



# HEARTWOOD HOUSE

## Policy document control box

Policy title	E-Safety Policy
Policy owner (including job title)	Cathy Taylor (Executive Headteacher)
Version	1.05
Date of next review	Jan 2025

Version	Date	Title	Status	Comment
1.03	20/9/2022	Executive Headteacher	Minor updates	Policy review to reflect the appropriate roles for Executive Headteacher/Centre Headteacher
1.04	21/6/2023	Executive Headteacher	Minor updates to reflect changes to KCSiE 2023	Added requirement for staff to be trained at induction regarding filtering and monitoring. Added DSL responsibility under “specific responsibilities” Added the words “filtering and monitoring” in the section about firewall in Headteacher’s responsibilities.
1.05	20/3/2024	Executive Headteacher	Review	Review and rebrand

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## Purpose

Heartwood House is committed to utilising technology to inform and support learning. We seek to embrace new developments that offer improved learning opportunities to students. Equally we are determined to ensure that all Heartwood House students and staff remain safe and free from the dangers implicit in the use of that technology. Our aims are to ensure that:

- students do not access material that may be damaging or disturbing to them;
- students do not access material that might be considered to be politically inflammatory or lead them towards 'extremist' /'terrorist' behaviour;
- students are not subject to cyber-bullying of any sort;
- students do not engage in the posting of any material that might be deemed offensive or threatening (to anyone, but particularly to other members of the Heartwood House community);
- staff are professional in their use of social media and networking sites.

In line with general Heartwood House aims our intentions are that students:

- take responsibility for their online presence and acknowledge / understand that 'virtual' behaviour is akin to real world behaviour with the same rights and responsibilities attached;
- are well prepared for life beyond Heartwood House;
- make informed decisions for themselves.

## Scope

This E-Safety policy forms the basis for practice across Heartwood House. Unusually, as well as guiding the practice of Colleagues and Students, our policy is also to engage directly with our parent/carer body through our Centre based "safe use of technology" agreement.

Heartwood House uses a "safe use of technology" agreement that is negotiated between staff, students and parents / carers. It is the responsibility of the Executive Headteacher to ensure that such an agreement is in place and, subsequently, to ensure that all parties comply with the practice described.

## Policy statement and provisions

### Key factors within esafety

- Online behaviour – understanding what constitutes cyber-bullying and sexting, how to behave safely and with respect for others;
- protecting online reputation – understanding both the risks and rewards of sharing personal information online (digital footprint);
- how to use social networking safely;
- understanding the reliability and validity of online information;
- data security – keeping personal information safe and being aware of viruses and hacking;
- knowing what to do if anything ‘bad’ happens.

In summary all staff will work to ensure that risk is minimised within the two key ‘danger’ areas:

- content – what students may see or be exposed to (eg spam, misleading adverts, inappropriate sites, exposure to radicalisation);
- contact - who students have contact with...

and that students understand how to conduct themselves safely online.

Staff will receive training as part of induction to ensure that they have an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring of the internet connection at Heartwood House.

Heartwood House management is acutely aware of its responsibilities under the new ‘Protect’ guidance (see Safeguarding Policy) and will ensure all staff are trained to reduce the risk of any Heartwood House student accessing material likely to lead to radicalisation, but also that students are encouraged to discuss openly any concerns or worries they have regarding radicalisation.

### Specific responsibilities

Headteachers (day to day practice may be managed by a nominated member of staff) will:

- ensure each centre has an agreement (generated between students and staff) concerning the appropriate use of technology;
- ensure compliance with regulations;
- provide (either directly or through access to appropriate providers) high quality training for staff;
- provide clear guidelines for students regarding the consequences of online bullying and inappropriate use of technology;
- ensure all Heartwood House providers offer clear, open lines of communication through which students are able to report any incidents of concern;
- ensure procedures are in place for responding to esafety incidents and reducing the likelihood of their recurrence;
- ensure Heartwood House staff provide training and support to students to help them become 'digitally responsible' and to stay safe online;
- ensure Heartwood House staff monitor and filter online access to help keep students 'on task' and to reduce the likelihood of harmful experiences online;
- ensure Heartwood House staff engage with parents to help them put esafety procedures in place at home;
- Ensure that computer systems at Heartwood House are protected with an adequate firewall system, filtering, and monitoring, to prevent visits to inappropriate websites;
- Ensure that students are supervised at all times whilst using the internet at Heartwood House;
- Ensure that students' personal mobile phones are locked away during lesson times. Student access to mobile phones during lunch break is only permissible on the ground floor under supervision of staff.

The DSL is responsible for:

- understanding the filtering and monitoring systems and processes in place as part of their remit.

