



# Coddington

— C of E —

**Primary and Nursery  
School**

Date of last review	October 2022
Date of next review	October 2024
Adopted by Governors	11.10.22
Chair of governors	<i>J Evans</i>

In the 21st Century, Information Communication Technology is an essential tool to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently it is necessary that school builds in the use of these technologies in order to prepare our pupils with the skills to access life-long learning and employment whilst recognising the benefits and responsibilities connected. E-safety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits and responsibilities of using information technology. Alongside the development of skills, knowledge and understanding at Coddington C of E Primary School it is our duty of care to safeguard children and young people in the digital world; educating about the risks and appropriate online behaviour. Computing and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to pupils on a regular and meaningful basis therefore it is embedded within our curriculum and we continuously draw on new opportunities to promote e-safety.

Our policy will outline how we intend to achieve this at Coddington C of E Primary School and protect the interests and safety of the whole school community.

The school's policy will operate in conjunction with a range of other school policies, including:

- Computing policy
- Behaviour policy
- Anti-bullying policy
- SMSC policy
- Child protection policy

## **RESPONSIBILITIES**

The Headteacher is ultimately responsible for ensuring that policies and procedures are in place, in order to promote effective e-safety teaching and learning at Coddington C of E Primary School.

The Headteacher is the designated e-safety person in school. Any e-safety issues and incidents should be reported directly to The Headteacher.

Incidents will be logged using the incident log form on ScholarPack

The computing co-ordinator and SMSC co-ordinator will review the e-safety policy on a biannual basis.

All staff and governors are responsible for embedding e-safety into our curriculum and school ethos. Final copies of policies are published on the school website. Parents share in the responsibility to support the e-safety of their child. There is an expectation that pupils

and staff at Coddington C of E Primary School will abide by the school rules relating to the acceptable use of technology in and out of school.

Coddington C of E Primary School has close links with our local Community Police and School Liaison Officers.

### **INTERNET FILTERING**

As a School we purchase out internet from Wave9. This is filtered using an onsite proxy server. All machines have the highest level of filtering by default. Staff can use an alternate proxy server to allow access to a wider range of websites using YouTube. This is for staff only and not to be made available on pupil machines.

Staff must not use their own internet hot spots to access the internet to circumvent this filtering.

### **HOME AND BLENDED LEARNING**

Where children need to access work from home, this will be accessed via the Google drive. Parents will be reminded that while the school environment is heavily filtered there is no such filtering at home and therefore pupils must be supervised when accessing the internet.

### **WHAT E-SAFETY LOOKS LIKE AT CODDINGTON C OF E For children:** Progression

of curriculum teaching and learning throughout school journey

E safety is taught regularly in every year group.

NPSCC workshops to raise awareness about e-safety happen each year.

The JIGSAW resource links PHSE/RSE with e-safety.

Acceptable use policy for pupils and staff.

At Coddington we are good 'Digital citizens' – WE teach pupils about their responsibility for how they behave online

Pupils are aware of the impact of cyber bullying and know how to seek help if they are affected by any form of online bullying.

Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/care, teacher/trusted staff member, or an organisation such as Childline or Child Exploitation and Online Protection command (CEOP) report abuse button.

**For staff:**

Staff are aware of the e-safety policy, its content and importance.

Staff discuss and uphold the computing rules in their classrooms.

Staff ensure that their SMSC teaching and classroom ethos supports the e-safety policy of the school.

Staff have separate e-mail accounts for work and home use.

Staff are aware of children who do not have parental consent for photos to be shared on school social media outlets and website.

Staff check suitability of websites and APPs before introducing a new one to children.

Staff to check image searches before sharing results with the children.

Staff to ensure that children are supervised when using the internet at school.

Staff agree to the AUP. Coddington C of E does not tolerate abuse towards its staff and such communication published on the internet will be reported and challenged.

**For parents:**

Attention is drawn to the e-safety policy through the school newsletter and is accessible on the school website.

Involvement with their child's AUP.

**For governors:**

Awareness of the staff AUP policy.

The final draft of the e-safety policy will be decided upon and agreed by the school's governing body.

Responsibility to ensure that all staff are providing children with an e-safety education.

**E-SAFETY TEACHING IN SCHOOL**

- We have developed a progressive scheme of work to be taught in all year groups.
- We use the CEOP ThinkUKnow resources.
- Although it should be taught as a block of work, constant opportunities to reinforce esafety are imperative.
- Computing objectives are linked together with SMSC objectives through the Jigsaw Scheme

- Internet safety rules are displayed in all rooms where computers are housed.
- Staff, governors and parents are trained and regularly informed about the benefits and dangers and what we can do to keep children safe.
- Pupil, staff, governor and parent involvement with the AUPs.

## **REPORTING E-SAFETY CONCERNS**

To maintain a safe online environment, it's essential to log e-safety incidents, resulting outcomes and follow-up actions. By logging the incidents we should be able to see how effective e-safety is within our school.

What needs reporting?

Here are some examples of e-safety issues that would need to be reported.

- Accidental access to inappropriate material
- Deliberate access to inappropriate material
- Another child using another child's username and password
- Using technology to upset or bully
- Suspicious online activity.

If in doubt about anything else, talk to the computing coordinator or Headteacher. Where do I log the incident? Please log the incident on Scholarpack and inform the headteacher.

What will happen with the information? This will depend on the nature of the incident. Follow up actions may range from police involvement, sanctions within school, parental involvement or a report filed to the internet provider.