

Kettlebrook Short Stay School

E-Safety Policy statement

NAME OF POLICY: E-Safety		FEDERATION KSSS ONLY BPRU ONLY		POLICY NUMBER: SSU KSSS 4	
EFFECTIVE DATE: RATIFIED BY MC Nov 2021			*REVIEW DATE BY SLT: July 2024		
			REVIEW DATE OF POLICY BY MC: Nov 2025		
AUTHOR OF POLICY: S Harris			PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING: S Harris		
DATE OF CHANGE	AUTHOR OF CHANGE	DESCRIPTION OF CHANGES	PAGE NUMBER OF CHANGES	NEW REVIEW DATE*	

E-Safety Policy Statement

This policy should be read alongside Kettlebrook Short Stay School's other policies and procedures.

More information about safeguarding and child protection can be found www.learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

The purpose of this policy statement

Kettlebrook Short Stay School works with children and families. As a school we use Computers, devices and the internet as a way of communicating with families, as a part of learning in school, and remote learning from home.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, children and young people, visitors, and anyone involved in Kettlebrook Short Stay School's activities over all sites.

Legal framework

E-Safety Policy Statement

This policy has been drawn up by NSPCC on the basis of legislation, policy and guidance that seeks to protect children in England and adapted by KSSS.

Summaries of the key legislation and guidance are available on:

- online abuse learning. www.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying learning www.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection learning www.nspcc.org.uk/child-protection-system

We believe that:

- children and young people should never experience abuse of any kind,
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times by knowing what to do, who to contact, and how to stay safe online.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty of care to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people and staff stay safe online, whether or not they are using Kettlebrook's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

E-Safety Policy Statement

- appointing an online safety coordinator [S Harris AHT] to work with others:

IT support technician - weekly support (J.Highfield)

Live computer monitoring - Software (S.Goroll & K.Rogers - EHT)

- providing clear and specific directions to staff and Visitors on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others through IT & PSHE lessons, and as required by staff
- supporting and encouraging parents and carers to do what they can to keep their children safe online [through leaflets, posters, emailed to them during the year by SH]
- developing an online safety agreement for use with young people and their parents/carers [by SH via emails; p/c meetings etc]
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person. [by SH by Dec 2021]
- reviewing and updating the security of our information systems regularly per term with support Technician and overall by SH on an annual basis - July; all changes are shared with staff and Management Committee.
- ensuring that user names, logins, email accounts and passwords are logged centrally on the login database by Admin staff on entry for students and staff. Staff monitor student's use of IT effectively each time that students log on. (Softwalls monitoring system by SG & KER).
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate under GDPR (staff receive annual GDPR INSET and updates during the academic year).
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given (as signed for in the on entry Pre-admissions induction pack)
- providing supervision, support and training for staff and visitors about online safety [by SH when required]

E-Safety Policy Statement

- examining and risk assessing any social media platforms and new technologies before they are used across the organisation.

If online abuse occurs, we respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse - safeguarding policy + behaviour policy +remote learning policy)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation - staff have access to The National College INSET to up skill if required
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account - via daily debriefings and regular up dates from SLT.
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term - by SH

Related policies and procedures This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection - COMPLETED ONCE THIS ESAFETY POLICY IS FINALISED.
- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers



Staff CofC June
2020.docx

- Code of conduct for staff



Anti-bullying-policy-
FEB 2019.docx

- Anti-bullying policy and procedures

E-Safety Policy Statement

- Photography and image sharing



Behaviour Policy Sept
2018.docx

Behaviour policy

Wellbeing policy - BEING DEVELOPED



KSSS Remote
Learning Policy KSSS

Remote learning policy



DATA & GDPR Policy
JUNE 2018 March 20

GDPR & PRIVACY NOTICE:

USER AGREEMENT: each time anyone correctly logs onto the ICT system at KSSS

Contact details Online safety co-ordinator

Name: Sam Harris

email: sam.harris@kettlebrook.staffs.sch.uk

DSL & Senior lead for safeguarding and child protection Name: Brian Sims - Head of School

email: brian.sims@kettlebrook.staffs.sch.uk

NSPCC Helpline 0808 800 5000

OTHER REFERENCE INFORMATION:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf

<https://www.legislation.gov.uk/ukpga/1990/18/contents>

<https://www.legislation.gov.uk/ukpga/1990/18/contents/enacted>

<https://www.legislation.gov.uk/ukpga/1988/27/contents>

E-Safety Policy Statement

ON-LINE ABUSE

