into categories such as pornography, racial hatred, extremism, gaming, sites of an illegal nature, etc.
- The Twilight School will work with KCC and the Twilight Schools Broadband team or broadband/filtering provider to ensure that filtering policy is continually reviewed.
- The Twilight School will have a clear procedure for reporting breaches of filtering which all members of the Twilight School community (all staff and all pupils) will be made aware of.
- If staff or pupils discover unsuitable sites, the URL will be reported to the Twilight School Designated Safeguarding Lead and will then be recorded and escalated as appropriate.
- The Twilight School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the Twilight School filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Leadership Team.
- All changes to the Twilight School filtering policy will be logged and recorded.
- The Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.
- Any material that the Twilight School believes is illegal will be reported to appropriate agencies such as IWF, Kent Police or CEOP immediately.

#### **7.4 Management of applications (apps) used to record children's progress**

##### **7.4 Possible statements:**

- The Project Manager/manager is ultimately responsible for the security of any data or images held of children.
- Apps/systems which store personal data will be risk assessed prior to use.
- Only Twilight School/setting issued devices will be used for apps that record and store children's personal details, attainment or photographs. Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.

- Devices will be appropriately encrypted if taken off site to prevent a data security breach in the event of loss or theft.
- Users will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc.
- Parents will be informed of the Twilight Schools expectations regarding safe and appropriate use (e.g. not sharing passwords or sharing images) prior to being given access.

## **8. Responding to Online Incidents and Safeguarding Concerns**

### **Possible statements:**

- All members of the community will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for pupils.
- All members of the Twilight School/setting community will be informed about the procedure for reporting online safety (e-Safety) concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.
- The Designated Safeguarding Lead (DSL) will be informed of any online safety (e-Safety) incidents involving child protection concerns, which will then be recorded.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Manchester Safeguarding Children Board thresholds and procedures.
- Complaints about Internet misuse will be dealt with under the Twilight School's complaints procedure.
- Complaints about online/cyber bullying will be dealt with under the Twilight School's anti-bullying policy and procedure
- Any complaint about staff misuse will be referred to the head teacher
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Pupils, parents and staff will be informed of the Twilight Schools complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.
- All members of the Twilight School community will need to be aware of the importance of confidentiality and the need to follow the official Twilight School procedures for reporting concerns.
- All members of the Twilight School community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the Twilight School community.
- The Twilight School will manage online safety (e-Safety) incidents in accordance with the Twilight School discipline/behaviour policy where appropriate.
- The Twilight School will inform parents/carers of any incidents of concerns as and when required.

- After any investigations are completed, the Twilight School will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the Twilight School will contact the Education Safeguards Team or Kent Police via 101 or 999 if there is immediate danger or risk of harm.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Greater Manchester Police.
- If the Twilight School is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- If an incident of concern needs to be passed beyond the Twilight School/setting community, then the concern will be escalated to the Education Safeguarding Team to communicate to other Twilight Schools/settings in Manchester.
- Parents and children will need to work in partnership with the Twilight School to resolve issues.

## **Appendix A**

### **9. Procedures for Responding to Specific Online Incidents or Concerns**

#### **9.1 Responding to concerns regarding Youth Produced Sexual Imagery or “Sexting”**

##### **9.1 Possible statements:**

- MEaP Academy Twilight School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as “sexting”).
- The Twilight School will implement preventative approaches via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers.
  - MEaP Academy Twilight School views “sexting” as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead
- The Twilight School will follow the guidance as set out in the non-statutory UKCCIS advice ‘Sexting in Twilight Schools and colleges: responding to incidents and safeguarding young people’ and other “Responding to youth produced sexual imagery” guidance
- If the Twilight School are made aware of incident involving creating youth produced sexual imagery the Twilight School will:
  - Act in accordance with the Twilight Schools child protection and safeguarding policy and the relevant Manchester Safeguarding Child Boards procedures.

