



Oakdale School

To be the best we can be

Keeping Children Safe Online Policy 2017

Date of Policy - July 2017

Review Date - June 2018

This policy should be read in conjunction with other school policies, including - The IT Security Policy, Acceptable Use Policy, Staff Handbook, Staff Guidance for Safer Working Practice.

Introduction

At Oakdale School we take Internet Safety very seriously and see it as our duty to keep our pupils safe whilst using technology not only in school but also at home. This also includes our responsibility to keep our children safe from radicalisation and extremism (Prevent Duty).

The policy covers 3 main areas; children's safety, staff's responsibilities and support for parents.

Network Safety

The school's Network is presently looked after by our ICT technician. Details regarding network safety are covered in the IT Security Policy which must be read in conjunction with this document.

Safety and Responsibilities for Staff

All staff are required to read and sign an Acceptable User Policy (AUP) which clearly states the responsibilities of staff using technology in the work place. This will be signed when they commence their employment at Oakdale and will be re-enforced each year during staff safeguarding and E-Safety updates.

The AUP list the responsibilities of all staff and covers the use of digital technologies in school: i.e. E-mail, Internet, Intranet and network resources, software, equipment and systems and complements the General Teaching Council's Code of Practice for Registered Teachers. Details regarding safety and responsibility for staff are covered in the IT security policy and are agreed by all staff.

E-Safety training will be provided to all members of staff at least once a year and it is each person's responsibility to attend this session. These sessions will be arranged by the ICT coordinator and ICT technician. It is very important that staff make sure that pupils they are responsible for are using the Internet safely

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Safety and Responsibilities for Pupils

Although the majority of our pupils are unable to access the Internet there may be some pupils who are able to use the Internet independently and therefore are at risk from either deliberately accessing inappropriate material or, due to their level of literacy, accidentally accessing harmful sites.

No child is able to access the Internet in school without their parents giving permission to do so. This consent form is filled in when the child starts school and is kept on record until they leave; it will only need amending if a parent/carer would like to change it. All children are supervised in school whilst using the Internet and all are made aware that all their activity within school is monitored.

Pupils will receive E-Safety training at a level appropriate to their cognitive ability.

No child may appear on the Web Site without their parent/carers consent, the consent form is completed when the child starts school and is kept on record until they leave; it will only need amending if the parent/carer would like to change it.

Support for Parents

As a school we believe it is our duty to support parent and carers in keeping their child safe while using technology within the home environment. Computers and other devices in the home are more open and don't have the security features which we have in school, which can make a child more vulnerable in this environment.

Parents will be invited to an E-Safety sessions which will be offered at a parent coffee morning.

The school web site will have information regarding E-Safety for parents /carers and young people.

The Class Dojo system is used to keep parents informed of their child's activities through the day. Occasionally 'WOW' moments are celebrated and photographs are shared. Individual photographs of children are only shared with their parents/carers and the use of group photographs which may be shared with other parents may only be done when parental consent has been given. This photograph permission consent form is completed when a child starts school and is amended when a parent would like to make changes.

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