



E-Safety Policy

This Online Safety policy has been developed by Jenni Hutchinson (Safeguarding Lead) and Terry Springer (Deputy Safeguarding Lead) on 25 July 2019.

This Policy is due for review in July 2021.

Scope of the Policy

This policy applies to all members of the Academy community who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head Teachers to regulate the behaviour of students when they are off the Academy site and empowers teaching staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or online safety involving one or more students of New Level Academy but taking place off site. The 2011 Education Act increased these powers regarding searching for electronic devices. In the case of both acts, action can only be taken over issues covered by the Behaviour Policy.

New Level Academy will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of inappropriate Online Safety behaviour that takes place out of school.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school:

Head Teacher

- The Head Teacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety will be delegated to the Safeguarding Lead.
- The Head Teacher and Safeguarding Lead should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. Specifically, these individuals should

be aware of the need to report such incidents to the Brent Local Authority Designated Officer. The reporting form is available here: http://media.inzu.net/f9e1fab6a6c10d044839fb1bee0a4704/mysite/articles/468/Notification_to_LADO_form_2018.doc

- The Head Teacher is responsible for ensuring that the Safeguarding Lead and any other relevant staff receive suitable training to enable them to carry out their online safety role. The Head Teacher is also responsible for keeping his/her own training up to date.

Safeguarding Lead:

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority
- liaises with ICT teachers and volunteers
- receives, logs and processes reports of online safety incidents and refers to these records when rewriting the Behaviour and Anti-Bullying Policies, as well as this policy.

The Safeguarding Lead should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying.

Technical staff

Technical staff, together with the Head of Centre, are responsible for ensuring:

- that New Level Academy's technical infrastructure is secure and is not open to misuse or malicious attack
- that the Academy meets required online safety technical requirements and any Brent Local Authority guidance that may apply

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- that users may only access the networks and devices through a properly enforced password protection policy
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.

Teaching and Support Staff are responsible for ensuring that:

- they have an up-to-date awareness of online safety matters and this policy
- they deal with most unacceptable online behaviour according to the Behaviour Policy
- they report any serious misuse or problem to the Safeguarding Lead for investigation / action / sanction
- all digital communications with students and parents/carers should be on a professional level and phone calls, texts etc. should be made on school phones
- students are always supervised when using computers or other school devices with an Internet connection
- students understand the need for online safety and their responsibilities for acceptable use.

Students / Pupils should:

- use the school digital systems responsibly
- understand the importance of reporting abuse, misuse or access to inappropriate materials
- follow the school mobile phone policy
- follow the school anti-bullying policy and understand that this applies to what they do on their electronic devices outside school.

Parents / Carers

Parents and carers will be encouraged to support New Level Academy in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- their children's personal devices in the Academy.

Community Users

Community Users who access Academy systems, i.e., community groups that hire out our facilities outside school hours, will be informed of the contents of this policy and expected to abide by it.