



Treehouse School Logo(1)

## **E-Safety Policy**

This policy was reviewed February 2022.

The policy will be reviewed and updated every year.

Trustee with responsibility – Lesley Carrington, Quality of Education Team

This policy should be read alongside The Treehouse School's Safeguarding Policies. More information about safeguarding and child protection can be found at  
<http://schools.oxfordshire.gov.uk/cms/content/safeguarding>.

## Rationale

The Treehouse School works closely with children and families, and as such, is well placed to educate children, in partnership with staff, parents and volunteers, in the safe and responsible use of technology. This policy applies to all staff, volunteers, children and anyone involved in The Treehouse's activities.

### **The purpose of this policy is to:**

- help children to become safe and responsible users of technology at school and beyond;
- have clear shared and understood principles that guide the school's 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 and store/protect personal information;
- have the appropriate mechanisms in place to address online incidents;
- be clear about our roles and responsibilities.

This policy has been drawn up on the basis of legislation and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://online-abuse.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying](http://bullying.learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- [child protection learning.nspcc.org.uk/child-protection-system](http://child-protection.learning.nspcc.org.uk/child-protection-system)

### **We believe that:**

- Children's well-being is paramount: we have a duty to ensure that our children are protected from potential harm online; learn how to keep safe online; and know what to do if they encounter inappropriate material or abuse online.
- The provision of a progressive, age-appropriate comprehensive curriculum, which includes opportunities to develop their understanding of e-safety, will help children to become safe and responsible users of technology;
- A 'managed' system, rather than a 'locked down' system will equip our children with a better knowledge and understanding of how to stay safe online, so that increasingly they learn how to assess and manage risks for themselves. This will bridge the gap between systems at school and the more open systems beyond school;
- Constant evaluation, consultation and review of the school's e-safety provision with contributions from children, parents and the wider school community will help us to develop and improve our practice.

### **We recognise that:**

- the online world provides rich learning experiences however it can also present risks and challenges;
- working in partnership with parents, we have a responsibility to help children to keep safe online at school and at home;
- training will improve the knowledge of and expertise in the safe and appropriate use of new technologies.

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**We will seek to keep children safe by:**

- providing clear and specific guidance to staff and volunteers on how to behave online (See Code of Conduct for Staff);
- teaching children to use the Internet, and modelling how other devices e.g. mobile phones, and forms of media.
- supporting and encouraging parents to do what they can to keep their children safe online;
- developing an online safety agreement for use with children and their parents (See Appendix 1);
- 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 (See Appendix 2);
- reviewing and updating the security of our information systems regularly;
- ensuring that usernames, logins, email accounts and passwords are used effectively;
- ensuring personal information about the adults and children 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 (See Code of Conduct for Staff);
- providing support and training for staff and volunteers about online safety.
- Teaching and regularly revisiting key strategies for helping children to stay safe E.g First Five- Problemometer

**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);
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation;
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account;
- 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.

**Related Policies and Procedures:**

This policy statement should be read alongside the following policies and procedures, including:

- Child protection;
- Behaviour Policy;
- Code of conduct for staff and volunteers;
- Anti-bullying policy.

**Contact details**

**E-safety co-ordinator/Designated Safeguarding Lead:**

Laura Lee

E-mail: [lauralee.treehouse@gmail.com](mailto:lauralee.treehouse@gmail.com)

Tel: 01491 652000

**Trustee with responsibility for E-Safety:**

Tim Hirst

E-mail: [tihirst@gmail.com](mailto:tihirst@gmail.com)

Tel: 07889260420

**NSPCC Helpline**

0808 800 5000

**Local Authority Designated Officer**

**Jo Lloyd**

Tel: 01865 810603

LADO team: [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk).

## **Appendix 1 - Acceptable User Agreement**

An Acceptable User Agreement is in place for children. The agreement is reviewed annually.

### **Children's Acceptable Use Agreement Form**

The Treehouse E-Safety Rap was written to help me to use computers safely and responsibly.

#### **E-Safety Rap**

Well hello everybody and how do you do  
It's the Treehouse here we've got a rap for you  
An important message is coming your way  
So sit up pay attention and we'll have our say.

