

Online Safety Policy

Appendix 1

Roles and Responsibilities

This appendix outlines the key responsibilities for each stakeholder within Discovery School's Academy Trust. Discovery Trust has a whole-school approach to online safety, and we believe that is the responsibility of all stakeholders to always promote and adhere to good online safety practice and behaviour.

Advisory Board Members and Trustees

Advisory Board Members and Trustees play an important part in monitoring the online safety provision in schools. There should be a designated Advisory Board / Trustee member who is responsible for safeguarding and online safety.

Key responsibilities for Advisory Board and Trustee members are:

- To review and approve the online safety policy.
- To keep up to date with online safety by receiving appropriate online safety training (delivered by Trust Online Safety Lead).
- To read and review online safety data from the trust safeguarding team.

Trust Online Safety Lead

The role of Online Safety lead forms part of the Trust's safeguarding team. The Trust Online Safety Lead will receive regular training on online safety and be aware of the potential for serious child protection and/or safeguarding issues that may arise from the online world.

They will have overall oversight of the trust's online safety strategy.

Key responsibilities include:

- Delivering training trust-wide to school online safety DSLs
- Monitoring online safety in schools through yearly audits*
- Ensuring support mechanisms are in place for schools dealing with complex situations.
- Regularly updating trust leaders on the progress made with online safety, as well as reporting data to the trust board.
- Ensuring that there are robust protocols in place for both monitoring and reporting online safety issues.

- Ensuring all staff adhere to the policies and procedures around online safety. E.g. acceptable use policies and loan equipment agreements.
- Responsible for actioning the annual review of the online safety policy.

*The Trust Online Safety Lead will use the SWGFL 360 Safe audit as part of its yearly online safety audit. Details of this can be found here: <https://swgfl.org.uk/products/360-degree-safe/>

The purpose of these audits is to ensure the school continues to:

- Review and develop its online safety strategy.
- To find and action any areas of development within the school online safety programme.
- To work towards achieving/renewing the Online Safety Mark

Head Teachers/Head of Schools and SLT

Head teachers / Head of school and members of SLT take overall responsibility in ensuring that all staff and pupils understand and follow the policies and procedures of online safety.

Key responsibilities:

- To liaise with the Online Safety DSL about the development of the school's online safety strategy.
- Support the Online Safety DSL in carrying out their role.
- Review the online safety curriculum with the Online Safety DSL.
- Share the online safety audit report and actions to the Advisory Board.
- To know the procedures in the event of serious online safety allegations against a member of staff.
- Responsible for ensuring the Online Safety Lead is given time to receive suitable training to support them in their role.
- Ensure all staff understand this policy and that it's implemented consistently.
- Reviews the school's infrastructure/network with the Director of IT or Senior Technician to ensure it is safe and fit for purpose.

School Online Safety Lead

This role will be part of the school's Designated Safeguarding Lead team. The Online Safety DSL will be trained on online safety issues and be aware of the potential for serious child protection/safeguarding issues.

Key responsibilities include:

- Takes day to day responsibility for online safety issues.
- Liaises with Trust Online Safety Lead on the school's online safety development and strategy.
- Liaises with external agencies where necessary.
- Provides regular reports on online safety in school to the headteacher/head of school.
- Keeps up to date with current legislation, developments, and resources.
- Provides training and advice for all staff across school.
- Lead role in personalising policies/documents.
- Attends any relevant meetings with Advisory Board members and updates them on progress of online safety.
- Ensuring pupil voice is considered as part of online safety development/strategy.
- Liaises with the Trust in the event of serious incidents.
- Ensure all online safety incidents are logged onto CPOMs, providing training for staff where necessary.

School IT Technicians

School IT technicians are the first line of defence against online safety, and they play a huge role in ensuring that pupils and staff are kept safe.

Key responsibilities:

- Ensuring that school networks are secure and safe to use.
- Ensure that school networks and internet are regularly monitored
- Ensure that monitoring software/systems are implemented and updated as requested by Trust's senior technical team.
- Ensure that only authorised users can access the network and these users adhere to the trust's password policy.
- Ensure that they keep up to date with relevant online safety updates
- Ensure that filtering policies are applied to the correct users
- Ensure that any filtering request changes are liaised and agreed with head teachers / SLT before actioning.
- Ensure that any online safety incidents are sent to class teachers and SLT for actioning.

Teaching and Support Staff

Teachers and support staff are the day-to-day contact for pupils and therefore responsible for promoting safe online safety behaviour.

Key responsibilities:

- Ensure they attend any relevant training that is issued by the headteacher or Online Safety DSL.
- Ensure that they adhere to the policies and procedures relating to online safety. E.g., acceptable use policy, loan agreement form, staff handbook.
- Support pupils understanding and ensure they follow online safety procedures and policies.
- Ensure that where there is pre-planned internet use, pupils are guided to sites that are suitable.
- Report any online safety concerns to the online safety DSL.
- Ensure policies around mobile phones are enforced with all pupils.
- Ensure digital communications with pupils/parents/carers on carried out using official school systems and that conversations always remain professional.
- Ensure they deliver the online safety curriculum to all pupils.
- Ensure online safety issues are embedded into all aspects of the curriculum.

Pupils:

Pupils are responsible for:

- Ensuring that they use the digital technology systems in accordance with the pupil acceptable use policy.
- Understanding the importance of reporting abuse, misuse or access to inappropriate material.
- Adhering to the school mobile phone policies and are aware of the consequences if they don't follow this.
- Understanding the need for good online safety behaviour both in and out of school
- Providing valuable feedback about online safety through surveys and discussions

Parents/carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The *school* will take every opportunity to help parents understand these issues through *parents' evenings, newsletters, letters, website, social media, and information about national/local online safety campaigns/literature*. Parents and carers will be encouraged to support the *school* in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- Online learning platforms (Microsoft Teams) by following the Home Learning Protocol Policy.
- Their children's personal devices in the school/academy (where this is allowed)

Community Users

Community Users who have access to the school systems or programmes as part of the wider *school* provision will be expected to sign a Community User Acceptable Use Policy/Agreement before being provided with access to school/academy systems. This will be done as they enter the building using our signing in system.