- Immediately notify the designated safeguarding lead.
- Store the device securely.
- Carry out a risk assessment in relation to the children(s) involved.
- Consider the vulnerabilities of children(s) involved (including carrying out relevant checks with other agencies)
- Make a referral to children’s social care and/or the police (as needed/appropriate).
- Put the necessary safeguards in place for children e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
- Implement appropriate sanctions in accordance with the Twilight Schools behaviour policy but taking care not to further traumatise victims where possible.
- Review the handling of any incidents to ensure that the Twilight School is implementing best practice and the leadership team will review and update any management procedures where necessary.
- Inform parents/carers about the incident and how it is being managed.
- The Twilight School will not view images suspected of being youth produced sexual imagery unless there is no other possible option or there is a clear need or reason to do so (in these cases the image will only be viewed by the Designated Safeguarding Lead).
- The Twilight School will not send, share or save content suspected to be an indecent image of children and will not allow or request children to do so.
- If an indecent image has been taken or shared on the Twilight School/settings network or devices then the Twilight School will take action to block access to all users and isolate the image.
- The Twilight School will take action regarding creating youth produced sexual imagery, regardless of the use of Twilight School/setting equipment or personal equipment, both on and off the premises.
- The Twilight School will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

## **9.2. Responding to concerns regarding Online Child Sexual Abuse and Exploitation**

- MEaP Academy Twilight School will ensure that all members of the community are made aware of online child sexual abuse, including exploitation and grooming including the consequences, possible approaches which may be employed by offenders to target children and how to respond to concerns.
- The Twilight School will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers.
- MEaP Academy Twilight School views online child sexual abuse as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead

- If the Twilight School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or the Police.
- If the Twilight School is made aware of intelligence or information which may relate to child sexual exploitation (on or offline) then it will be passed through to the CSET team by the DSL.
  - o If the Twilight School are made aware of incident involving online child sexual abuse of a child then the Twilight School will:
- Act in accordance with the Twilight School's child protection and safeguarding policy and the relevant Safeguarding Child Boards procedures.
- Immediately notify the designated safeguarding lead.
- Store any devices involved securely.
- Immediately inform the police via 101 (using 999 if a child is at immediate risk)
- Where appropriate the Twilight School will involve and empower children to report concerns regarding online child sexual abuse e.g. using the Click CEOP report form: [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
- Make a referral to children's social care (if needed/appropriate).
- Put the necessary safeguards in place for pupil(s) e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
- Inform parents/carers about the incident and how it is being managed.
- Review the handling of any incidents to ensure that the Twilight School is implementing best practice and the Twilight School leadership team will review and update any management procedures where necessary.
- The Twilight School will take action regarding online child sexual abuse regardless of the use of Twilight School equipment or personal equipment, both on and off the Twilight School premises.
- The Twilight School will ensure that all members of the community are aware of sources of support regarding online child sexual abuse.
- If pupils at other Twilight Schools are believed to have been targeted then the Twilight School will seek support from the Education Safeguarding Team to enable other Twilight Schools to take appropriate action to safeguarding their community.
- The Twilight School will ensure that the Click CEOP report button is visible and available to pupils and other members of the Twilight School community, for example including the CEOP report button the Twilight School website homepage and on intranet systems.

### **9.3. Responding to concerns regarding Indecent Images of Children (IIOC)**

- MEaP Academy Twilight School will ensure that all members of the community are made aware of the criminal nature of Indecent Images of Children (IIOC) including the possible consequences.
- The Twilight School will take action regarding of Indecent Images of Children (IIOC) regardless of the use of Twilight School/setting equipment or personal equipment, both on and off the premises.
- The Twilight School will take action to prevent access accidental access to of Indecent Images of Children (IIOC) for example using an internet Service provider (ISP) which subscribes

to the Internet Watch Foundation block list, implementing appropriate web filtering, implementing firewalls and anti-spam software.

