

## **Victorious International British School**

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### **Online Safety Policy**

We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the school.

#### **Aim**

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.

#### **Procedures**

Our designated person responsible for co-ordinating action taken to protect children is:  
Victoria Gomez-Middleton, Director and DSL.

#### **Information Communication Technology (ICT) equipment**

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- All computers have virus protection installed.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

#### **Internet access**

- Children do not have unsupervised access to the internet
- The SafeSearch portal is always used if staff access the internet with children for the purposes of promoting their learning.

- The designated person has overall responsibility for ensuring that children are safeguarded and risk assessments in relation to online safety are completed.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
  1. Younger children to only access the internet with an adult
  2. be kind online
  3. keep information about me safely –
  4. only press buttons on the internet to things I understand
  5. tell an adult if something makes me unhappy on the internet

Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.

- If a second-hand computer is purchased or donated to the school, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff. ▪
- Children are not allowed to access social networking sites on school premises
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the relevant law agency.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer to the cyber bullying section of the Anti Bullying Policy.

**We believe that:**

- children and young people should never experience abuse of any kind
- children 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:**

- the online world provides everyone with many opportunities; however it can also present risks and challenges

- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using The Victorious 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
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

**We will keep children safe by:**

- appointing an online safety coordinator (Victoria Gomez-Middleton)
- 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
- 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
- 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 user names, 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
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing new technologies before they are used within the organisation.

**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 or 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 as a whole 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 our other policies and procedures, including:

- Safeguarding and child protection
- Risk assessment
- Code of Conduct
- Anti-bullying
- Privacy
- Emotional Health and Wellbeing
- Behaviour

This policy was adopted by  
On

Date to be reviewed

Signed on behalf of the provider

Name of signatory


Role of signatory

Victorious School

1<sup>st</sup> September 2022

1<sup>st</sup> September 2023

E Signature



Victoria Gomez-Middleton

Director