# Tumblewood Community School

# November 2015

# E-SAFETY AND INTERNET POLICY

Record of Amendments

| Change Number | Authority | Date of Insertion | Signature |
|---|---|---|---|
| Version 1 | Headteacher | August 2013 | |
| Version 2- Complete Revision | Executive Manager for Care and Education | April 2015 | |
| Version 3 | CEO | November 2015 | |
| | | | |
| | | | |
| | | | |
| | | | |

## TABLE OF AMENDMENTS

E-Safety and Internet Policy has been reissued under Version 3. All changes have been inserted in RED.

| CHANGE NO | AMENDED BY | DATE |
|---|---|---|
| Version 1 | Headteacher | August 2013 |
| Version 2 | Executive Manager for Care and Education | April 2015 |
| Version 3 | CEO | November 2015 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

All changes are wording up to 'Policy' paragraph to include new guidance and Passport initiative. JH

# Tumblewood Community School

## Rationale

Controlling the use of electronic devices which allow young people access to the internet is considered an important aspect of our Safeguarding duties**.**

**Definition of safeguarding (extract paras 10 and 11)**

Ofsted

Safeguarding action may be needed to protect children and learners from:

- bullying, including online bullying and prejudice-based bullying
- the impact of new technologies on sexual behaviour, for example sexting

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- online safety and associated issues

The term 'online safety' reflects a widening range of issues associated with technology and a user's access to content, contact with others and behavioural issues.

Online safety and inspection

The girls at Tumblewood are extremely vulnerable and are at high risk in terms of sexual exploitation, self-harm, and contact with inappropriate adults and family members. However, we are a therapeutic community which prides itself on preparing traumatised girls and young women for the future by giving them strategies to engage safety and successfully with all elements of a complex society.

At Tumblewood we are also aware that 'anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs.' (P10. 'Working together to safeguard children'. March 2015)

Therefore, rather than having a blanket ban on mobile phones, laptops, etc. we have developed a **'Passport'** (see appendix A) system whereby young people can work towards varying degrees of 'e-independence' through successfully passing 5 stages of safeguarding training and practice.

Each pupil will have individual risk assessments, linked to their existing programme. The 'assessment should be a dynamic process, which analyses and responds to the changing nature and level of need and/or risk faced by the child'. (P20).

## Incorporating recent findings

In 2010, the 'Safe Use of New Technologies' report by Ofsted recommended that more focus was required on "**developing a curriculum for e-safety which builds on what pupils have learnt before and which reflects their age and stage of development".**

In July this year Ofsted published the results of a survey of online safety practice carried out during all HMI inspections which raised concerns regarding input from children and the wider school community in writing the e-safety policy. They also noticed that:

- 25% of children do not remember what they have been taught about e-safety
- Less than 50% of schools do not implement effective policies
- 25% of students lack confidence in their teacher's knowledge of technology and related issues.

## Benefits of using social media in school

Extract: *https://www.e-safetysupport.com/stories/199/5-reasons-your-school-or-college-should-be-on-social-media#.VkDeZU1OdaRfrom*

*'When I spoke at the AMDIS conference on the use of social media in schools, I asked delegates to tell me about their concerns. Negative comments, legal compliance, hacking and cyber bullying all came up as potential risks that people were concerned about. But, like school trips, social media offers hugely valuable learning opportunities and experiences.*

*Avoidance doesn't remove the risks (kids will try things out anyway), it just means young people don't learn to manage risks online, and you don't get chance to influence the outcomes. Like school trips, risks can be mitigated to either reduce the chance of them happening or to reduce their impact. Read more about managing online risks in schools here.*

*I strongly believe (and this is supported by the many success stories) that there are huge potential benefits to schools in engaging with social media, and these far outweigh any risks'.*

Therefore, at Tumblewood we have improved our curriculum programme to include regular re-visits to the theme of 'keeping safe online' during the school holidays through our 'Project Weeks' which target areas of concern which have been raised during the term and includes any new information. Each project will include some form of internet safety information to ensure pupils and staff keep up to date with all risks and advice.

Staff regularly discuss e-safety issues at the weekly clinical meeting and daily risk management meetings. All staff have e-safety training either through the weekly staff training groups or through our extensive 'educare' programme.

## Policy

1. Young people interact with new technologies such as smart devices and the Internet on a daily basis. These are viewed as essential elements in 21st century life for education, business and personal communication. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial but can occasionally place users in danger, so not only does Tumblewood Community have a duty to provide young people with quality Internet access as part of their learning experience, but also a 'duty of care' to keep young people safe by raising awareness of the risks involved and highlighting the responsibilities that accompany sensible use.