- If the Twilight School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or the Police.
- If the Twilight School/setting is made aware of Indecent Images of Children (IIOC) then the Twilight School will:
  - Act in accordance with the Twilight Schools child protection and safeguarding policy and the relevant Manchester Safeguarding Child Boards procedures. o Immediately notify the Twilight School Designated Safeguard Lead.
  - Store any devices involved securely.
  - Immediately inform appropriate organisations e.g. the Internet Watch Foundation (IWF), Manchester police via 101 (using 999 if a child is at immediate risk) and/or the LADO (if there is an allegation against a member of staff).
- If the Twilight School are made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet then the Twilight School will:
  - Ensure that the Designated Safeguard Lead is informed. o Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - Ensure that any copies that exist of the image, for example in emails, are deleted.
- If the Twilight School are made aware that indecent images of children have been found on the Twilight Schools electronic devices then the Twilight School will:
  - Ensure that the Designated Safeguard Lead is informed.
  - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - Ensure that any copies that exist of the image, for example in emails, are deleted. o Inform the police via 101 (999 if there is an immediate risk of harm) and children's social services (as appropriate).
  - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- If the Twilight School are made aware that a member of staff is found in possession of indecent images of children on their electronic device provided by the Twilight School, then the Twilight School will:
  - Ensure that the Designated Safeguard Lead is informed or another member of staff in accordance with the Twilight School whistleblowing procedure.
  - Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
  - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the Twilight Schools managing allegations policy.
  - Follow the appropriate Twilight School policies regarding conduct.

#### **9.4. Responding to concerns regarding radicalisation and extremism online**



- The Twilight School will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in Twilight Schools and that suitable filtering is in place which takes into account the needs of pupils.
- When concerns are noted by staff that a child may be at risk of radicalisation online then the Designated Safeguarding Lead (DSL) will be informed immediately and action will be taken in line with the safeguarding policy.
- Online hate content directed towards or posted by specific members of the community will be responded to in line with existing Twilight School policies, including anti-bullying, behaviour etc. If the Twilight School is unclear if a criminal offence has been committed, then the Designated Safeguarding Lead will obtain advice immediately via the Education Safeguarding Team and/or the Police.

## **9.5. Responding to concerns regarding cyberbullying**

### **9.5 Possible Statements:**

- Cyberbullying, along with all other forms of bullying, of any member of MEaP Academy Twilight School community will not be tolerated. Full details are set out in the Twilight School policies regarding anti-bullying and behaviour.
- All incidents of online bullying reported will be recorded.
- There are clear procedures in place to investigate incidents or allegations and support anyone in the Twilight School community affected by online bullying.
- If the Twilight School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Manchester Police.
- Pupils, staff and parents/carers will be advised to keep a record of cyberbullying as evidence.
- The Twilight School will take steps to identify the bully where possible and appropriate. This may include examining Twilight School system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the Twilight School to support the approach to cyberbullying and the Twilight Schools e-Safety ethos.
- Sanctions for those involved in online or cyberbullying may include:
  - Those involved will be asked to remove any material deemed to be inappropriate or offensive.
    - o A service provider may be contacted to remove content if those involved refuse to or are unable to delete content.
  - Internet access may be suspended at Twilight School for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the Twilight Schools anti-bullying, behaviour policy or Acceptable Use Policy.
- Parent/carers of pupils involved in online bullying will be informed.
- The Police will be contacted if a criminal offence is suspected.

## **9.6. Responding to concerns regarding online hate**

- Online hate at MEaP Academy Twilight School will not be tolerated. Further details are set out in the Twilight School policies regarding anti-bullying and behaviour
- All incidents of online hate reported to the Twilight School will be recorded.
- All members of the community will be advised to report online hate in accordance with relevant Twilight School policies and procedures e.g. anti-bullying, behaviour etc.
- The Police will be contacted if a criminal offence is suspected. If the Twilight School is unclear if a criminal offence has been committed, then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or the Police.

