


<b>Name of Policy</b>	<b>Online Safety Policy</b>
<b>School Lead</b>	School E-Safety Officer
<b>Governor Lead</b>	Full Governing Body
<b>Date of last Review</b>	11 <sup>th</sup> March 2024
<b>Date of Approval</b>	11 <sup>th</sup> March 2024
<b>Date of next Review</b>	Sept 2025
<b>Links to other policies</b>	Child Protection and Safeguarding Policy ICT Acceptable Use Policy Remote Learning Policy
<b>Head teacher sign off signature and date</b>	 11.3.24

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- This policy should be read alongside The Pilgrim School's policies and procedures on child protection and safeguarding.
- [Visit the NSPCC website for more safeguarding and child protection information.](#)

### ➤ Purpose.

- The Pilgrim School works with children and families as part of its daily activities, which are mainly concerned with (but not limited to) education.
- The purpose of this policy statement is to:
  - Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.
  - Provide staff and volunteers with the overarching principles that guide our approach to online safety.
  - Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- The policy statement applies to all staff, volunteers, children and young people and anyone involved in The Pilgrim School's activities.

### ➤ Legal framework

- This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available from the NSPCC on:
  - Online abuse.
  - Bullying.
  - Child protection.
- This policy is written in line with guidance from Keeping Children Safe in Education 2023 document.  
[https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)

### ➤ Aims

- We believe that:
  - Nobody should ever experience abuse of any kind, however we are very realistic in recognising that abuse does and can happen.
  - Everybody, but especially young people, should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.
- We recognise that:
  - When online world provides everyone with many opportunities; however, it can also present risks and challenges.
  - We have a duty to ensure that everyone involved in our organisation is protected from potential harm online.
  - We have an added responsibility to help keep children and young people safe online, whether or not they are using The Pilgrim School's network and devices.

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.
  
- We may have a higher proportion of students accessing remote learning and must adapt our working processes to support safer internet access in the home.
- Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, has the right to equal protection from all types of harm or abuse.
- Find out more about:
  - Safeguarding children who come from Black, Asian and minoritised ethnic communities.
  - Safeguarding d/Deaf and disabled children and young people.
  - Safeguarding LGBTQ+ children and young people.
  - Safeguarding children with special educational needs and disabilities (SEND).
  
- **Categories of Risk (copied from KCSIE 2023)**
  - It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school and college approach to online safety empowers a school or college to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.
  - The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:
    - Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.
    - Contact: being subjected to harmful online interaction with other users; for example:
      - Peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
    - Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and nonconsensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying).
    - Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it in the first instance to [support@lcsit.com](mailto:support@lcsit.com)
  
- **Keeping children and young people safe**
  - We will seek to keep children and young people safe by:
    - Appointing an online safety coordinator (Jon Stevenson).
    - The online safety coordinator being overseen and supported by the DSL team (Bev Lee and Mel Findon).
    - All staff complete online safety training within their first year of working at Pilgrim.
    - Providing clear and specific directions to staff and volunteers on how to behave online.
    - Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
    - Building positive relationships with pupils to ensure they feel able to communicate any concerns to staff in order to gain support.

- Encouraging the use of the Pilgrim Guest Wi-Fi, so only appropriate sites are visited.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online.
- Developing an online safety agreement for use with young people and their parents or carers
- Providing parents and carers with training opportunities via our school website to enhance their knowledge and confidence in supporting young people to be safe online.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person.
- Reviewing and updating the security of our information systems regularly.
- Ensuring that usernames, logins, email accounts and passwords are used effectively.
- Filtering, monitoring and analysing access to websites and social media platforms by students or staff via information provided monthly by LCS.
- Ensuring personal information about staff, volunteers, families and students who are involved in our organisation is held securely and shared only as appropriate.
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Providing supervision, support and training for staff and volunteers about online safety.
- Providing awareness training for students via events such as Safer Internet Day, workshops from external agencies, and via ICT and PSHE lessons in base and in the home
- Discussing online safety, including new developments, and gaining a wider pupil voice every term as part of the Pupil Forum
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- Implementing and enforcing a Mobile Phone Protocol which sets realistic expectations for staff and pupils reducing the amount of screen time and access to the internet while in school.
- Role modelling our safe internet and mobile phone usage.
- Having a prevent risk assessment and action plan that identifies risks to pupils regarding radicalisation and extremism, and steps we take as a school to prevent this.
- Ensuring that if any concerns arise, we follow our normal safeguarding and child protection procedures and / or follow our behaviour policy.
- In summary, at The Pilgrim School, we cover these aspects through training and education of staff and students, including (but not limited to) online training, regular communication with and involvement of parents, ICT/PSHE lessons, employing a dedicated agency (LCS) to manage our system safety and integrity, and encouraging students to use the Guest Wi-Fi so websites are screened.

### ➤ Online Abuse

- If online abuse occurs, we will respond to it by:
  - Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse) – this can be found within the Safeguarding and Child Protection Policy.

- Providing support and on dealing with all or cyberbullying, abuse, sexual exploitation, and radicalisation and extremism.
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.

training for all staff and volunteers forms of abuse, including bullying emotional abuse, sexting, sexual

- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.
- At The Pilgrim School, we have a number of points of contact for each pupil, as well as information posted directing staff and students to the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead, the contacts for Safeguarding Of Children Concerns, the Lincolnshire Local Authority Designated Officers and the Lincolnshire County Council Safeguarding in Schools. Staff are trained at an appropriate level for their position, and the Online Safety Officer can refer staff to the Professionals Online Safety Helpline through the UK Safer Internet Centre.

### ➤ Related policies and procedures

- This policy statement should be read alongside our organisational policies and procedures, including:
  - Safeguarding and Child Protection Policy.
  - Procedures for responding to concerns about a child or young person's wellbeing.
  - Dealing with allegations of abuse made against a child or young person.
  - Managing allegations against staff and volunteers.
  - Code of conduct for staff and volunteers.
  - Anti-bullying policy and procedures.
  - ICT Acceptable Use Policy.
  - Prevent Risk Assessment and Action Plan.
- Find more information about safeguarding children and child protection.

### Contact details.

#### **Online safety/E-Safety co-ordinator**

Name: Jon Stevenson

Phone/email: [jon.stevenson@pilgrim.lincs.sch.uk](mailto:jon.stevenson@pilgrim.lincs.sch.uk)

#### **Designated Safeguarding Lead**

Name: Bev Lee (Designated Safeguarding Lead)

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#### **Deputy Designated Safeguarding Lead**

Name: Mel Findon (Deputy Designated Safeguarding Lead)

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See information and resources for voluntary and community organisations  
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