2. A significant amount of the material on the Internet is published for an adult audience and much is unsuitable for young people. Tumblewood Community School aims to achieve the right balance between controlling access, setting rules and educating young people for responsible use. We will work with parents, young people and other members of our community to develop complementary strategies to ensure safe, critical and responsible ICT use at all times.

3. **E-safety in practice – key objectives**

a. Ensuring that all children, young people and parents/carers are equipped with the knowledge and skills to safeguard themselves online;

b. Ensuring that all children who have been the subject of indecent images

c. and sexual exploitation are identified, protected and given and appropriate level of support;

d. Ensuring that all people who work with children and young people have access to good quality procedures and effective training to safeguard children at risk through online activity;

e. Ensuring that systems and services are in place to identify, intervene and divert people from sexually exploiting or abusing children online and offline.

4. This policy forms part of the 'e-safety package' – a comprehensive set of documents and actions which relate to the safe use of the Internet, mobile phones and other electronic communication technologies by members of the Tumblewood Community.

a. Each young person and parent/guardian is required to sign the 'Be e-aware' document as part of the induction process (see Annex A).

b. Instruction in responsible and safe use will precede and accompany Internet access at Tumblewood Community. All Tumblewood staff are responsible for promoting e-safety both in school and within the community. Specific instruction is delivered through the ICT programmes and community meetings.

c. Young people are taught how to evaluate Internet content, to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. The I.T and PSHE curriculum contains elements of e-safety information but our Project Weeks run by the Therapeutic Care workers always contain top-up information and advice for all young people.

d. Young people are required to re-affirm their understanding and acceptance of the induction document at the beginning of each academic year.

e. Tumblewood staff are required to sign the 'Responsible use of ICT: Staff' document on an annual basis, each September, to reiterate that they are following agreed protocols and re-affirm their acceptance of the conditions attached to their personal use of ICT hardware/software, (See Annex B).

f. Members of the community using our facilities will also be required to sign the 'Be e-aware' document (see Annex A)

g. E-safety posters will be on display in all networked areas.

5. The E-Safety policy is intended to enhance values laid out in the Safeguarding, Anti-bullying and Equality Policy. In particular, by:

a. ensuring that respect for others is considered in all electronic communication and publications

b. providing a safe learning environment whilst allowing access to as full a range of technologies and social developments as possible

c. protecting members of Tumblewood Community from any kind of harassment or discrimination using new technologies

d. ensuring, through policy and practice, that Tumblewood Community has systems in place to effectively challenge, combat and repair discriminatory behaviour towards members of the community caused by any infringement of this policy or the ICT acceptable usage policies (see Annex B)

6. **General Guidelines**:

Internet access is provided by Tumblewood Community and includes filtering appropriate to the age of the young people. All reasonable precautions are taken to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a Tumblewood computer. Pupils are always supervised by staff when accessing the internet.

7. Neither the school nor Tumblewood Community can accept liability for the material accessed, or any consequences of Internet access. If staff, pupils or community users discover an unsuitable site, it should be reported to the Headteacher and the Registered Manager who will liaise via HR with our provider 'Balanced Solutions' to get it blocked. The school works in close collaboration with our provider to ensure that systems to protect users are reviewed and improved in line with new developments.

a. Virus protection will be installed and updated regularly.

b. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

c. Network and internet use is subject to monitoring.

d. Copying and subsequent use of Internet derived materials by staff and pupils must comply with copyright law.

e. All users are responsible for the security of their own passwords and activity when their password has been used to logon. Computers should not therefore be left unattended when an individual is logged in or passwords shared with other individuals.

f. Tumblewood Community will maintain a current record of all staff, young people and community users who are granted access to school ICT systems, including special arrangements. All users should ensure that their use is legal and ethical as well as reflecting the standards of the community. Tumblewood Community reserves the right to withdraw access to any user who does not demonstrate responsible use.

g. Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint of staff misuse must be referred to the Registered Manager. Complaints of a child protection nature must be dealt with in accordance with Tumblewood's Safeguarding procedures.

h. All members of the community can report concerns over specific internet sites to the Child Exploitation and Online Protection Centre (CEOP) using the link: http://ceop.police.uk

**8. E-mail and messaging:**

a. All staff and most young people, when appropriate, are provided with an email address or local messaging system.

b. Access in Tumblewood Community to external personal e-mail accounts may be blocked.

c. Staff should not be in personal email contact with young people currently at Tumblewood Community. Ring fenced school communication methods must be used. Users must be aware that communication may be monitored.

d. Young people must immediately tell a teacher or member of staff if they receive offensive or worrying e-mails or messages. Staff must report any offensive or inappropriate e-mails or messages received to the Registered Manager.

e. Attachments must not be opened unless they are expected and from a known sender.

f. Young people must not reveal personal details or images of themselves or others in electronic communications.

g. All electronic communications sent to external organisations should be written carefully, in the same way as a letter written on Tumblewood Community headed paper. Internal communications should be treated with similar care and respect.

a. Tumblewood Community will normally block/filter access to social networking sites unless short-term access is required for a specific educational project.

b. Young people are advised never to give out personal details of any kind which may identify them or their location.

c. Young people must not share explicit images on any social network space.

d. Young people will be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications.