This policy was adopted by the Board of Management on 5<sup>th</sup> April 2018

This policy has been made available to Twilight School personnel, published on the Twilight School website and is otherwise readily accessible to parents and pupils on request. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every Twilight School year. Written notification that the review has been completed will be made available to Twilight School personnel, published on the Twilight School website and be otherwise readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

### **9.7. Safeguarding online – Conducting Virtual sessions**

During the Corona virus Pandemic all schools need to make alternative arrangements for maintaining a level of education for pupils. They rely on the support of parents/carers for this to be effective. Supplementary schools can extend their invaluable work in a similar way. Considerations have to be made regarding the delivery of a curriculum through information technology. This is a new approach and learning experience, so there should be realistic expectations for parents, children and teachers. Supplementary school teachers need to be patient with managers while systems evolve and to support one another.

To continue as much of the supplementary school core provision for children and families as possible while adhering to essential good practice, including:

The Aim

- data protection
- safeguarding children and adults
- transparency i.e. informing stakeholders as needs and circumstances change

Teaching Remotely

As part of this new approach to teaching schools might offer:

- on-line resources and activities
- advice and guidance to parents on ways to encourage children's learning and growth
- signposting to helpful and appropriate websites
- live, online tuition through video conferencing platforms such as Zoom
- pre-recorded teaching sessions and downloadable resources

## Considerations for Families

This is an exceptional time which is placing families under extreme pressure. It is important not to add to the stress. Therefore, activities should be:

achievable within the home setting

- able to be completed by the young person without excessive support from the parent
- enjoyable for parents if they are to be involved in assignments
- accessible to all your pupils, including those who do not have a strong Wi-Fi signal which will be required for Zoom, Skype, Google hangouts or other video conference calling, but not necessarily for normal internet surfing

## Protocols for Using the Internet

These are some basic points to follow:

- parents must be fully aware of what the supplementary school intends to provide
- parents should give written or recorded consent at the start of the new approach
- there should be opportunities to ask questions at the start and throughout the entire period of lockdown whilst the school is operating remotely
- teachers should, where possible, use the supplementary school IT equipment.
- teachers must not use any personal contact details i.e. no personal e-mail addresses or phone numbers
- emailing should take place between the parent and the teacher only, using the supplementary school email. If there isn't one, an email should be created
- communication should be with pupils, parents and teachers, not between children or families (i.e. anything about teaching, about the school – must go through the 'school' )
- no personal data should be emailed or given on line
- if anything is posted teachers must remember to respect the copyright, intellectual property rights and privacy policies

## Delivering Learning Activities

Consider:

- the adaptations you will need to make to the way you usually teach e.g. movement restrictions and the capacity for interaction between pupils
- the specific issues of behaviour management with a class of children responding from different spaces i.e. the home setting
- the impact of switching children off from a remote class in the short and long term i.e. the need for a personal approach to greeting them warmly at the start and to signing off in a friendly manner at the end of a session
- the varied home environments of your pupils, their parents' work activities and the impact Covid-19 is having on family life
- the [NSPCC in partnership with O2](#) has got lots of information about all the different Apps your child/ren may be using and how to make sure they are safe doing so.

## Different Ways of Teaching Remotely

When teaching remotely the teacher should consider:

- pre-recording classes so children can watch at different times with their parents or siblings
- setting and sending homework via your school/organisation's email or WhatsApp
- providing shorter 10-15 minute catch-up sessions

## Holding Live Group Sessions Via The Internet

In addition to the methods above, many schools are starting to hold live group sessions. In order to do this appropriately the teacher will need to:

- set a time for the meeting so there is a regular routine. This might be best at the normal supplementary school time. Remember parents themselves may need the computer for home working
- keep the sessions a reasonable length of time so that the rest of the family can get on with their day, remember also that remote teaching can be very static and we all need to move around
- switch off directly the remote teaching session is finished
- wear appropriate clothing and tell the children they must too, as must any other adult who might inadvertently appear on screen at either home
- be aware of the setting i.e. a teacher should not be speaking to a child in their bedroom or from the teacher's own bedroom. Think about what is on the wall behind you or in the room generally
- make sure all language is appropriate and professional, including that used by parents (a tactful reminder may need to be given in the initial dialogue with parents)
- remember as teachers you are modelling safe procedures
- remember that some children will find the new way of working a challenge. Teachers should think about how they will support children with special educational needs. They should encourage parents to be patient and be ready to give them strategies for helping and praising their children
- use video conferencing software that enables the teacher to have secure meetings, where participants can only join if they are invited and where the teacher has to accept each participant in the 'room'

