

Woodlands Academy
Staff E safety Policy 2020-2021

Aims and Ethos

This policy is to be seen in relation to and complimentary to the Academy’s e safety and ICT policies. It in part summarises the other policies and should be used in conjunction with them. If in doubt refer to the full policy.

Where there are issues of safeguarding all staff members should follow the safeguarding policy first and report any concerns to the DSL.

The purpose of this policy is to:

- To set out the key principles expected of all members of staff at Woodlands Academy with respect to the use of ICT-based technologies.
- To safeguard and protect the children and staff of Woodlands Academy.
- To assist Academy staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- To set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- To have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other Academy policies.
- To ensure that all members of the Academy community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our Academy community can be summarised as follows:

Content -	Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse Lifestyle websites, for example pro-anorexia/self-harm/suicide sites Hate sites Content validation: how to check authenticity and accuracy of online content
Contact	Grooming Cyber-bullying in all forms Identity theft (including ‘frape’ (hacking Facebook profiles)) and sharing passwords
Conduct	Privacy issues, including disclosure of personal information Digital footprint and online reputation Health and well-being (amount of time spent online (Internet or gaming)) Sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images) Copyright - little care or consideration for intellectual property and ownership – such as music and film (Ref Ofsted 2013)

The responsibilities of staff members are

The responsibilities are as follows

<p>Teachers</p>	<ul style="list-style-type: none"> • To embed e-safety issues in all aspects of the curriculum and other Academy activities • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended Academy activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws • To ensure all classrooms have the esafety posters displayed and they are also to be found in all the pupils ICT folders • To teach pupils in ICT lessons and at other times when ICT resources are used about the importance of esafety whenever they go online both in and out of school. •
<p>All staff</p>	<ul style="list-style-type: none"> • To read, understand and help promote the Academy’s e-safety policies and guidance • To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current Academy policies with regard to these devices • Do not bring into school and use memory sticks and other devices which may introduce viruses, Trojan horses and other potential issues to the system • Do not use tablets, mobile phones or other internet connected devices during lessons except for in emergencies or to contact SMT or colleagues when needed. • Do not allow pupils access to their own (staff) accounts which have different levels of filtering – as this may allow pupils to access things which are confidential or inappropriate. Unless this is a part of the lesson and they are fully supervised at all times • To report any suspected misuse or problem to the e-safety coordinator • To maintain an awareness of current e-safety issues and guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology • To ensure that any digital communications with pupils should be on a professional level and only through Academy based systems, never through personal mechanisms, e.g. email, text, mobile phones etc. • To read, understand, sign and adhere to the Academy staff Acceptable Use Agreement / Policy

Social Media

Academy staff will ensure that in private use:

- No reference should be made in social media to pupils, parents / carers or Academy staff
- They do not engage in online discussion on personal matters relating to members of the Academy community
- Personal opinions should not be attributed to the Academy or Raleigh Learning Trust
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
- Never contact pupils through the use of social media for any reason

Staff use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with an Academy phone where contact with students, parents or carers are required.
- Mobile Phones and personally-owned devices will be switched to 'silent' mode or off. Unless they are required to be able to contact the on call system or SMT.
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity then it will only take place when approved by the Senior Management Team. For example on a school trip or for travel training.
- Staff should not use mobile devices for personal reasons unless in an emergency. Texting, emails and phone calls of a personal nature are not allowed during lessons (except in emergency situations)
- Personally-owned devices, such as mobile phones or cameras, cannot be used to take photos or videos of students and will only use work-provided equipment for this purpose.
- If a member of staff breaches the Academy policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for Academy duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then an Academy mobile phone will be provided and used.
- In an emergency where a staff member doesn't have access to an Academy-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

Grooming and sexual exploitation - Definition

Sexual exploitation is a form of abuse whereby children are deliberately persuaded to enter into situations where they receive something (for example, gifts, money, food, accommodation) in exchange for sexual activity.

Grooming is the process of 'preparing' a boy or girl for a sexual purpose. Grooming is often slow and subtle, continuing for several weeks or months and lulling the child into a false sense of security. It always involves manipulation and deceit.

Procedures to follow

Early identification of risk is known to be a crucial factor in reducing harm so the vigilance of school staff is critically important. Staff should not attempt to manage concerns about sexual exploitation or grooming in isolation.

The DSL must always be informed and school leadership will enlist the advice and support of children's social care and the police as appropriate. This policy should be read in conjunction with the safeguarding policy and all the procedures outlined there should be followed.

Cyberbullying

For the purpose of this policy, "cyber bullying" is a form of bullying whereby an individual is the victim of harmful or offensive posting of information or images, online.

The Academy recognises that both staff and students may experience cyber bullying and will commit to preventing any instances that should occur. We are committed to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and students.

The Academy has zero tolerance for cyber bullying, and any incidents will be treated with the upmost seriousness and will be dealt with in accordance with our Anti-Bullying Policy.

Procedures to follow

If you have concerns about Cyberbullying or someone approaches you to tell you they have been a victim. Then you must inform the DSL and ICT coordinator immediately. They will enlist the advice and support of children's social care and the police as appropriate.

Radicalisation online

The internet provides children and young people with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages.

The filtering systems used in the Academy blocks inappropriate content, including extremist content and monitors for extremist activity, alerting leadership if it occurs. We also filter out social media, such as Facebook. Searches and web addresses are monitored and the ICT technician will alert senior staff where there are concerns and prevent further access when new sites that are unblocked are found.

Procedures to follow

Where staff, children or visitors find unblocked extremist content they must report it to the ICT coordinator and the DSL immediately.

Although serious incidents involving radicalisation have not occurred within the Raleigh Learning Trust to date, it is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach.

Staff are reminded to suspend any professional belief that instances of radicalisation 'could not happen here' and to refer any concerns through the appropriate channels (currently via the DSL or Child Protection/ Safeguarding Coordinator).

When there are significant concerns about a pupil the Designated Safeguarding Lead in liaison with the head of school. Please refer to the safeguarding policy, which should be read in conjunction with this section on radicalisation.

If you are unclear about any aspects of this please contact the ICT coordinator and also refer to the full esafety policy and ICT policy on the website.

Safeguarding Ethos - The safety and wellbeing of our pupils is of paramount importance

Woodlands Academy Raleigh Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment.

This Academy aims to create and maintain a safe environment for all members of staff and pupils

- We will manage situations should child welfare concerns arise
- We aim to create an atmosphere of trust in which pupils feel confident to confide any concerns
- We will help young people to understand the difference between acceptable and non - acceptable behaviour
- We will teach pupils to stay safe from harm

Searching ,Screening and Confiscation Guidance Updated - January 18

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

cause harm,
disrupt teaching,
break school rules,
commit an offence,
cause personal injury, or
damage property.

- Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.
- Woodlands Academy Senior management Team need to be alerted to any concerns regarding electronic devices. Two members of the Senior Management team will search the electronic device and take the appropriate action.
- Staff reporting a concern of this nature must inform the behaviour manager immediately and an incident form completed.
- If there is a concern regarding the material on the electronic device a concern form must be completed and handed to the DSL by the end of the working Day. The DSL will take the appropriate action according to the material discovered by SMT.