

Esafety Policy - RBAir

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 2018)
- Keeping Children Safe in Education (Gov.UK Sept 2019)

Other Red Balloon of the Air (RBAir) policies to be read in conjunction with this one

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

Given the nature of RBAir provision (ie that a significant part of student teacher and student counsellor contact takes place online), all staff are trained and ongoingly supported to ensure that their practice minimises all risks to students and nurtures their wellbeing.

Ofsted describes esafety as a school's ability to protect and educate pupils and staff in their use of technology. Red Balloon 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 Red Balloon 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 Red Balloon community);
- staff are professional in their use of social media and networking sites.

In line with general Red Balloon 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 Red Balloon;
- make informed decisions for themselves.

Responsibility for Implementation

Staff trained in the effective and safe use of technology are employed centrally to support headteachers and their staff in generating 'safe use of technology' agreements with their staff and students: it is the responsibility of all members of each Red Balloon community to comply with those agreements.

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);

Esafetypolicy

- 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.

Red Balloon of the Air management is acutely aware of its responsibilities under the new ‘Prevent’ guidance (see safeguarding policy) and will ensure all staff are trained to reduce the risk of any Red Balloon of the Air 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

The Director of Education will ensure that overarching policy is in place and posted on the website. *Trained practitioners* from Group will work with the RB Air Coordinator to ensure that policy is put into practice and will provide feedback to the Director of Education to inform future policy developments.

Those practitioners will:

- ensure this esafety policy is maintained and updated;
- ensure all areas of RB provision have an agreement (generated between students and staff) concerning the appropriate use of

Esafety policy

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 Red Balloon of the Air 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 Red Balloon of the Air staff provide training and support to students to help them become 'digitally responsible' and to stay safe online;
- ensure Red Balloon of the Air staff monitor and filter online access to help keep students 'on task' and to reduce the likelihood of harmful experiences online;
- ensure Red Balloon of the Air staff are vigilant with regard to their 'Prevent' duties;
- ensure Red Balloon of the Air staff engage with parents to help them put esafety procedures in place at home.

Trustees

RBAir trustees will work with the coordinator to ensure that appropriate filters and monitoring systems are installed on all RBAir hardware.

Whilst filtering and monitoring are an important part of the online safety picture for schools to consider, they are only one part. particular and the school and college should carefully consider how this is managed on their premises.

Trustees will ensure that as part of the requirement for staff to undergo regularly updated safeguarding training and the further requirement to ensure children are taught about safeguarding to include their safety whilst online, online safety

training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

Headteacher

The RBAir Headteacher is responsible for ensuring that practice throughout RBAir provision complies with policy.

Teachers and support staff are responsible for ensuring that:

- they have an up to date awareness of esafety matters and of the current Red Balloon of the Air esafety policy and practices;
- 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 RB systems;
- esafety issues are embedded in all aspects of the curriculum;
- students are involved in the development of guidelines for acceptable technology use and subsequently follow those guidelines;
- students understand and uphold copyright regulations;
- students only use digital technologies, mobile devices, cameras etc in lessons and during other school activities with due regard to the agreement for safe use of technology;
- students are helped to access appropriate sites only and, 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 core cross-curricular theme.

The designated person for child protection (safeguarding lead) across

Esafetypolicy

RBAir will be trained in esafety issues (including 'Prevent') 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 according to the 'acceptable use' agreements;
- 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 Red Balloon of the Air policy re cyber-bullying;
- should understand the importance of adopting good esafety practice when using digital technologies 'otherwise than' at 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. RBAir 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 Red Balloon of the Air staff in promoting good esafety practice and to

Esafetypolicy

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 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 dangers of placing any images on the 'web' (particularly on 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 Red Balloon 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. Any such action will lead to disciplinary action and, possibly, dismissal.

‘Sexting’:

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, based on the nature of the imagery, which 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 - association of chief police officers) and the Crown Prosecution Service that advises police forces NOT to prosecute young people who have been involved in 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 thoroughly and sensitively. Regardless of whether the sharing happens at home or on Red Balloon premises, if it involves Red Balloon of the Air 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

School staff must ensure that:

- no reference is made on social media to students, parents / carers or school staff ;
- they do not engage in online discussion on personal matters

Esafetypolicy

- relating to members of the school community;
- personal opinions expressed online are not attributed to Red Balloon;
 - security settings on their own personal social media profiles are such that students cannot access personal information that is posted there.

Policy updated (Sept 2019) by Bob Sproson, Director of Education - for annual review