

Gosberton House Academy Online Safety Policy



Key Details

Designated Safeguarding Lead: Katharine Saywell

Deputy Safeguarding Lead: Paul Squire, Lauren Wilson-Kilsby, Jess Wilson-Kilsby

Named Governor with lead responsibility: Mr Jon Boor

Date written: September 2024

Date agreed and ratified by Governing Body:

Date of next review: September 2025

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

Contents

	Page no
1. Policy Aims	5
2. Policy Scope	5
3. Monitoring and Review	6
4. Roles and Responsibilities	6
5. Education and Engagement Approaches	8
6. Reducing Online Risks	10
7. Safer Use of Technology	11
8. Social Media	17
9. Use of Personal Devices and Mobile Phones	20
10. Responding to Online Safety Incidents and Concerns	23
11. Procedures for Responding to Specific Online Incidents or Concerns	24
12. Useful Links for Educational Settings	28

Gosberton House Academy Online Safety Policy

1. Policy Aims

- This online safety policy takes into account the DfE statutory guidance [Keeping Children Safe in Education, Early Years and Foundation Stage](#) and the LSCP procedures.
- The purpose of Gosberton House Academy's online safety policy is to:
 - Safeguard and protect all members of Gosberton House Academy's community online.
 - Identify approaches to educate and raise awareness of online safety throughout the community.
 - Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
 - Identify clear procedures to use when responding to online safety concerns.
- Gosberton House Academy identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:
 - **Content:** being exposed to illegal, inappropriate or harmful material
 - **Contact:** being subjected to harmful online interaction with other users
 - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
 - **Commerce:** risks like online gambling, inappropriate advertising, phishing or financial scams.

2. Policy Scope

- Gosberton House Academy believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.
- Gosberton House Academy identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
- Gosberton House Academy believes that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the Academy (collectively referred to as 'staff' in this policy) as well as pupils and parents/carers. This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with academy issued devices for use off-site, such as work laptops, tablets or mobile phones.

2.2 Links with other policies and practices

- This policy links with a number of other policies, practices and action plans including:
 - Anti-bullying policy
 - Codes of conduct
 - Behaviour policy
 - Safeguarding policy
 - Curriculum policies, such as: Computing, Personal, Social, Economic and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
 - Data Protection Policy

- Information Handling Policy

3. Monitoring and Review

- Gosberton House Academy will review this policy at least annually
 - The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure
- We will ensure that we regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Principal will be informed of online safety concerns, as appropriate.
- The named Governor and Academy Safeguarding Lead for safeguarding will report on a regular basis to the governing body on online safety incidents, including outcomes.
- Any issues identified will be incorporated into the academy's action planning.

4. Roles and Responsibilities

- The academy has appointed Katharine Saywell, as Designated Safeguarding Lead to be the online safety leader working closely with Paul Squire, Jess Wilson-Kilsby and Lauren Wilson-Kilsby as Deputy Designated Safeguarding Leaders. Paul Squire is Computing Leader.
- Gosberton House Academy recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a Code of conduct, which covers acceptable use of technology.
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with technical staff to monitor the safety and security of academy systems and networks.
- Ensure that online safety is embedded within a progressive whole school curriculum, with overlearning opportunities to enable all pupils to develop an ability-appropriate understanding of online safety.
- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the academy community to access regarding online safety concerns, including internal, local and national support (CPOMS, Tapestry, signposting on the website).
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology (for example, children to be monitored when using technology. Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.2 The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the academy community, as appropriate.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the academy's safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the leadership team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet termly with the governor with a lead responsibility for safeguarding and online safety.

4.3 It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy.
- Take responsibility for the security of academy systems and the data they use, or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible, adapting resources and information to enable our children to access the information at a level appropriate to their understanding.
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the academy's safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures (*including password policies and encryption*) to ensure that the academy's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.

- Ensure that the academy's filtering and monitoring policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Report any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate.
- Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSL, in accordance with the school's safeguarding procedures.

