ANTRIM PRIMARY SCHOOL

Online Safety Policy

Next Review Date: Sept 2026

Introduction

This policy has been created in line with:

- DENI Circular 2016/27 "Online Safety"
- DENI Circular 2016/26 "Effective Educational Uses of Mobile Digital Devices"
- 360 Degree Online Safety Self-Review Tool for Schools (May 2017) https://360safe.org.uk/Overview
- DENI "Safeguarding and Child Protection in Schools: A Guide for Schools" (May 2017)

The policy is integrated into our Pastoral Care and Positive Behaviour Policy under the umbrella of Antrim Primary School's Safeguarding and Child Protection Policy.

It applies to all members of the Antrim Primary School community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of Antrim Primary UICT systems, both in and out of the school.

Definition of Online Safety

"Online safety means acting and staying safe when using digital technologies. It is wider than simply internet technology and includes electronic communication via text messages, social environments and apps, and using games consoles through any digital device. In all cases, in schools and elsewhere, it is a paramount concern."

DENI Safeguarding and Child Protection in Schools: A guide for Schools (May 2017)

"Online safety is about using digital devices in a smart but safe way. It means educating children and young people to act responsibly and keep themselves safe in the digital world."

C2K Support Materials on Fronter (May 2017)

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Antrim Primary School.

Board of Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.

Principal

- The Principal has a duty of care for ensuring the safety (including online safety) of members of the school community.
- The Principal and UICT Coordinator 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. (see flow chart on dealing with online safety incidents – included in a later section – "Procedures for Reporting and Dealing with Incidents Surrounding Breaches in the School's Online Safety Guidelines" and relevant EA disciplinary procedures).
- The Principal is responsible for ensuring that the relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

UICT Coordinator

The UICT Coordinator is responsible for:

- Taking day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents.
- Ensuring that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Providing training and advice for staff.
- Attending relevant meetings.
- Reporting to Senior Leadership Team.

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up-to-date awareness of online safety matters and of the current school Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy
- they report any suspected misuse or problem to the Principal or UICT Coordinator for investigation / action / sanction
- all digital communications with pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the Online Safety Policy and Acceptable Use policies

- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated Teacher for Safeguarding & Child Protection

The designated teacher 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

Pupils

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should know why it's important to stay safe online outside of school, and understand that the school's Online Safety Policy still applies to them when they are doing anything connected to the school.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through the Safer School's app and Knowsley Learning Centre Online Safety newsletters. Parents and carers will be encouraged to support the school in promoting good online safety practice.

Service Providers, Technical – infrastructure / equipment, filtering and monitoring

Antrim Primary School has a managed ICT service provided by C2k. It is our responsibility to ensure that the service provider (C2k) carries out all the online safety measures that would otherwise be the responsibility of the school.

C2k regularly monitor our network for any misuse or attempted misuse which can then be reported to the Principal or UICT Co-ordinator. C2k ensures that the school meets recommended technical requirements. They regularly review and audit the safety and security of our school system. Servers, wireless systems and cabling is securely located and physical access is restricted. All users have clearly defined access rights to school technical systems and devices. All users are provided with a username and secure password by the C2K Manager. Staff and pupils are responsible for the security of their username and password and will be required to change their password every 3 months.

A Consistent Whole School Approach to Online Safety

- All teaching and non-teaching staff can recognise and are aware of online safety risks.
- Online safety messages are integrated across the curriculum for pupils in all Key Stages.
- Online safety messages are distributed amongst pupils, staff, parents/carers and the wider community.
- The school's leadership and management have clearly prioritised online safety and safeguarding across all areas of the school.
- Knowledge is shared amongst staff and there are good capacity-building opportunities.

Staff Education

- School staff receive appropriate online safety training and regular online safety information.
- One or more designated members of staff have a higher level of expertise around online safety.
- Safeguarding and child protection training, including online safety, is given to all staff.

Education of Pupils

- Pupils receive age-appropriate online safety messages that are relevant and engaging.
- The school actively promotes online safety messages for pupils on how to stay safe; how to protect themselves online; and how to take responsibility for their own and others' safety.
- Online safety is actively promoted within the school, for example through the development of online safety messages by the learners themselves, and participation in events such as Safer Internet Day and associated competitions organised by agencies such as EA/C2k.

