

Clyro Church in Wales Primary School Online Safety Responsibilities Policy



**Clyro Church in Wales
Primary School**

Policy agreed: 21.06.19

Policy to be reviewed: 21.06.21

Signed (Head teacher)

Signed (Chair of Governing Body)

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school/college:

Governors:

Governors are responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the *Governing Body/governor's sub-committee* receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body should take on the role of online safety governor to include:

- regular meetings with the online safety co-ordinator/officer
- regular monitoring of online safety incident logs
- regular monitoring of filtering change control logs (where possible)
- reporting to relevant governors/sub-committee/meeting

Headteacher and senior leaders:

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school/college community, though the day to day responsibility for online safety may be delegated to the online safety co-ordinator/officer
- The headteacher and (at least) another member of the senior leadership team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff
- The headteacher/senior leaders are responsible for ensuring that the online safety co-ordinator/officer and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The headteacher/senior leaders will ensure that there is a system in place to allow for monitoring and support of those in school/college who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The headteacher/senior leaders will receive regular monitoring reports from the online safety co-ordinator/officer.

The online safety co-ordinator:

- leads the online safety group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school/college online safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides (or identifies sources of) training and advice for staff
- liaises with the local authority/relevant body
- liaises with (school/college) technical staff

- receives reports of online safety incidents¹ and creates a log of incidents to inform future online safety developments.
- meets regularly with online safety governor to discuss current issues, review incident logs and if possible, filtering change control logs
- attends relevant meeting/sub-committee of governors
- reports regularly to headteacher/senior leadership team

The network manager/technical staff (Powys) is responsible for ensuring:

- that the *school* technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets (as a minimum) the required online safety technical requirements as identified by the local authority or other relevant body and also the online safety policy/guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the *network/internet/learning platform/Hwb/remote access/email* is regularly monitored in order that any misuse/attempted misuse can be reported to the *headteacher / senior leader; online safety co-ordinator / officer* for investigation / action / sanction
- *that the filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person*

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school/college online safety policy and practices
- they have read, understood and signed the staff acceptable use agreement (AUA)
- they report any suspected misuse or problem to the *headteacher/senior leader; online safety co-ordinator/officer* for investigation/action
- all digital communications with learners/parents and carers should be on a professional level *and only carried out using official school/college systems*
- Online safety issues are embedded in all aspects of the curriculum and other activities
- Learners understand and follow the online safety and acceptable use agreements
- learners have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc., in lessons and other school/college activities (where allowed) and implement current policies with regard to these devices

- in lessons where internet use is pre-planned learners should be guided to sites checked as suitable for their use *and that processes are in place for dealing with any unsuitable material that is found in internet searches*

The designated senior person should be trained in online safety issues and be aware of the potential for serious safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate online contact with adults/strangers
- potential or actual incidents of grooming
- cyber-bullying

Online safety group

The online safety group provides a consultative group that has wide representation from the school community, with responsibility for issues regarding online safety and monitoring the online safety policy including the impact of initiatives. Depending on the size or structure of the school this group may be part of the safeguarding group. The group will also be responsible for regular reporting to the Governing Body.

Members of the online safety group will assist the online safety co-ordinator with:

- the production/review/monitoring of the school/college online safety policy/documents.
- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression
- monitoring network/internet/incident logs where possible
- consulting stakeholders – including parents/carers and the learners about the online safety provision
- monitoring improvement actions identified through use of the 360 degree safe Cymru self review tool

An online safety group terms of reference template can be found in the appendices

Learners:

- are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school, if related to their membership of the school

Parents and carers

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

- digital and video images taken at school events
- access to parents' sections of the website, Hwb, learning platform and online learner records
- their children's personal devices in the school