4.5 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:

- Engage in online safety education opportunities that are appropriate to their ability, level of understanding and if appropriate, their age.
- Contribute to the development of online safety policies.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Ask for help from a teacher or parent/carer, if there is a concern online, and support others that may be experiencing online safety issues.

4.6 It is the responsibility of parents and carers to:

- Support the academy in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the academy's Code of Conduct. Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the academy, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the academy online safety policies.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education and Engagement Approaches

5.1 Education and engagement with pupils

- The academy will establish and embed a progressive online safety curriculum throughout the whole academy, to raise awareness and promote safe and responsible internet use amongst pupils by:
 - Ensuring education regarding safe and responsible use precedes internet access.
 - Including online safety in the PSHE, RSE and Computing programmes of study, covering use both at school and home. Reinforcing online safety messages whenever technology or the internet is in use.
 - Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation as appropriate to their understanding.
 - Teaching pupils at an appropriate level to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
 - Ensure that pupils are reminded of expectations as appropriate..

- The academy will support pupils to understand how to stay safe on the internet in a way which suits their age and ability by:
 - Displaying visual reminders about online safety in all rooms with internet access.
 - Informing pupils who have an appropriate level of understanding that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
 - Rewarding positive use of technology by pupils.
 - Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
 - Seeking pupil voice when writing and developing the academy online safety policies and practices, including curriculum development and implementation.
 - Using support, such as external visitors, where appropriate, to complement and support the academy's internal online safety education approaches, for example LCC's Stay Safe Partnership.

5.1.1 Vulnerable Pupils

- Gosberton House Academy is aware that all of our children have Education, Health and Care Plans and as such have Special Educational Needs and Disabilities, meaning they are considered to be more vulnerable online. Other factors that mean that children are considered to be more vulnerable online may include, but is not limited to children in care, mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.
- Gosberton House Academy will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils. This may include repeating activities, resources and information to ensure opportunities for overlearning, should this be the most appropriate approach for our children.
- Gosberton House Academy will seek input from specialist staff as appropriate (eg Stay Safe Partnership).

5.2 Training and engagement with staff

The academy will:

- Provide and discuss the online safety policy with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates as part of a cycle of safeguarding training throughout the Academy.
 - This will cover the potential risks posed to pupils (Content, Contact, Commerce and Conduct) as well as our professional practice expectations.
- Make staff aware that academy systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with the academy's policies when accessing academy systems and devices.
- Make staff aware that their online conduct out of the academy, including personal use of social media, could have an impact on their professional role and reputation within school.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the academy community.

5.3 Awareness and engagement with parents and carers

- Gosberton House Academy recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.
- The academy will build a partnership approach to online safety with parents and carers by:
 - Providing information and guidance on online safety in a variety of formats such as parent evenings, general Tapestry posts but also individualised on a needs-led basis, transition events and regular updates on the academy website under online safety.
 - Drawing their attention to the academy online safety policy and expectations in newsletters, letters, our prospectus and on our website.
 - Requesting that they read online safety information and remote learning expectations and codes of conduct as part of joining our academy, for example, within our home school agreement.
 - Requiring them to read the Parent/Carer Code of Conduct and discuss its implications with their children.
 - Through Early Help where this is identified as a need within the plan.

6. Reducing Online Risks

- Gosberton House Academy recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:
 - Regularly review the methods used to identify, assess and minimise online risks.
 - Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in the academy is permitted.
 - Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
 - Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.
- All members of the academy community are made aware of the academy's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the academy's Codes of Conduct and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Classroom Use

- Gosberton House Academy uses a wide range of technology. This includes access to:
 - Computers, laptops and other digital devices
 - Internet which may include search engines and educational websites
 - Academy learning platform/intranet
 - Email
 - Games consoles and other games based technologies
 - Digital cameras, web cams and video cameras

- All academy owned devices will be used in accordance with the academy's Code of Conducts and with appropriate safety and security measures in place. Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The academy will use appropriate search tools, following an informed risk assessment, to identify which tool best suits the needs of our community.
- The academy will ensure that the use of internet-derived materials, by staff and pupils, complies with copyright law and acknowledge the source of information.
- Supervision of pupils will be appropriate to their age and ability.
 - **Early Years Foundation Stage and Key Stage 1**
 - Pupils' access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the pupils' age and ability.
 - **Key Stage 2**
 - Pupils will use ability-appropriate search engines and online tools. Much of this learning is using PurpleMash, in which search results are limited and appropriate.
 - Children will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils' age and ability.

