



Enriching children's lives through practical learning and outdoor activities

Online safety policy

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1. Aims

'FLOURISH AT THE FARM' aims to:

- Have robust processes in place to ensure the online safety of students, staff & volunteers
- Deliver an effective approach to online safety, which empowers us to protect and educate the 'FLOURISH AT THE FARM' community in its use of technology
- 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 provisions 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. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and responsibilities

The Directors:

The Directors are responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout 'FLOURISH AT THE FARM'.

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students safe from potentially harmful and inappropriate content and contact online while at 'Flourish at The Farm', including terrorist and extremist material
- Ensuring that 'FLOURISH AT THE FARM''s ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring of 'FLOURISH AT THE FARM''s ICT systems on a monthly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the provision behaviour policy This list is not intended to be exhaustive.

The designated safeguarding lead (DSL) Details of 'FLOURISH AT THE FARM''s lead (DSL) and deputies are set out in our child protection and safeguarding policy. The DSL takes lead responsibility for online safety at 'FLOURISH AT THE FARM', in particular:

- Supporting the Directors in ensuring that staff understand this policy and that it is being implemented consistently throughout 'FLOURISH AT THE FARM'
- Working with the Directors and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the managing behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety at 'FLOURISH AT THE FARM' to the Directors.

This list is not intended to be exhaustive. - All staff and volunteers All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the provision's ICT systems and the internet, and ensuring that students follow the provision's terms on acceptable use
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the managing behaviour policy This list is not intended to be exhaustive.

4. Students/Parents

Parents are expected to:

- Notify a member of staff or the directors of any concerns or queries regarding this policy

- Ensure their child has read, understood and agreed to the terms on acceptable use of the provision's ICT systems and internet

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-andcarers/hot-topics>
- Parent factsheet, Childnet International:

<http://www.childnet.com/ufiles/parentsfactsheet-09-17.pdf>

Visitors and members of the community Visitors and members of the community who use the provision's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 1).

Educating students about online safety Students will be taught about online safety as part of the PSHE curriculum. The safe use of social media and the internet will also be covered in other subjects where relevant.

Preventing radicalism:

The internet provides students with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering system used at 'FLOURISH AT THE FARM' blocks inappropriate content, including extremist content.

Where staff, students or visitors find unblocked extremist content they must report it to a senior member of staff, it must also be reported to a DSL. Educating parents about online safety 'FLOURISH AT THE FARM' will raise parents' awareness of internet safety in letters or other communications home, and in information via our website.

This policy will also be shared with parents on the website. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Directors and/or the DSL. Concerns or queries about this policy can be raised with any member of staff.

5. Cyber-bullying/ Acceptable use of the internet at Flourish at The Farm

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.

Preventing and addressing cyber-bullying to help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that they know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

‘FLOURISH AT THE FARM’ will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate. All staff and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training.

‘FLOURISH AT THE FARM’ will follow the processes set out in the provision behaviour policy. Where illegal, inappropriate or harmful material has been spread among students, ‘FLOURISH AT THE FARM’ will use all reasonable endeavours to ensure the incident is contained. The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Examining electronic devices:

‘FLOURISH AT THE FARM’ staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on students’ electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a ‘good reason’ to do so. When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the provision rules If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the Directors team to decide whether they should:
 - Delete that material, or
 - Retain it as evidence (of a criminal offence or a breach of provision discipline), and/or
 - Report it to the police Any searching of students will be carried out in line with the DfE’s latest guidance on screening, searching and confiscation. Any complaints about searching for or deleting inappropriate images or files on students’ electronic devices will be dealt with through the provision complaints procedure. Acceptable use of the internet at ‘FLOURISH AT THE FARM’ All students, parents, staff and volunteers are expected to sign an

agreement regarding the acceptable use of 'FLOURISH AT THE FARM''s ICT systems and the internet. Visitors will be expected to read and agree to the terms on acceptable use, if, relevant. Use of 'FLOURISH AT THE FARM''s internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. We will monitor the websites visited by students, staff, volunteers and visitors (where relevant) to ensure they comply with the above. Students are encouraged to access internet resources as part of their education at 'FLOURISH AT THE FARM'. They are required to upload their work to our e-portfolio system at the end of each session.

Secure Storage of Student Work:

All student work is safely stored using Weebly For Education. Students are issued with a password, which can be accessed by the Education Manager. The URLs for all student work are password protected, and this password is only given to assessors and moderators for educational use.

6. Students using mobile devices at 'FLOURISH AT THE FARM'

Students may bring mobile devices into provision, but are discouraged from using them during:

- Lessons
- Clubs after the 'FLOURISH AT THE FARM' day, or any other activities organised by 'FLOURISH AT THE FARM' Any use of mobile devices at 'FLOURISH AT THE FARM' by students must be in line with the acceptable use agreement (appendix 2). Any breach of the acceptable use agreement by a student may trigger disciplinary action, which may result in the confiscation of their device.

7. Staff using work devices outside 'FLOURISH AT THE FARM'

Staff members using a work device outside 'FLOURISH AT THE FARM' must not install any unauthorised software on the device and must not use the device in any way which would violate 'FLOURISH AT THE FARM''s terms of acceptable use. Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside provision. Any USB devices containing data relating to the provision must be encrypted. If staff have any concerns over the security of their device, they must seek advice from the Directors.

Work devices must be used solely for work activities. How 'FLOURISH AT THE FARM' will respond to issues of misuse Where a student misuses the provision's ICT systems or internet, we will follow the procedures set out in the managing behaviour policy. The action

taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

8. How Flourish at The Farm will respond to issues of misuse

Where a staff member misuses the provision'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. 'FLOURISH AT THE FARM' will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

9. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings). The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually. Volunteers will receive appropriate training and updates, if applicable. More information about safeguarding training is set out in our child protection and safeguarding policy.

10. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log will be held by the Directors. This policy will be reviewed annually by the Directors.

Links with other policies:

- Child protection and safeguarding policy
- Managing Behaviour policy
- Staff code of conduct
- Data protection policy