

Online and E-Safety Policy

Introduction

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff, regular volunteers and trustees are subject to an up-to-date *Disclosure and Barring Service (DBS)* checks prior to taking up their post or role.

Statement

St Paul's Steiner School e-safety policy and procedures apply to all staff, volunteers, management committee members, trustees, students and anyone working on behalf of St Paul's Steiner School.

The aim of the policy is to:

- Protect children and young people who receive St Paul's Steiner School services and who make use of information technology as part of their involvement with us.
- Provide staff and volunteers with the principles that guide our approach to e-safety
- Protect professionals
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and governs our approach to the use and management of information communications technologies

We will promote e-safety by:

- Appointing an Online Safety lead
- Having procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT
- Supporting and encouraging the children and young people using our service to use the opportunities offered by the internet in a way that keeps themselves safe and shows respect for others
- Educating and providing information for parents
- Supporting and encouraging parents and carers to keep their children safe online and when using their mobile phones and game consoles
- Incorporating statements about safe and appropriate ICT use into the codes of conduct for staff and volunteers and in our Parent's Handbook for children and parents
- Having an e-safety understanding embedded in our culture and with parents
- Using our procedures to deal with any inappropriate ICT use, complaints and/or allegations by anyone working for St Paul's Steiner School or using our services
- Informing parents and carers of incidents of concern as appropriate
- Regularly reviewing and updating the security of our information systems
- Monitoring email accounts as necessary
- Ensuring that images of children, young people and families are only used after their written permission has been obtained, and only for the purpose for which consent has been given

Ways we try to ensure children's safety:

As a Steiner School, we restrict the use of ICT until children are in Class VIII when they are taught to use computers for research in a responsible way and under supervision.

All children must leave their mobile phones at reception

In the event of a breach of our E-Safety Policy, the Online Safety Lead will:

- Interview the member of staff
- Inform parents/carers
- Referral to local authority/police if appropriate

Our Online Safety Lead will be the first point of contact for any complaint. Any complaint about staff/volunteer's misuse will be referred to the Online Safety Lead and may result in formal disciplinary proceedings.

Complaints of cyber-bullying are dealt with in accordance with our anti-bullying policy.

Concerns related to child protection are dealt with in accordance with the London Safeguarding Children Board's child protection procedures and our Safeguarding and Child Protection Policy.

We are committed to reviewing our policy, procedures and good practice annually.

Online Safety Lead - Roles and Responsibilities

Our Online Safety lead is crucial to developing and maintaining an e-safety culture within our organisation.

The responsibilities of this role are to:

- Develop an e-safety culture
- Be the named point of contact on all e-safety issues Monitor e-safety
- Ensure that everyone: staff/volunteers, children/young people and management committee members know what to do if they are concerned about an e-safety issue.
- Keep abreast of developing e-safety issues
- Ensure that e-safety is embedded within continuing professional development (CPD) for staff/volunteers
- Co-ordinate training as appropriate
- Ensure that e-safety is embedded across all activities as appropriate
- Ensure that e-safety is promoted to parents/carers, other users and children/young people
- Maintain an e-safety incident log via CPOMS
- Monitor and report on e-safety issues to the management team and management committee
- Review and update e-safety policies and procedures on a regular basis and after an incident
- Work closely with the Data Protection Lead
- Record e-safety concerns/incidents