7.2 Managing Internet Access

- The academy will maintain a written record of users who are granted access to the academy's devices and systems.
- All staff, pupils and visitors will read and sign an AUP before being given access to the academy's computer system, IT resources or internet.

7.3 Filtering and Monitoring

7.3.1 Decision Making

- Gosberton House Academy governors and leaders have ensured that the academy has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding.
- The academy's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our academy's specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education at an appropriate level for our children, about safe and responsible use is essential.

7.3.2 Filtering

- The academy uses educational broadband connectivity through emPSN.
- The academy uses Netsweeper Filtering Solution which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
 - The school filtering system blocks all sites on the [Internet Watch Foundation](#) (IWF) list.
 - The school filtering system blocks any traffic from blacklisted countries.

- The school works with Ark ICT Solutions Ltd to ensure that our filtering and monitoring is continually reviewed.

Dealing with Filtering breaches

- The academy has a clear procedure for reporting filtering breaches.
 - If pupils discover unsuitable sites, they will be required to report the concern immediately.
 - The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead and/or technical staff.
 - The breach will be recorded and escalated as appropriate.
 - Parents/carers will be informed of filtering breaches involving their child.
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies such as Lincolnshire Police, CEOP.

7.3.4 Monitoring

- The academy will appropriately monitor internet use on all academy owned or provided internet enabled devices. This is achieved by:
 - Physical monitoring (supervision by academy staff)
 - Monitoring internet and web access through reviewing log file information.
 - Use of pro-active monitoring services.
- The academy has a clear procedure for responding to concerns identified via monitoring approaches. The DSL and Deputy DSLs will respond to any concerns in line with academy procedures for safeguarding and child protection as detailed in the policies.
- All users will be informed that use of academy systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

7.4 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with the Data Protection Act 2018.
 - Full information can be found in the academy information security policy and Data Protection Policy
 -

7.5 Security and Management of Information Systems

- The academy takes appropriate steps to ensure the security of our information systems, including:
- All staff have their own user names.
 - Virus protection being updated regularly.
 - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
 - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
 - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
 - Regularly checking files held on the school's network,
 - The appropriate use of user logins and passwords to access the school network.

- All users are expected to log off or lock their screens/devices if systems are unattended.
- Two-factor log in identification for CPOMS.

7.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access academy systems; members of staff are responsible for keeping their password private.
- We require all users to:
 - Use strong passwords for access into our system.
 - Use Bitlocker encryption on laptops and devices that are removed from site.
 - Always keep their password private; users must not share it with others or leave it where others can find it.
 - Not to login as another user at any time.

7.6 Managing the Safety of the Academy Website

- The academy will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- The academy will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- Staff or pupils' personal information will not be published on our website; the contact details on the website will be the academy address, email and telephone number.
- The administrator account for the academy website will be secured with an appropriately strong password.
- The academy will post appropriate information about safeguarding, including online safety, on the academy website for members of the community.

7.7 Publishing Images and Videos Online

- The academy will ensure that all images and videos shared online and through google classroom are used in accordance with the associated policies, including (but not limited to): the data protection policy, Data security, Codes of conduct, Social media and use of personal devices and mobile phones.

7.8 Managing Email

- Access to the academy email systems will always take place in accordance with Data protection legislation and in line with other academy policies, including: Code of conduct.
 - The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider.
 - Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
 - Academy email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the academy community will immediately tell Katharine Saywell (DSL/Principal) if they receive offensive communication, and this will be recorded in the school safeguarding files/records.