10. Pupils will be encouraged to invite known friends only and deny access to others for external email.

a. Staff should not have a young person **CURRENTLY** at Tumblewood Community as a **FRIEND** on any social networking site.

b. Staff should be mindful of the current guidelines on professional conduct at all times when interacting with colleagues/friends on networking sites

c. No comments should be posted on social networking sites, websites or via email that could cause offence or impact on the reputation of Tumblewood Community or individuals within it. All comments posted on social networking sites should be considered to be public. Privacy settings should not be relied on for privacy.

11. **Published content on the school web site:**

a. Contact details and web content are restricted and monitored by the Head teacher.

b. Photographs of pupils involved in school activities or examples of their work are only permitted for internal use.

12. **Managing emerging technologies:**

a. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use at Tumblewood Community is allowed.

b. **Mobile devices will not be available for any pupils at any time unless they have been fitted with appropriate filters and permissions have been given/earned by each individual as part of their care plan/risk assessments**. (See Passports)

c. Pupils are made aware of this rule at referral stage and all professionals must ensure that they adhere to these safeguarding guidelines.

d. The sending or posting of abusive, offensive or inappropriate messages by any member of Tumblewood Community is unacceptable and will lead to sanctions being applied. External authorities may be notified where it is felt to be justified.

e. Taking or using digital images without prior permission is prohibited.

f. Staff must use a Tumblewood Community telephone where direct verbal contact with young people is required.

g. Access and use of Skype is only permissible with the appropriate permission, i.e. from the Headteacher or the Registered Manager.

**Links to resources and websites**

Child Exploitation and Online Protection Centre (CEOP) – www.ceop.police.uk

OFCOM – www.ofcom.gov.uk

Childnet – www.childnet.com

UKSIC – www.saferinternet.org.uk

INSAFE – www.saferinternet.org

HELPLINE – helpline@saferinternet.org.uk

Sexting in schools: advice and support around self-generated images – www.securus-software.com/Downloadable%20Content/sexting.zip

Research from IWF on self-generated images – www.iwf.org.uk/about-iwf/news/post/363-self-generated-image-study---final-paper-published

Marie Collins Foundation – www.mariecollinsfoundation.org.uk

# Tumblewood Community

## Be e-aware!

**Straight-forward rules for keeping young people safe**

To keep safe you should:

- use websites recommended by teachers or use a student friendly search
- avoid using websites they feel they could not tell you about.
- be aware of who created a website and possible bias within the information on the site
- only have access to Skype and email in agreement with senior staff/carer/ parent/guardian
- only email people you know, (why not consider setting up an address book?)
- never open an email sent by someone you don't know
- not use your real name when using games on the Internet, (create a nickname)
- never give out a home address, phone or mobile number
- never email the community name or a picture of yourself in school uniform (even to a friend)
- never post or send inappropriate comments or images
- never arrange to meet anyone alone, and always tell an adult first if you are meeting in a group or going somewhere new
- only use a webcam with permission from senior staff and supervision and with people you know and turn it around if it is not in use
- tell staff immediately if you encounter anything they are unhappy with
- respect yourselves and the rights and feelings of others

To help us you should:

- report any concerns to the school immediately and, if necessary, they will report it to the Child Exploitation & Online Protection Centre (http://ceop.police.uk/)
- If you need any further information about internet safety you may find the following sites useful:

| | | | |
|---|---|---|---|
| Childline | www.childline.org.uk | Think U Know website | www.thinkuknow.co.uk |
| Kidsmart | www.kidsmart.org.uk | Internet Watch Foundation | www.iwf.org.uk |
| NSPCC | www.nspcc.org.uk | | |

Signing this agreement means that I am fully aware of my responsibilities when using ICT at Tumblewood Community.

Full Name:.....

Signed:..... Date:.....

