



## Respect for ourselves each other and our environment

### Soudley School Policy for Acceptable Use: E SAFETY AND SAFER PRACTICES WITH TECHNOLOGY

January 2022

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.**

**The school expects the highest standards of you and expects you to fulfil the responsibilities of your job description. We consider that as a minimum, we will be polite, calm and well-mannered to others. We will speak appropriately, with consideration, dignity and respect.**

**We will be helpful to all stakeholders and afford them equal kindness, thoughtfulness and support. It is our job to support our children and make it work for them; accordingly we work with and support the community to enable this.**

#### Children's Rights and our Responsibilities

Soudley School is committed to the UNICEF Articles on Rights and Responsibilities as part of Rights Respecting Schools

#### *Article 13*

*Children have the right to get and share information as long as the information is not damaging to them or others.*

#### *Article 17*

*Children have the right to reliable information from mass media. Television, radio and newspapers should provide information that children can understand and should not promote materials that could harm children.*

#### Aims of the policy;

- To help children know and understand how to keep safe when using technology both at home and in school
- ensure the wellbeing and safety of pupils and staff in safeguarding and child protection. (see Soudley School Child Protection Policy and Keeping Children Safe in Education September 2021
- To assist adults to work safely and responsibly and to monitor their own standards and practice.
- To help adults set clear expectations of their own behaviour and to comply with codes of practice as set out in Keeping Children Safe in Education September 2021 and Soudley School's Staff Conduct and Whistleblowing Policy.
- This policy is in line with KCSIE Paragraph 127
- To minimise the risk of misplaced or malicious allegations being made against adults.
- Project a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary action will be taken.
- To establish a culture which safeguards staff and young people in our organisation.
- To be clear where and when it is acceptable to take photographs and videos of children (for example; recording and sharing school work and achievement and communication between home and school.

#### **The policy states clear guidelines for safer practices with technology at Soudley School.**

##### **Acceptable Use: Children**

1. We will actively teach the children about being safe on line and what is acceptable. This will be through our PSHE JIGSAW program, visiting speakers such as Schoolsbeat Officer, PSCOs, informative productions such as 'In The Net' and by signposting parents to information and support.

### **Acceptable Use: Parental Preferences**

2. The school office will ensure that all parents/ carers are asked about their preferences regarding under what circumstances videos and photographs of their children may be taken and used. Parents and carers will be asked to complete a PHOTGRAPHIC CONSENT form, the outcomes of which are held centrally on Google Drive. This form also sets out the conditions/ how and when we may use photographs. (Appendix 2)
3. Anyone who needs to use a photograph or video MUST check the list first and the HT or Office staff may prompt an individual to do this.
4. Where we do not have permission, a phone call may be made to the parent to verify their preferences should a staff member feel a particular photograph would be valuable for the school to use or important for their child to be included (an example may regard a special achievement for that child).

### **Acceptable Use: Staff**

5. We will only use school tablets to record or photograph children.
6. Where this is not possible for technological reasons or there is an exceptional circumstance, we will contact the parents for that specific circumstance and seek their permission.
7. This circumstance may require a personal mobile phone to be used. In this instance, express permission from the Head Teacher must be sought. The video or image must be downloaded immediately to the school technology infrastructure and then be deleted from the phone (and witnessed).
8. The school may use its own tablets as visualisers; that is - a tablet that can screen pupils' work or screen pupils at work. These images may be captured as part of everyday classroom working and will be held in school.
9. Where any specific project is taking place that involves videos or photographs ( for example, remote learning, sharing work or images from home with the school) the Head Teacher will meet with the necessary parties. The permission to go ahead with that project will only be given to persons with a current DBS check and a letter will be signed by all parties that shows the agreement.
10. All emails to parents will be sent via the [admin@soudley.gloucs.sch.uk](mailto:admin@soudley.gloucs.sch.uk) address.
11. When using technology, we will have only professional conversations with a professional tone when speaking with parents, governors and children.
12. We will not write emails to pupils unless it is part of a specific programme of work that has been discussed with parents and the Designated Safeguarding Lead.
13. Staff should follow this policy, **Staff Behaviour and Whistleblowing Policy, Child Protection and Safeguarding Policy** and the expectations for remote learning as set out in KCSIE 2021 Paragraph 127.
14. Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.
15. Activity on social networking sites; must not bring the school into disrepute; must not bring the teacher into disrepute; must not expose the school to legal liability; must reflect 'safer Internet' practices; must minimise risks associated with the personal use of social media by professionals and must reflect the school's standard of behaviour and staff code of conduct.
16. If you intend to use social media as part of your teaching e.g. via the School's Facebook page, ensure you check that parental consent has been given for photos to be published and/or for the naming of children.
17. Members of staff should not 'friend' past pupils and 'friending' parents is discouraged. In situations where a member of staff is a friend of a current parent it is at their discretion as to whether or not they remain friends on social media. However, they must ensure all correspondence reflects professional conduct and in no circumstance should the school or individual children be discussed via social media.
18. Staff may have Whatsapp groups with each other but will not discuss parents or pupils of the school.
19. Staff will be expected to agree to and sign the following statement: *I understand that if I fail to comply with these terms, I could be subject to disciplinary action. This could include a warning, a*