7.8.1 Staff

- The use of personal email addresses by staff for any official academy business is not permitted.
 - All members of staff are provided with a specific academy email address, to use for all official communication.
- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff and pupils and parents, as per our Code of Conduct.

7.8.2 Pupils

- GHA pupils do not have school-issued emails. On PurpleMash there is a function for teaching and learning how to send 'emails' (messages), however they remain within the app and must be approved by a member of staff.

7.11 Management of Applications (apps) used to Record Children's Progress

- The academy uses Bsquared and Tapestry to track pupil progress and share appropriate information with parents and carers.
- The Principal is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation
- In order to safeguard pupils data:
 - Only academy issued devices will be used for apps that record and store children's personal details, attainment or photographs.
 - Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
 - Academy devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
 - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
 - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of Gosberton House Academy's community.

- The term social media may include (but is not limited to): blogs; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of Gosberton House Academy's community are expected to engage in social media in a positive, safe and responsible manner, at all times.
 - All members of Gosberton House Academy's community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
 - The use of social media during school hours for personal use is not permitted.
 - Inappropriate or excessive use of social media during academy/work hours or whilst using academy devices may result in disciplinary or legal action and/or removal of internet facilities.
- Concerns regarding the online conduct of any member of Gosberton House Academy's community on social media, should be reported to the academy and will be managed in accordance with our Anti-bullying, Allegations against staff, Behaviour and Child protection policies.

8.2 Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school Code of Conduct.

Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the academy. Civil, legal or disciplinary action may be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):
 - Setting the privacy levels of their personal sites as strictly as they can.
 - Being aware of location sharing services.
 - Opting out of public listings on social networking sites.
 - Logging out of accounts after use.
 - Keeping passwords safe and confidential.
 - Ensuring staff do not represent their personal views as that of the school.
- Members of staff are encouraged not to identify themselves as employees of Gosberton House Academy on their personal social networking accounts. This is to prevent information on these sites from being linked with the academy and also to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with academy policies and the wider professional and legal framework.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues will not be shared or discussed on social media sites.

- Members of staff will notify the Leadership Team immediately if they consider that any content shared on social media sites conflicts with their role in the school.

Communicating with pupils and parents and carers

- All members of staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles.
 - Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the Principal.
 - If ongoing contact with pupils is required once they have left the academy roll, members of staff will be expected to use existing alumni networks or use official academy provided communication tools.
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Principal.
- Any communication from pupils and parents received on personal social media accounts will be reported to the academies Designated Safeguarding Lead.

8.3 Pupils' Personal Use of Social Media

- Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach, via ability and age appropriate sites and resources.
- The academy is aware that many popular social media sites state that they are not for children under the age of 13, therefore the academy will not create accounts specifically for children under this age.
- Any concerns regarding pupils' use of social media, both at home and at the academy, will be dealt with in accordance with existing academy policies including anti-bullying and behaviour. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.
- Pupils will be advised:
 - To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, other social media contact details, email addresses, full names of friends/family, specific interests and clubs.
 - To only approve and invite known friends on social media sites and to deny access to others by making profiles private/protected.
 - Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.
 - To use safe passwords.
 - To use social media sites which are appropriate for their age and abilities.
 - How to block and report unwanted communications and report concerns both within the academy and externally.

9. Use of Personal Devices and Mobile Phones

- Gosberton House Academy recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within the academy.

9.1 Expectations

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate academy policies, including, but not limited to: Anti-bullying, Behaviour and Child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
 - All members of Gosberton House Academy's community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the school accepts no responsibility for the loss, theft or damage of such items on school premises.
 - All members of Gosberton House Academy's community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the academy site such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Behaviour policy.
- All members of Gosberton House Academy's community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school Behaviour or Child protection policies.