Education of Parents and Wider Community

- The school makes parents and carers aware of important online safety messages via the Safer School's app and Knowsley Learning Centre Online Safety newsletters.
- Relevant online safety resources and messages are offered and shared with parents via the school website, Parentmail etc. where appropriate.

Cyber Bullying

The Addressing Bullying in Schools Act 2016 gives schools the explicit power to take action to prevent cyberbullying, which is taking place outside school, but which is likely to have an impact on the pupil's education in school. While this gives schools the option to act, it does not place a duty on schools to do so.

Any incidents of online bullying-type behaviour which take place in school during the school day, while travelling to or from school during the school term, while the pupils is in the lawful control or charge of a member of the staff of the school, or while in education provision on behalf of the school away from the school premises must be addressed through the Addressing Bullying Policy.

Monitoring and Evaluating

As part of our Safeguarding Policy, Antrim Primary keeps an Online Safety Risk Register where breaches of online safety are recorded. (This is kept by the Designated Teacher – Mr Gourley, together with the Safeguarding and Child Protection records in a locked filing cabinet.)

The Online Safety Policy is reviewed annually or earlier if deemed appropriate. This could be as a result of recent online incidents or new circulars from the DENI or the EA that require a change in Antrim Primary's Online Safety Policy.

Managing of Personal Data

The Principal (Mr Gourley), Vice Principal (Mr Hill) and the School Secretary (Mrs Morrison) are SIMS System Managers. They have access to the entire SIMS database. These managers are able to approve various staff access to the different modules within SIMS e.g. teachers have access to their class details, the assessment coordinator has access to all modules relating to assessment.

The school has effective policies and procedures in place which ensure personal data is collected and managed responsibly in line with relevant legislation.

Procedures for Reporting and Dealing with Incidents Surrounding Breaches in the School's Online Safety Guidelines

In line with our Safeguarding and Child Protection Policy, Antrim Primary has robust channels of communication in place for reporting online safety issues. Pupils and staff know who they can turn to if there is a problem. Instances relating to Safeguarding and Child Protection should be communicated to the Designated Teacher (Mr Gourley) or Deputy Designated teacher (Mrs Reed).

In cases of Internet abuse, or where a pupil is at risk, our safeguarding and child protection procedures will be implemented.

The school will deal with such incidents in line with the recommendations of SWGfL which is outlined below. The school will, if necessary; inform parents or carers of incidents of inappropriate Online Safety behaviour that takes place in our school, or outside school if it involves members of our school community.

If there is an online safety incident, the action taken depends on whether unsuitable materials were involved or if there were illegal materials or activities found or suspected.
In the first instance if unsuitable material is found:

- This is reported to the UICT Co-ordinator.
- The Online Safety Co-ordinator assesses the material and discusses it with the persons involved (staff or pupils) and decides upon an appropriate course of action.
- Details will be recorded in the Online Safety Risk Register and may if necessary consult with the DT or DDT. If appropriate the DT or DDT will consult with the Safeguarding and Child Protection Team at the Education Authority.
- The UICT Co-ordinator liaises with SMT to discuss the incident.
- Following this assessment, the policy may be reviewed and changed if lessons have been learned.

In the second instance, if illegal materials or activities are found or suspected, which pose no immediate risk to pupils; the above procedures will be followed and it will be reported to CEOP (Child Exploitation and Online Protection.)

- The evidence must be secured and preserved.
- The school then awaits a response from CEOP or from the police.
- If no illegal activity or material is confirmed, we revert to our internal procedures.

If the incident is more serious:

- If illegal activity or materials are confirmed, police or relevant authorities complete their investigation and seek advice from relevant professional bodies.
- In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action.