*suspension, referral to Governors / Local Authority and in the event of illegal activities the involvement of the police. (see Appendix 2)*

20. We will not use texts, twitter, Facebook etc. to contact pupils or parents.
21. Where school laptops are used at home the staff member must ensure that the password is used and that school files are kept in a folder marked private.
22. We will not access inappropriate material. Where we may inadvertently access inappropriate material (e.g. on a Google search) we will inform SWGFL via email.
23. Teachers are able to use coded systems to unfilter a site for educational purposes. All codes and passwords must remain secret. A computer which has unfiltered internet MUST NOT BE LEFT UNSUPERVISED. After using the site, the teacher must ensure that the SWGFL filter is reinstated.
24. Teachers will use their professional judgement and consider if an internet search might access such material. Where there is this potential they must research and prepare any resources away from the pupils.
25. Where a staff member takes home personal data concerning pupils (e.g. report information) they must use an encrypted memory stick.
26. We will lock our computers before leaving the room.

### **Acceptable Use: Parent Communication with the school**

#### **Class Dojo**

27. This is used by parents to pick up quick communications from the school and for parents to send simple communications to us. An example might be a reminder about PE kit.
28. Class Dojo should be a positive environment for all. It is a place where teachers may send out information and answer simple queries, where we can share learning, celebrations and successes in both the classroom and at home.
29. Because Class Dojo automatically flags up messages to staff, to protect staff's work life balance and wellbeing we expect that parents use Dojo only for simple communication.
30. We will not answer other Class Dojo messages sent out of school hours.
31. Other communication
32. Messages that are concerns, complaints or negative in character should be directed to [admin@soudley.gloucs.sch.uk](mailto:admin@soudley.gloucs.sch.uk) and they will be sent on to the appropriate person through the proper channels as set out in the policy
33. Verbally
34. Parents can send on pass on messages at the gate and they will be passed on to the right staff member.
35. Or phone 01594 822004 and the message will be passed on.
36. Soudley School's remote learning platform is Class Dojo as its platform. All necessary permissions will be sought for parents and carers to post pictures and videos online through this app.
37. Paragraph 127 of KCSIE 2021 states: Where children are being asked to learn online at home we should follow advice given by the Department for Education which supports schools and colleges do so safely. Soudley School will follow this advice and challenge if they feel a child is unsafe.

#### **Acceptable Use: Governors**

38. Governors will not 'friend' staff and vice versa.
39. Governors will interact with school business through Governor email addresses (administrator: School Secretary) . They may also interact for general communication through Governor WhatsApp (Administrator : Chair of Governors)

#### **Acceptable Use: Home and School Communication and Remote Learning**

##### **Tapestry**

Hedgehogs' staff may use Tapestry, the online EYFS sharing platform, to communicate with parents.

40. . The safety of this site is managed in the following way. All parents have given permission for their children to have an online learning journey and they have individual accounts so they can only see their child's observations and photographs. Tapestry has been set so that if a group observation is taken the photograph can only be seen by staff.

41. All parents with a Tapestry account have signed a form to say they will not share or download any of the images for personal use including social media.
42. Tapestry can only be accessed by staff using a password protected login on tablets or PCs. This login is personal to each EYFS staff member and each Staff member has their own pin protected account. The EYFS lead teacher has access to all of Tapestry and all observations must be approved by them before being posted onto Tapestry.
43. Staff can access Tapestry from computers at home but again this is only using a password and no images can be copied or downloaded. Tapestry will log out if it is left logged on and so no passwords will be stored on staff's computers or ipads.  
Class Dojo

#### **Acceptable Use: Friends of Soudley School Facebook (FOSS)**

44. The Friends of Soudley School will run a Facebook site which encompasses FOSS and Soudley School parents and carers. It will be known as *Friends and Community of Soudley School*.
45. The site will be administered and monitored by an appointed member of FOSS. Soudley School administration will confirm to the FOSS administration if a 'friend' can be accepted onto the FOSS.
46. The site will be used to post events happening in school.
47. The site will have monitored chat with a strict code that it is for information sharing only. Inappropriate chat will be taken down by the FOSS administrator.
48. The site will state clearly that a parent's profile picture must be appropriate. Additionally, that if they choose to use their children in the profile picture that this is their own choice and does not come under the school's policy on using children's photographs.
49. The site will use common language and statements with the school. For example; "There are too many events that need money." – The parents will be invited to the meetings to make their representation heard.

#### **Online Safety and Peer on Peer Abuse**

##### **Online safety and the safety and wellbeing of our children is the responsibility of everyone.**

We want our children to understand about online safety and what is acceptable from their peers and other people in their lives. They should know that what they might be exposed to online or hear from peers may not be right or appropriate, and that that banter it is not acceptable.