Always let an adult know, before you give a gadget a go  
parental controls help find the flaws, passwords are strong protecting what's yours  
have an adult in the room, when you go online, if you see something unsuitable it's  
a bad sign.

Stranger danger BEWARE BEWARE, hackers about so do not share!  
A name pops up that you do not know,  
delete straight away it's a BIG NO!

Only add a person if you've checked with mum or daddy  
They appear as a friend, but they could be a baddy!

Too much screen is bad for your eyes, your brain and your fitness will start to  
decline.

So limit that time, Stay safe online.

If you don't log off its not ok, it will give your private information away.  
When you're told to stop, don't just scoff, listen to an adult and SWITCH IT OFF!

#### **When I want to use a computer:**

- I will ask a teacher or other adult if I want to use the computer and explain why;
- I will make sure an adult is in the room when I am online;
- I will not share my password, name or address with anyone online;
- I will tell a teacher or other adult if I see something that upsets me on the screen;
- I will limit my screen time;
- I will take care of the computer and other equipment
- I will follow the rules but ask for help from a teacher or adult if I think I have done something wrong on the computer

Signed: .....

Date: .....

## **Appendix 2: Safety Incident Log**

### **The Treehouse School's E-Safety Incident Log**

Any incident relating to the use of technology should be reported to the E-Safety co-ordinator and logged in the E-Safety Incident Log. By using this log it is possible to identify any trends, keep track of 'repeat offenders' and to inform future reviews when updating the school's e-Safety policy.

Date & time	Name of child or staff member	Room	Computer/ device	Details of incident	Actions

### **Appendix 3: Useful Websites**

[NSPCC | The UK children's charity | NSPCC https://www.nspcc.org.uk](https://www.nspcc.org.uk)

The NSPCC is the UK's leading children's charity, preventing abuse and helping children to stay safe.

CEOP – [www.ceop.police.uk](http://www.ceop.police.uk) – The Child Exploitation and Online Protection Centre is the lead law enforcement agency in respect of e-Safety. CEOP offer an online reporting system, Click CEOP, for incidents relating to predatory grooming.

Thinkuknow - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) – The 'one-stop shop' for all things eSafety, maintained by CEOP. There are sections for each Key Stage group, for parents and for teachers. Registration with the teacher/trainer will allow access a number of e-Safety resources including posters, leaflets and further guidance for professionals.

IWF – [www.iwf.org.uk](http://www.iwf.org.uk) – The Internet Watch Foundation is an internet industry sponsored organisation responsible for minimising the availability of child abuse image website worldwide. They maintain a 'black list' of known child abuse image sites which Internet Service Providers can subscribe to, blocking access to those sites in the UK

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#### **Appendix 4: Risks present when using digital technology**

**Predatory Grooming** – Grooming is the process by which a person will befriend a child by gaining their trust in order to engineer a situation where the child will allow the offender to have sexual contact with them.

**Cyberbullying** – Cyber bullying is when a person or group of people use technology to threaten, tease, humiliate, stalk or embarrass another person. With new technology allowing people to remain constantly connected to each other, cyber bullying can occur at any time and can take place anywhere, 24 hours a day, 7 days a week. The perceived anonymity offered by the Internet means that anyone can be a bully and anyone can be bullied.

**Child Abuse Images** - It is illegal to make, distribute, show or possess an indecent image of a child, a child being any person under the age of 18. Whether an image is classed as indecent is decided by a jury with each image being assigned a level between 1 and 5. A person can also be charged even if they only accessed it and did not save it (this is classed as 'making' a digital image).

**Inappropriate Content** – The World Wide Web (www) is a virtual library allowing easy and quick access to information on almost every subject. Unfortunately, not all of this information is appropriate. With a few keystrokes and simple clicks of the mouse, children and young people can very easily access pornographic material, sites promoting hate speech, incorrect or biased information and share copyrighted material. A study by the NSPCC found that the average age for viewing pornographic information online is now 11 years of age.

**Identity Theft** - Identity fraud has been a growing problem for a number of years now and is becoming a common occurrence. The explosion of social media sites such as Facebook have now made stealing someone's identity much easier. Information that used to be kept secret such as the maiden name of your mother, contact details, employment history etc. are now published onto sites where anyone can access them. The number of Phishing incidents, the use of emails to gain financial details, is also on the rise.

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