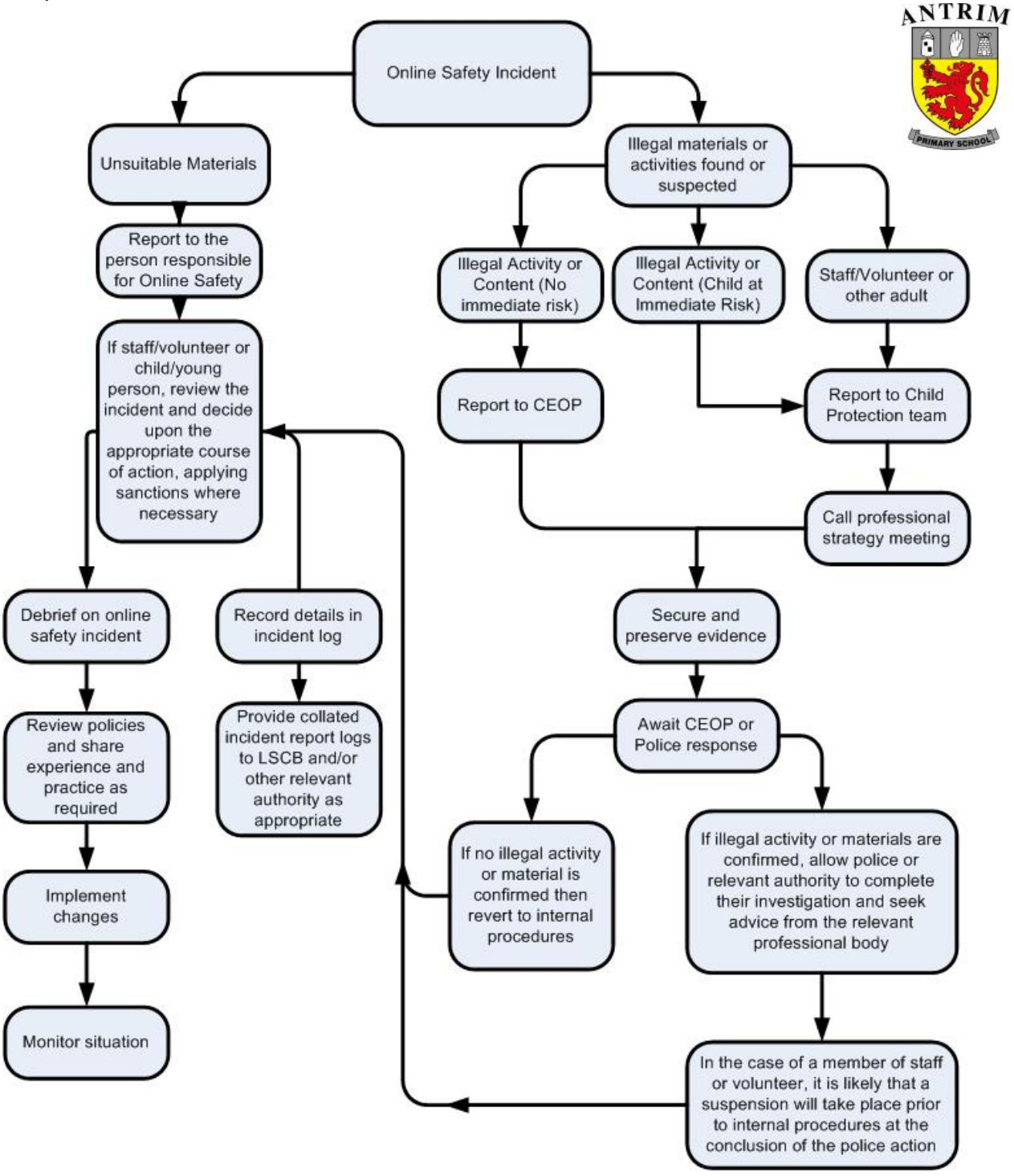
If illegal material or activities are found, or are suspected, that pose immediate risk:

- The member of staff or the UICT Co-ordinator reports this to CEOP and to the Designated Teacher or the Deputy Designated Teacher who follow Antrim Primary's Safeguarding and Child Protection Procedures.
- The evidence must be secured and preserved.
- The school then awaits a response from CEOP or from the police.
- If illegal activity or materials are confirmed, police or relevant authorities complete their investigation and seek advice from relevant professional bodies.
- In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures being implemented whilst there is on-going police action.

Procedures for Reporting and Dealing with Incidents Surrounding Breaches in the School's Online Safety Guideline

(Adapted from South West Grid for Learning (SWGfL) Online Safety)

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right-hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Reporting Log

Antrim Primary School

Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		