**Teaching about online safety needs to strike the right balance and school staff need to fully understand the issues so that they can inform their teaching and learning.**

##### **Training:**

**Summer 2021 and Autumn 2021: Computing lead teacher and PSHE lead teacher**

**Staff Meetings: Teaching Staff Term 2 and Term 3 with information from teaching leads**

**Summer 2022: First training available from GHLL (LA PSHE provider)**

##### **Curriculum for Online Safety**

Online safety is discussed throughout various **JIGSAW sessions** but is explicitly taught in the following:

1. Introduced in JIGSAW in Year 3 Puzzle 4 'Healthy Me' Piece 5 - Keeping safe and why it's important online and off line scenarios
2. Year 3 Puzzle 5 'Relationships' Piece 3 - Keeping safe online and who to go to go to for help.
3. Year 5 Puzzle 2 'Celebrating Difference' Piece 3 - Rumours and name calling (texting, cyber bullying). These are touched upon again in Piece 4 - Types of bullying.
4. Year 5 Puzzle 5 'Relationships' Piece 3-8 - Safer online communities, Rights and responsibilities online, Online gaming and gambling, Reducing screen time, Dangers of online grooming and SMARRT internet safety rules.
5. Year 6 Puzzle 5 'Relationships' Piece 7 - Technology safety. Piece 8 - Take responsibility with technology use.
6. Puzzle 6 'Changing me' Piece 9 - sexting.
7. Consent is a theme that is explored throughout the JIGSAW PSHE curriculum

#### **Schools Beat Officer**

The children in Years 4, 5 and 6 receive 3 visits from a police officer trained in delivering online safety sessions to children. By having these sessions, we ensure that children and staff are aware of the most recent online issues, apps and games.

### **Weekly Teaching for Online Safety and managing Peer on Peer Abuse**

Online safety must be touched on regularly and so we will explore ideas with the children on a weekly basis during one of the story time sessions.

We will use real life references based on **Respect** – exploring where respect might not have been shown or has been shown and relating that to being safe online

### **Presence throughout the school and how children can share concerns**

Justin: this JIGSAW based character is a place where children can write and share their worries in confidence. Staff check it daily and respond to individual concerns. This has not been as accessible during COVID and so each class will now have a version of a private and confidential place where worries can be shared.

Each class will have a 'feelings/ emotions' board where children can indicate how they are feeling and this will signal to staff if they need to talk.

We will share this approach with parents so they might reflect it at home.

### **Monitoring the Policy**

These will be monitored by the Designated Safeguarding Lead, Computing subject leader and Designated Safeguarding Governor.

The policy will be reviewed in annually and in response to evidence from logs, safeguarding issues, guidance and training.

Date of Policy January 2022

Ratified at the FGB of Soudley School  
2 February 2022

Laura Leonard  
Chair of Governors \_\_\_\_\_

Saron Hetenyi  
Head Teacher \_\_\_\_\_

## Appendix 1

### References to E safety issues in Teachers' Standards; Part Two

#### PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The whole document can be read at;

<https://www.education.gov.uk/publications/eOrderingDownload/teachers%20standards.pdf>

## Appendix 2

Staff Behaviour and Whistleblowing Policy  
Including E - safety and safe usage of social media expectations

All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.

#### Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Soudley School's Staff Behaviour Policy.

Name .....

Position/Post Held.....

Signed ..... Date .....

**Once completed, signed and dated, please return this form to the Headteacher**

PHOTOGRAPHIC CONSENT

Occasionally we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

**Please return the completed form to the school as soon as possible.**

NAME OF CHILD \_\_\_\_\_

Please circle your answer

- |   |   |               |
|---|---|---------------|
| 1 | May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?                               | <b>Yes/No</b> |
| 2 | May we use your child's image on our website? We will not use any names.  | <b>Yes/No</b> |
| 3 | May we record your child's image on video or webcam? These will be kept in school.  | <b>Yes/No</b> |
| 4 | Are you happy for your child to appear in the media?<br>Please note that if the media are invited into school or to an event, then you have to be willing for your child's full name to be used | <b>Yes/No</b> |

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent//Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

## Conditions of Use

- 1 This form is valid for the period of time that your child attends this school. The consent will automatically expire after this time. However, if at any time you change your mind this consent can be withdrawn. Should I revoke my consent, it may not be possible to fully expunge or remove all physical or digital trace of the material.
- 2 We will not re-use any photographs or recordings after your child leaves this school. We will endeavour to remove your child's photographs from our records when they leave but some may inadvertently remain; we will continue to remove them as we find them.
- 3 We will not use the personal details or full names (which means first name and surname of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- 4 We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in printed publications.
- 5 If we use photographs of individual pupils in school we may use your child's full name in the accompanying text or photo caption.
- 6 We may include pictures of pupils and teachers that have been drawn by the pupils.
- 7 We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- 8 We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- 9 We are you will not receive financial benefit from the use of these images.

*'We' means the school.*