Be aware of 'Zoom Bombing' – uninvited participants entering the teaching 'space'. This can happen on any conference platform if the security measures are not understood and followed <https://www.howtogeek.com/667183/what-is-zombombing-and-how-can-you-stop-it/>

consider videoing the meetings so they may be reviewed later if issues arise, if you are going to do this you must:

- ensure that the parental consent obtained at the start is kept securely with the recordings on an external drive
- keep a note of date, time and length of the meetings plus those who attended

- consider who will help parents if they are having difficulty operating Zoom or other video conferencing platforms

## Social Media

Social Media channels should not be used i.e. Facebook and Instagram, unless they are official i.e. MEaP's organisation's account. The pupils and their families should not have access to details of the teacher's private life and teachers should be mindful of what they post on social media sites. They should not advertise their supplementary teaching job on their own social media pages.

Children should not be exchanging personal details including social media links with each other unless it is with parental agreement at some other time.

If you do use an official Facebook account be vigilant when posting images of activities to ensure information is not collected and misused later:

That means ensuring that children are:

- not named
- are appropriately dressed
- are not in their bedrooms
- are not sharing personal information

N.B. The initial agreement with parents should include permission for posting images of their children where applicable to the work of the school.

## Safeguarding

Parents need to know when online meetings are scheduled and who will be appearing, name, role in the school etc. They need to know what to expect and should be invited to meet the teacher initially on line.

A conversation should be had with parents and children highlighting that this is a specific activity and they should not be talking to anyone else in this way, unless it is with parental consent.

This conversation can be used as an opportunity to remind parents about radicalisation (Prevent), cyberbullying, grooming, ICT based sexual exploitation, pornography etc. and what the signs of harm may be and who may be contacted. Parents should be asked to reinforce safe on line procedures at home. It could be suggested that they interact with what the children are viewing on line.

As part of the supplementary school's safeguarding guidance teachers should be made aware of what should be reported and to whom. A clear message should be sent out that it is better to say something than not to.

If teachers are signposting to websites they must make sure they have checked them out and are sure they are appropriate. Children should not be researching randomly on line as this may lead them to dangerous sites.

An online risk assessment should be developed for the supplementary school.

The Child Exploitation and Online Protection (CEOP) command of the National Crime Agency has excellent resources to help you and your pupils think more about online safety. They are also providing weekly activities <https://www.thinkuknow.co.uk/resources> and have lots of helpful information for parents <https://www.thinkuknow.co.uk/parents/>

#### What to Do If There Are Concerns

Children may want to express their feelings at this very difficult time. Issues may emerge which cause concern. If a teacher does have concerns about child protection or the family as a whole there should be a designated person from the organisation whom they can contact.

If you have any concerns about online activity that your pupils have been accessing or about people contacting your children online through platforms that you are using, [report it to CEOP](#), National Crime Agency.

There are various training courses on line regarding on line safety e.g NSPCC 'on line safety' for which there is a charge of £35. [NSPCC also have plenty of free downloadable resources](#) to help you keep children safe. [The Young People's Foundation in your local borough](#) and other local infrastructure organisations are also offering guidance on online safety.

#### Signposting On the Internet

Holding live classes via Zoom or on an other video conferencing platform is one method of communicating, but in some situations it might not be the most effective.

It may be relevant to set some homework activities as a follow up or as an alternative. If so, the parent should know what that involves. Activities could be posted on websites or emailed to parents as attachments. Any sites recommended should be researched for relevance and suitability. Sometimes the language or the methods used might be different from the English system e.g. there are a great many American websites with good ideas which teachers could use, but would not be suitable for children to visit.

Signed: Mr Henry Ngawoofah  
(Chairperson of Board of Management)

Signed: \_\_\_\_\_  
(Project Manager)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: March 2021