



E-Safety Policy

Implementation date:	September 2020		
Last review date:	July 2020		
Next Review date:	September 2021		
Statutory Policy:	Yes		
Date	Version	Reason for change	Source
03.09.20	V1.5	Statutory Change	M Sorensen

To be read alongside all relevant Matrix Academy Trust policies and procedures

1. Introduction

1.1 Matrix Academy Trust believes that the use of information and communication technology in school brings great benefits. This policy aims to recognise e-safety issues and will help to ensure the appropriate, effective and safer use of electronic communications for all pupils and employees.

1.2 We are aware that in today's society children, young people and adults interact with technologies such as; mobile devices (including phones, tablets, wearable technology e.g. smart watches), games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved can be greatly beneficial to all, but can also place children in danger.

2. Scope

2.1 This e-safety policy covers issues relating to children and young people as well as adults and their safe use of the Internet, mobile phones and other electronic communication technologies, **both in and out of school.**

3. Aims

- 3.1 To safeguard children, young people and employees.
- 3.2 To be able to identify the risks associated with social networking.
- 3.3 To identify roles and responsibilities and recognise that e-safety is part of the 'duty of care' which applies to everyone working with children.
- 3.4 To educate and empower children so that they possess the necessary skills to make safe and responsible decisions and to feel confident to report any concerns they may have.
- 3.5 To raise awareness of the importance of e-safety amongst all employees so they are able to educate and protect children in their care.
- 3.6 To inform employees how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role.
- 3.7 To provide opportunities for parents/carers to develop their knowledge of e-safety.
- 3.8 To ensure awareness amongst all members of Matrix Academy Trust that 'online actions can have offline consequences'.**

4. Acceptable Use Policies (Pupils, Employees and 6th Form)

4.1 Breaches of an acceptable use policy can lead to civil, disciplinary and criminal action being taken against employees, pupils and members of the wider school community.

4.2 All pupils, students, trainee teachers and employees will be expected to read the Trust's ICT Acceptable Use Policies and sign the appropriate consent documentation before their account is created.

4.3 Parents/carers of pupils in Key Stage 3 and 4 will also be asked to read and sign an ICT acceptable use policy before their child's account is created. We would also ask that parents/carers discuss the ICT acceptable use agreement with their child, where appropriate

4.4 During COVID-19 Microsoft Teams was introduced as a way for pupils to stay in touch with their teachers for guidance and feedback regarding their work. Pupils are reminded that this is not a social space but an online learning forum. Any members of the Trust including pupils that use Microsoft Teams inappropriately will have access removed.

4.5 Further employee guidance for personal use and social networking will be discussed as part of the employee induction process (including NQT and SCITT programmes) and safe and acceptable professional behaviour will be outlined in the Employee Acceptable Use Policy.

4.6 Matrix Academy Trust will ensure that:

- 4.6.1 The e-safety policy will be reviewed annually led by a member of the senior leadership team who has responsibility for e-safety in school.
- 4.6.2 The Trust will nominate a Director who has oversight of safeguarding including e-safety.
- 4.6.3 The designated e-safety lead will ensure that they are fully briefed by completing appropriate 'keeping children safe online courses'.
- 4.6.4 All members of the school community will be informed about the procedure for reporting e-safety concerns (such as breaches of filtering, Cyberbullying, illegal content).
- 4.6.5 The Designated Safeguarding Lead will be informed of any e-safety incidents involving safeguarding concerns, which will then be acted on appropriately.
- 4.6.6 The school will manage e-safety incidents in accordance with the school's Child Safeguarding, Behaviour and Anti-Bullying Policies where appropriate.
- 4.6.7 The school will inform parents/carers of any incidents of concern as and when required.
- 4.6.8 Where there is a cause for concern or fear that illegal activity has taken place or is taking place, then the school will contact Children's Services for advice and/or escalate the concern to the Police.
- 4.6.9 The Police will be contacted if a criminal offence is suspected.
- 4.6.10 Any complaint about employees misuse must be directly reported to the Headteacher.
- 4.6.11 We will work in partnership with Parents/Carers and pupils to resolve issues.
- 4.6.12 Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and Safeguarding procedures.
- 4.6.13 All members of the school community will be reminded about safe and appropriate behaviour online and the importance of **not** posting any content, comments, images or videos online **which cause harm, distress or offence to any other members of the school community**.

5. Cyberbullying

5.1 Cyberbullying can be defined as *"Using the internet, email, online games or any digital technology to threaten, tease, upset or humiliate someone else"* (Childline.org.uk 2018).

5.2 Many children, young people and adults find that using the Internet and mobile phones is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively and we have a duty to safeguard all pupils and employees.

5.3 When children are the target of bullying via mobile phones, gaming or the Internet, they can often feel vulnerable and isolated. This can be harmful, threatening and a great source of anxiety.

- 5.3.1 Where bullying outside of school (such as online or via text message / voicemail) is reported to school, it will be investigated, acted upon and recorded in line with our school policies. However, children's use of social media outside of school is parents' responsibility and we advise parents to monitor this closely.

5.4 Matrix Academy Trust will ensure that:

- 5.4.1 Cyberbullying (along with all other forms of bullying) of any member of the Trust will NOT be tolerated. Full details are set out in the behaviour and anti-bullying policies.
- 5.4.2 There are clear procedures in place to support anyone in the school community affected by Cyberbullying.

5.4.3 There are clear procedures in place to investigate incidents or allegations of Cyberbullying (see Anti-Bullying Policy).

5.4.4 There are clear procedures in place to support any pupils involved in 'Sexting' (Youth Produced Imagery) incidents (please refer to the Trust's Child Safeguarding Policy for further information).

5.4.5 School will consult and refer to agencies where appropriate, i.e CEOP (Child Exploitation and Online Protection), Police, Children's Services where necessary.

6. Roles and Responsibilities

6.1 Pupils and Employees MUST:

- 6.1.1 Immediately report to **the Designated Safeguarding Lead** if they receive offensive or abusive emails, text messages or posts on social networking sites.
- 6.1.2 Immediately report to **the Designated Safeguarding Lead** if they have information that another member of the school community has experienced any of the above.
- 6.1.3 **Not** reveal personal details of themselves or others which may identify them and/ or their location.
- 6.1.4 Set passwords to their accounts in and out of school/office and ensure security settings are at the highest level of privacy.
- 6.1.5 Deny access to unknown individuals and block unwanted communications on social network sites.
- 6.1.6 **Not** publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

7. Key Staff

8.1 Each school's Designated Safeguarding Lead are:

Barr Beacon School – Mrs M Sorensen
Bloxwich Academy (Secondary) – Mrs U Simpson
Bloxwich Academy (Primary) – Mrs S Shepherd
Dame Elizabeth Cadbury – Mr C Walton
Etone College – Mrs R Price

8.2 The nominated Trust Director who has oversight of safeguarding including e-safety is Mrs Deborah Williams.