All staff are responsible for ensuring that:

- they have an up to date awareness of esafety matters and of the

- current Heartwood House esafety policy and practices;
- they have contributed to and comply with the local agreement re 'safe use of technology';
- they report any suspected misuse of technology or problem to their coordinator (or to a member of 'Group' should that misuse be by the coordinator);
- all digital communications with students or their parents are only carried out using official school systems;
- esafety issues are embedded in all aspects of the curriculum;
- students understand and uphold copyright regulations;
- students are helped to access appropriate sites only;
- if inappropriate material is accessed, processes to ensure that the likelihood of repeated access is minimised are followed.

*As a working professional unit, teachers and support staff must ensure that esafety is embedded in general practice and taught as a cross-curricular theme.*

The designated person for child protection (safeguarding lead) within each centre should be trained in esafety issues and be aware of the potential for serious child protection / safeguarding issues that may arise from:

- sharing of personal data;
- access to illegal or inappropriate materials;
- inappropriate online contact with adults or strangers;
- potential or actual incidents of grooming;
- cyber-bullying.

*·NB It is important to emphasise that these are child protection issues, not technical issues. The technology simply provides additional means for child protection issues to develop.*

Students:

- are responsible for using technology systems within centres according to the 'acceptable use' guidelines;
- should 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 be involved in the development of policies on the use of mobile devices, digital cameras, and other technology;
- should be aware of Heartwood House policy re cyber-bullying;

- should understand the importance of adopting good esafety practice when using digital technologies out of school.

Parents (*NB 'parents' is understood to include carers*):

Parents play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Heartwood House staff will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, and the website. Parents will be encouraged to support Heartwood House staff in promoting good esafety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events;
- access to parents' sections of the website and other online sites (such as ParentView);
- their children's personal devices whilst attending a centre or engaging with online learning.

Use of digital / video images

Staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular students should come to recognise the risks attached to publishing their own images on the internet (such as social networking sites).

In accordance with guidance from the Information Commissioner's Office, parents are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). These images should not, however, be published or made publicly available on social networking sites.

Equally students may take photographs of their peers, but they must not take, use, share, publish, or distribute images of others without their permission.

Staff and volunteers may take photographs of students when engaged in school activities, but due care should be taken regarding the following:

- students should be appropriately dressed;
- written permission must be obtained from parents / carers before photographs are used on the Heartwood House website or in other information / publicity materials eg newsletters, fliers;

- students' full names should not be posted on a website or blog or within publicity materials when associated with photographs.

NB Staff must never circulate by email or text, or post on social media sites, photographs of students taken at a centre or elsewhere (for instance, on residential trips).

'Sexting' or "sharing nudes":

In the UK, it is against the law to share or distribute explicit images of anyone under the age of 18 - even if the person sharing them is the person in the photo. If caught, students can face police cautions or even arrest. Action taken will be based on the nature of the imagery. Any such action can lead to a criminal record and later failings of DBS checks. Staff will work to ensure that all students know the risks of sending x-rated photos from a personal, emotional and criminal perspective. However an agreement currently exists between the National Police Chiefs Council (formerly ACPO) and the Crown Prosecution Service that advises police forces NOT to prosecute young people sexting unless there are very good reasons to do so.

If it comes to a member of staff's attention that students are exchanging explicit images across social media - whether invited or not - it is crucial that the situation is dealt with sensitively. Regardless of whether the sharing happens at home or on Heartwood House premises, if it involves Heartwood House students, and is affecting their work or wellbeing, it should be treated as a school matter, and the involved parties should be approached for advice. We are 'allowed' to deal with such matters internally, but will seek advice from the LSCB (local safeguarding children board) when deemed necessary. Referrals to the police will only be made if advice from the LSCB is that this is the appropriate course of action.

Staff postings

Centre staff must ensure that:

- no reference is made by them on personal social media to students, parents / carers or other centre staff ;
- they do not engage in online discussion on personal matters relating to members of the school community;
- personal opinions expressed online are not attributed to Heartwood House;
- security settings on their own personal social media profiles are such that students cannot access personal information that is posted there.

Related legislation and documents



## Legislation and guidance that inform this document

- Children Act (2004)
- The Safe Use of New Technologies (Ofsted 2010)
- Working Together to Safeguard Children (Gov.UK Dec 2023)
- Keeping Children Safe in Education (Gov.UK Sept 2023)

## Other Heartwood House policies to be read in conjunction with this one

- Staff Code of Conduct
- Safeguarding
- Behaviour for Learning
- Anti-bullying
- Data Protection
- Whistleblowing