9.2 Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant academy policy and procedures, such as: Child protection, Data security and Acceptable use.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place during lesson time (In teacher cupboards).
 - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
 - Not use personal devices during teaching periods, unless written permission has been given by the Principal, such as in emergency circumstances.
 - Ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
 - Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Lead and Principal.
- Staff will not use personal devices, such as: mobile phones, tablets or cameras:

- To take photos or videos of pupils and will only use work-provided equipment for this purpose.
- Directly with pupils, and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches the school policy, action will be taken in line with the school behaviour and allegations policy
 - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

9.3 Pupils' Use of Personal Devices and Mobile Phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences. Many GHA children use their personal devices on their taxi journeys to and from school.
- Gosberton House Academy expects pupil's personal devices and mobile phones to be handed in to the Administration Office at the start of the Academy day and retrieved at the end of the Academy day or stored in an appropriate manner.
- If a pupil needs to contact his/her parents or carers they will be authorised to discuss with the Academy administrator who will make the call.
 - Parents are advised to contact their child via the Academy Administration Office during Academy hours.

9.4 Visitors' Use of Personal Devices and Mobile Phones

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the academy's Acceptable Use agreement and other associated policies, such as: Anti-bullying, Behaviour, Safeguarding.
- The academy will ensure appropriate signage and information is displayed to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead of any breaches of academy policy.

10. Responding to Online Safety Incidents and Concerns

- All members of the academy community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the community must respect confidentiality and the need to follow the official academy procedures for reporting concerns.
 - Pupils, parents and staff will be informed of the academy's complaints procedure and staff will be made aware of the whistleblowing procedure.
- The academy requires staff, parents, carers and pupils to work in partnership to resolve online safety issues.
- After any investigations are completed, the academy will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If the academy is unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Safeguarding Team.

- Where there is suspicion that illegal activity has taken place, the academy will contact the Education Safeguarding Team or Lincolnshire Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond the academy community (for example if other local schools are involved or the public may be at risk), the academy will speak with Lincolnshire Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

10.1 Concerns about Pupils Welfare

- The DSL will be informed of any online safety incidents involving safeguarding or child protection concerns.
 - The DSL will record these issues in line with the academy's child protection policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Lincolnshire Safeguarding Children Board thresholds and procedures.
- The academy will inform parents and carers of any incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the Principal, according to the Code of Conduct Policy.
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with the Behaviour policy and Code of conduct.

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Youth Produced Sexual Imagery or “Sexting”

- Gosberton House Academy recognises youth produced sexual imagery (known as “sexting”) as a safeguarding issue; therefore all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The academy will follow the advice as set out in the non-statutory UKCCIS guidance: [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#) and LSCP guidance: “Responding to youth produced sexual imagery”.
- Gosberton House Academy will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of ‘sexting’ by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- The academy will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

11.1.1 Dealing with ‘Sexting’

- If the academy are made aware of an incident involving the creation or distribution of youth produced sexual imagery, the academy will:
 - Act in accordance with our Child protection and Safeguarding policies and the relevant Lincolnshire Safeguarding Child Board's procedures.

- Immediately notify the Designated Safeguarding Lead.
- Store the device securely.
 - If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
- Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
- Inform parents and carers, if appropriate, about the incident and how it is being managed.
- Make a referral to Specialist Children’s Services and/or the Police, as appropriate.
- Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
- Implement appropriate sanctions in accordance with the academy’s Behaviour policy, but taking care not to further traumatise victims where possible.
- Consider the deletion of images in accordance with the UKCCIS: [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#) guidance.
 - Images will only be deleted once the academy has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
- Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.
- The academy will take action regarding youth produced sexual imagery, regardless of whether the incident took place on/off school premises, using academy or personal equipment.
- The academy will not:
 - View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so.
 - In this case, the image will only be viewed by the Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
 - Send, share, save or make copies of content suspected to be an indecent image of children (i.e. youth produced sexual imagery) and will not allow or request pupils to do so.

11.2 Online Child Sexual Abuse and Exploitation

- Gosberton House Academy will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- Gosberton House Academy recognises online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The academy will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The academy will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.
- The academy will ensure that the ‘Click CEOP’ report button is visible and available to pupils and other members of the academy community via the Academy website.

