Policy document control box	
Policy title	**E-Safety Policy**
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Version	1.00
RBNch approving body	Red Balloon Nch (RBNch) trustees
Date of meeting when version approved	March 2022
Date of next review	March 2023
Signed by Head of Centre	*H Jolly*
Date signed	16/03/2022
Signed by Chair of Trustees	*D Kelly*
Date signed	18/03/2022

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Purpose

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.

Scope

This E-Safety policy forms the basis for practice across RBNch. Unusually, as well as guiding the practice of colleagues and students, our policy is also to engage directly with our parent/carer body through our Centre based "safe use of technology" agreement.

RBNch uses an "acceptable use of ICT" agreement that is negotiated between staff, students and parents/carers. It is the responsibility of the Head of Centre to ensure that such an agreement is in place and, subsequently, to ensure that all parties comply with the practice described.

Policy statement and provisions

Key factors within E-safety

- 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);
- 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 senior leadership 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 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

Head of Centre (day to day practice is managed by Alaine Mukene, Teacher of ICT and Raymond Taylor, IT consultant) will:

- ensure each Centre has an agreement (generated between students and staff) concerning the appropriate use of 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 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 E-safety incidents and reducing the likelihood of their recurrence;
- ensure Red Balloon staff provide training and support to students to help them become 'digitally responsible' and to stay safe online;
- ensure Red Balloon staff monitor and filter online access to help keep students 'on task' and to reduce the likelihood of harmful experiences online;
- ensure Red Balloon staff engage with parents to help them put E-safety

procedures in place at home.

All staff are responsible for ensuring that:

- they have an up to date awareness of E-safety matters and of the current Red Balloon E-safety policy and practices;
- they have contributed to and comply with the local agreement re 'safe use of technology';
- they report any suspected misuse of technology or problem to their Head of Centre (or to a member of The Trustees should that misuse be by the Head of Centre);
- all digital communications with students or their parents are only carried out using official school systems;
- E-safety issues are embedded in all aspects of the curriculum;
- students understand and uphold copyright regulations;
- students are helped to access appropriate sites only;
- 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 E-safety is embedded in general practice and taught as a cross-curricular theme.

The designated person for child protection (safeguarding lead) within each centre should be trained in E-safety issues and be aware of the potential for serious child protection / safeguarding issues that may arise from 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 within centres according to the 'acceptable use' guidelines;
- 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 policy re cyber-bullying;
- should understand the importance of adopting good E-safety practice when using digital technologies out of 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. Red Balloon 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 staff in promoting good E-safety practice and to 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 attending a centre or 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 risks attached to publishing their own images on the internet (such as 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 taken at a centre or elsewhere (for instance, on residential trips).

Consensual and Non-Consensual sharing of nudes and semi nudes images and or videos

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. Action taken will be based on the nature of the imagery. Any such action can lead to a criminal record and later failings of DBS checks. Staff will work to ensure that all students know the risks of sharing consensual and non-consensual nudes and semi nudes images and or videos from a personal, emotional and criminal perspective. However an agreement currently exists between the National Police Chiefs Council (formerly ACPO) and the Crown Prosecution Service that advises police forces NOT to prosecute young people for consensual and non-consensual sharing of nudes and semi nudes images and or videos unless there are very good reasons to do so.

Staff postings

Centre staff must ensure that:

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

Related legislation and documents

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 July 2018)
- Keeping Children Safe in Education (Gov.UK Sept 2022)
- E-Safety a Practical Guide for Schools (RM Education 2018)

Other Red Balloon policies to be read in conjunction with this one

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