1. Aims

- To have robust processes in place to ensure the online safety of pupils and tutors.

- To establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010.

3. Roles and responsibilities

Deborah Barnes as DSL will take overall responsibility for ensuring that tutors employed by Reflective School support are aware of their responsibilities under this policy and take reasonable steps to ensure that pupils can use ICT and access the internet in a supervised and safe way. This will include:
- Ensuring staff use appropriate filters and firewalls when using ICT with pupils
- Ensuring staff do not use cameras or mobile phones to take any pictures of students
- Ensuring staff have access to training and resources which will ensure they maintain an up to date awareness of online safety issues.

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the P.H.S.E. curriculum in accordance with priorities for learning agreed with commissioners and outlined within each pupil's Individual Pupil Learning Plan.
As outlined in the National Curriculum this could include:

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private

- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly

- Recognise acceptable and unacceptable behaviour

- Identify a range of ways to report concerns about content and contact

In **Key Stage 3**, pupils will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy

- Recognise inappropriate content, contact and conduct, and know how to report concerns

Pupils in **Key Stage 4** will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

6. Cyber-bullying

6.1 Definition
Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school Reflective School Support behaviour policy.) Tutors will address cyberbullying as a general issue through the curriculum and incidents specifically through the behaviour, bullying and acceptable use process.

7. Mobile Devices

It is recognized that pupils may find it difficult to not access their mobile devices during tuition sessions. This will be discussed with parents and pupils at the start of the tuition process and strategies agreed regarding access to mobile phones that ensure there is no interruption or distraction from the learning process during sessions.
Tutors will use mobile phones only for safety reasons and their phones are their own responsibility for which Reflective School Support takes no responsibility for loss or damage.

8. How Reflective School Support will respond to issues of misuse

Where a pupil misuses the ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.
Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.
The DSL will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

9. Links with other policies

This online safety policy is linked to our:
- Safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notice

Appendix 1: acceptable use agreement (pupils and parents/carers)

Acceptable use of Reflecive School Support's ICT systems and internet: agreement for pupils and parents/carers
Name of pupil:
When using ICT systems and accessing the internet in tuition sessions, I will not: • Use them for a non-educational purpose • Use them without a teacher being present, or without a teacher's permission • Access any inappropriate websites • Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) • Use chat rooms • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Share my password with others • Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision If I bring a personal mobile phone or other personal electronic device into the session: • I will not use it during lessons without a teacher's permission • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

Signed (pupil):	Date:

Parent/carer agreement: I agree that my child can use Reflective School Support's ICT systems and internet when appropriately supervised by a tutor. I agree to the conditions set out above for pupils using ICT systems and internet, and for using personal electronic devices and will make sure my child understands these.	
Signed (parent/carer):	**Date:**

Appendix 2: acceptable use agreement tutors.

<table>
<tr><td colspan="2" align="center">Acceptable use of Reflective School Support's ICT systems and the internet</td></tr>
<tr><td colspan="2">Name of tutor</td></tr>
<tr><td colspan="2">When using ICT systems and accessing the internet in tuition sessions or outside sessions in pursuance of lesson preparation or any other activities commissioned by Reflective school Support I will not

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm Reflective School Support's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Take or use photos of pupils that show their identity.
- Install any unauthorised software
- Share my password with others</td></tr>
<tr><td colspan="2">I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and Reflective School Support's data protection policy.
I will let the designated safeguarding lead (DSL) know if a pupil informs me, they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
I will always use ICT systems and internet responsibly, and ensure that pupils in my care do so too.</td></tr>
<tr><td>Signed (tutor)</td><td>Date:</td></tr>
</table>

Appendix 3: online safety incident report log

Online safety incident report log				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident

25.8.19
Reviewed 7.7.20