# Tumblewood Community

Responsible use of ICT**: STAFF**

- I have read the Tumblewood Community e-safety policy
- I understand that my use of Tumblewood Community information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised staff member.
- I will ensure that pupil data and other sensitive school information is stored securely and is never taken *or used* off school premises.
- I accept that data/information must only be used in accordance with the Data Protection Act.
- I will respect copyright and intellectual property rights
- I will ensure that electronic communications with young people are via ring-fenced Tumblewood Community communication methods e.g. internal email or messaging system
- I will promote e-safety with young people in my care and will help them to develop a responsible attitude to system use, communication and publishing
- I will report any incidents of concern regarding young people's safety to the designated Child Protection Officer or Head teacher
- I will not use Tumblewood Community owned computers for any form of illegal or inappropriate activity.
- I will not deliberately seek out material which is either illegal or could potentially cause offense to another user. If I inadvertently access inappropriate material I will immediately inform the Registered Manager.
- I will abide by the guidelines on professional conduct when interacting with colleagues/friends through electronic media and post no comments that could impact on the reputation of the school or individuals within it
- I will apply the same professional levels of language and content to electronic communication as for letters or other media.

If I am issued a Tumblewood Community laptop/netbook or other mobile device then:

- I accept that ownership of the device rests with Tumblewood Community
- I may use the device to support my work at Tumblewood Community and also for personal use following the guidelines outlined in this document.
- Young people's data and sensitive community information stored online or on the computer must be encrypted or in a secure environment.
- I am responsible for the backup of locally stored material. However, duplication of school data/files is not permitted.
- I realise that mobile devices will be restored to the default issued state should maintenance be required although IT staff will endeavour to facilitate recovery of data

- I may link this device to the internet outside Tumblewood Community through my chosen ISP but I will be responsible for any charges incurred.
- I will ensure that the Anti-virus software installed on the laptop is kept up to date and that materials downloaded from the internet are scanned.
- I accept liability for insuring Tumblewood Community issued mobile devices when off the premises and will take care not to leave them unattended in vehicles or public places
- I value the investment in ICT and accept the collective responsibility for the safety and well-being of all using it as well as encouraging respect for the hardware to ensure longevity

Signing this agreement annually reaffirms that I am fully aware of my professional responsibilities when using ICT.

Full Name…….

Signed…… Date……....

**Tumblewood internet passport:** to encourage safe and informed use of the internet and social media

**Rationale**

- **We want you to learn how to keep yourself safe, especially when you are away from Tumblewood**

- **We want to be able to trust you to know how to take care of yourself when using social media**

- **We know that all young people have phones etc. and that you do not want to be different**

- **We know that social media can provide dangerous links to hurtful and harmful people**

- **It can also encourage you to say and do things which will cause other people hurt and harm- most of you will have already experienced this.**

- **You are at Tumblewood to learn how to have a successful and happy life - learning how to use these tools is very important for your future.**

**You have told us through the school council, through your key workers and at school that you want to be able to 'work towards' having phones and an iPad etc. We have listened to you and now want to help you put together some sensible contracts to prove that you are learning how to use tools knowledgably and safety.**

**This is a two-way process- you will trust the staff and they will trust you. Work through the stages to get what you want.**

**You have to work through ALL the stages.**

**Stage 1.**

**Pupils use the internet in class appropriately at all times for one term and have followed the e-safety programme in school.**

**Stage 2.**

**Pupils use the internet in and outside class (library) without any problems for one term. They stick to the times when they are allowed to use the computers etc. and do not refuse to come off the internet when staff ask them to.**

**Stage 3.**

**Individual pupils are allowed access to the internet with supervision outside the usual times (to be agreed in ITP) in order to do research or personal projects. This will form a contract which they will draw up with their key worker/teachers etc. Their behaviour is appropriate at these times and they stick to the time limits without complaint.**

**They continue to use the internet inside and outside class without any problems and have taken part in at least 2 sessions of e-safety training in school or out. (Proof needed in the form of a unit awards certificate).**

**Stage 4. (for pupils aged 15 and over)**

**Pupils may have a mobile phone, in agreement with all concerned (parents/carers/social workers etc.).**

**The use of the phone will be completely controlled by Tumblewood staff, and pupils will help draw up a 'reasonable' contract with their keyworker etc.**

**Senior staff will draw up a risk assessment at the weekly ITP meeting**

**and include any restrictions or recommendations in negotiation with the young person and any other agencies.**

**The Passport holder will have already completed the first 3 stages and have evidence in their passport.**

**The Passport holder will agree that any misuse (covered by the contract) will result in loss of the phone for periods to be decided in the contract.**

**Phones must not be loaned or used by any other young person at any time-sharing phones will result in an immediate ban.**

**Stage 5. (for pupils aged 15 or over).**

**Full passport. The Passport holder will have full control of the phone at all times unless the contract which they have drawn up with staff is breached.**