11.2. 1 Dealing with Online Child Sexual Abuse and Exploitation

- If the academy are made aware of incident involving online sexual abuse of a child, the academy will:
 - Act in accordance with the academy’s Child protection and Safeguarding policies and the relevant Lincolnshire Safeguarding Child Board’s procedures.
 - Immediately notify the Designated Safeguarding Lead.

- Store any devices involved securely.
- Immediately inform Lincolnshire police via 101 (or 999 if a child is at immediate risk)
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
- Inform parents/carers about the incident and how it is being managed.
- Make a referral to Specialist Children's Services (if required/ appropriate).
- Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
- Review the handling of any incidents to ensure that best practice is implemented; academy leadership team will review and update any management procedures, where necessary.
- The academy will take action regarding online child sexual abuse, regardless of whether the incident took place on/off academy premises, using academy or personal equipment.
 - Where possible pupils will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report :
www.ceop.police.uk/safety-centre/
- If the academy is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Lincolnshire Police.
- If the Academy is made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the [Child Sexual Exploitation Team](#) (CSET) by the Designated Safeguarding Lead.
- If pupils at other schools are believed to have been targeted, the academy will seek support from Lincolnshire Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

11.3 Indecent Images of Children (IIOC)

- Gosberton House Academy will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- The academy will take action regarding IIOC on academy equipment and/or personal equipment, even if access took place off site.
- The academy will take action to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.
- If the academy is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Lincolnshire Police and/or the Education Safeguarding Team.
- If made aware of IIOC, the academy will:
 - Act in accordance with the schools child protection and safeguarding policy and the relevant Lincolnshire Safeguarding Child Boards procedures.
 - Immediately notify the academy Designated Safeguard Lead.
 - Store any devices involved securely.
 - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Lincolnshire police or the LADO.
- If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, the academy will:

- Ensure that the Designated Safeguard Lead is informed.
 - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
 - Ensure that any copies that exist of the image, for example in emails, are deleted.
 - Report concerns, as appropriate to parents and carers.
- If made aware that indecent images of children have been found on the school devices, the academy will:
 - Ensure that the Designated Safeguard Lead is informed.
 - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
 - Ensure that any copies that exist of the image, for example in emails, are deleted.
 - Inform the police via 101 (999 if there is an immediate risk of harm) and children’s social services (as appropriate).
 - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
 - Report concerns, as appropriate to parents and carers.
- If made aware that a member of staff is in possession of indecent images of children on academy devices, the academy will:
 - Ensure that the Principal is informed.
 - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy.
 - Quarantine any devices until police advice has been sought.

11.4 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Gosberton House Academy.
- Full details of how the academy will respond to cyberbullying are set out in the Anti-bullying policy.
- Generative artificial intelligence (AI) tools are widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Gosberton House Academy recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone’s likeness.
- Gosberton House Academy will treat any use of AI to bully pupils in line with our Anti-bullying Policy.
- Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the academy.

11.5 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Gosberton House Academy and will be responded to in line with existing academy policies, including Anti-bullying and Behaviour.
- All members of the community will be advised to report online hate in accordance with relevant academy policies and procedures.
- The Police will be contacted if a criminal offence is suspected.

- If the academy is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Team and/or Lincolnshire Police.

11.6 Online Radicalisation and Extremism

- The academy will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in the academy.
- If the academy is concerned that a child or parent/carer may be at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Child protection policy.
- If the academy is concerned that a member of staff may be at risk of radicalisation online, the Principal will be informed immediately and action will be taken in line with the Child protection and Allegations policies.

National Links and Resources

- Action Fraud: www.actionfraud.police.uk
- CEOP:
 - www.thinkuknow.co.uk
 - www.ceop.police.uk
- Childnet: www.childnet.com
- Get Safe Online: www.getsafeonline.org
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
 - ChildLine: www.childline.org.uk
 - Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
 - Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline