



# **St. Joseph's Catholic Voluntary Academy**

## **Online Safety Policy**

Signed by:

_____	Headteacher	Date: April 2021	_____
_____	Chair of governors	Date: _____	_____

- **This Policy applies to all members of the school community who have access to and are users of school computing systems, both in and out of school.**

The purpose of this policy is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online abuse <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- Bullying <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
- Child protection <https://learning.nspcc.org.uk/child-protection-system>

### **We believe that:**

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure that they are kept safe at all times.

### **We recognise that:**

- The online world provides everyone with many opportunities; however, it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using St Joseph's network and devices
- All children have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### **We will seek to help keep children and young people safe by:**

- Appointing an online safety coordinator
- Providing clear and specific directions to staff and volunteers on how to behave online
- Supporting and encouraging the young people using our service to use the internet in a way that keeps them safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep their children safe online
- Incorporating online safety into our Acceptable Use policy for use with young people and their parents/carers

- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

**If online abuse occurs, we will respond to it by:**

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Communication Technologies	Staff and other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to the academy	X						X	
Use of mobile phones in lessons				X				X
Use of mobile phones in social time	X							X
Taking photos on mobile phones/cameras								X
Use of other mobile devices e.g. tablets, gaming devices	X							
Use of personal email addresses in school/academy, or on school/academy network		X						X
Use of school/academy email for personal emails			X	X				
Use of messaging apps								X
Use of social media	X							X
Use of blogs	X				X			