



# St Christopher's School

## Online Safety Policy

<b>Policy to be reviewed annually</b>		
<b>Reviewed by</b>	<b>Online Safety Coordinator</b>	<b>March 2021</b>
<b>Approved by</b>	<b>Safeguarding Committee</b>	<b>March 2021</b>

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## **1. Aims and Objectives**

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people and this extends to pupils' use of technology and their online interactions.

We recognise that in an ever-evolving world that technology is becoming increasingly more accessible as a learning tool in all primary year levels. We identify the benefits of providing learners with the opportunity to use and access these technologies to enhance their learning experiences. We do also understand that with greater access to technology comes risk and danger to young people.

We therefore aim to:

- Ensure that online safeguarding forms an integral part of planning and teaching
- Promote an understanding and awareness that technology is embedded across the curriculum
- Teach our pupils how to stay safe online and how to avoid making themselves vulnerable to a range of risks linked to 'Content, Contact and Conduct'
- Enable pupils to talk and express their feelings about online safety within a safe environment
- Encourage partnerships with parents, staff and pupils in our coverage of online safety
- Promote responsible and effective use of digital and online communication (including the use of the internet, social media, mobile phones and digital technology).
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

We recognise that digital and online safety is an extension of our wider commitment to safeguarding, therefore this policy draws together the principles and practices set out in a number of other policies and should be read in conjunction with the documents below:

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Behaviour Policy
- PSHCE Policy
- Computing Policy
- Staff Acceptable Use Policy
- Pupil Acceptable Use Agreement (See appendix 1)
- Data Protection and Privacy Policy

## **2. Risks online**

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- Content: harm that can arise from exposure to inappropriate, distasteful, extremist, radicalising or illegal content

- Contact: harm that can arise from interactions with other individuals online
- Conduct: harm that can arise from how young people behave online

In practical terms, the main online risks have been identified as:

- Breach of privacy (data misuse; identify theft; oversharing)
- Grooming and inappropriate contact with strangers
- Cyberbullying
- Access to sexual images
- Fraud and allowing or seeking unauthorised access to personal information or private data
- Infringement of copyright, plagiarism and unlawful downloading of content
- An inability to evaluate the quality, accuracy, and relevance of information, particularly with regard to concerns about 'fake news', and the ability to be drawn into echo chambers
- The potential for excessive or addictive use which may impact on social and emotional development and/or learning

### **3. Procedures**

#### **School procedures**

We ensure that there are clear procedures for the restriction of unwanted online activity, and actions to follow in the event of an online safety related issues arising:

- Limit pupils' exposure to the above risks from the school's IT system, through appropriate filters and monitoring systems.
- Ensure appropriate mechanisms for staff, pupils and parents to report issues or concerns and that any concern is dealt with appropriately in accordance with the Child Protection and Safeguarding policy.
- Investigate any potential incidence of peer-on-peer abuse, including bullying, harassment or threatening behaviour in accordance with the Behaviour policy and Anti-Bullying policy.
- Investigate any incident that may breach the Student Acceptable Use policy or the Staff Acceptable Use Policy, the Behaviour Policy and the Child Protection and Safeguarding Policy.

#### **Reporting and Monitoring Concerns:**

Pupils are to report to a trusted adult and staff are to report online safety concerns to the online safety coordinator and designated safeguarding lead as well as logging on CPOMS. Any concerns raised by parents are to be logged directly on CPOMS, with any accompanying email correspondence and followed up by the staff member involved as well as the online safety coordinator and designated safeguarding lead.

#### **Access to third party online resources**

Third party online resources include, for example: websites, apps, channels, and internet connectivity solutions.

While we are able to manage the settings and configuration of its own network, equipment and systems, the internet provides its own opportunities and challenges in terms of privacy, online safety, security and protection. When engaging with third party online resources that are not within the school's control, the following must be taken into account:

- These must not be used by the students unless they are approved by the school.
- Particular attention should be paid to the following:
  - o Age restrictions relating to the resource
  - o Staff should never endorse or recommend resources that they have not fully checked, nor submitted for approval

### **Mobile phones and portable electronic devices**

Pupils may not use mobile phones and portable electronic devices as outlined in the school Pupil Acceptable Use policy. The only occasion where a pupil can have a mobile phone is in Year 6 for the purpose of walking to and/or from school. The procedure for the management of these devices can be found in the Pupil Acceptable Use Policy. If the pupil does not follow procedure, the school cannot be held responsible if the device goes missing.

### **Cyberbullying**

The internet and social networking sites must not be used to hurt, humiliate, slander or defame another person. Pupils are made aware that actions in this regard undertaken outside of school may also contravene school policies and so may be subject to school sanctions (in the first instance). The same sanctions will apply to incidents of cyberbullying as would apply to any other form of bullying.

We recognise that many pupils have mobile phones and access to the internet outside school and to that end:

- The school holds an Internet Safety week each year, in which the risks of technology and cyber bullying are discussed in depth. The school arranges internet safety workshops, addressing the safe use of the internet and mobile phones
- Acceptable Use Policies are reviewed annually with all pupils in school and at home, so that they have a good understanding of how they must behave online
- The Head and safeguarding team update policies and provide parents with advice, helping them to understand how children can use technology safely, as well as the risks and consequences of online platform usage
- Staff have a duty to make sure that they are familiar with their role in dealing with cyber bullying
- Victims should keep emails and text as evidence for tracing and possible police action. Such evidence is to not be forwarded or used until a discussion has taken place between relevant

parties.

### **Acceptable Use Agreements**

All pupils, parents, staff, volunteers and governors are expected to read and abide by an agreement regarding the acceptable use of the school's online systems. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school'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 pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

### **How the School will respond to misuse**

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in this policy as well as (where applicable) our Anti-bullying Policy, Behaviour policy and Acceptable Use policies. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school'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 Code of Conduct and staff Acceptable Use Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## **4. Roles and Responsibilities**

All staff, governors and volunteers have a duty to protect children from abuse and to report matters of concern to the Designated Safeguarding Lead (see the Child Protection and Safeguarding Policy). In addition, the following roles have specific areas of responsibility relating to online safety:

### **Online Safety Coordinator and CEOP ambassador: Jamie McKenzie**

- The Online Safety Coordinator takes lead responsibility for online safety in school, in particular:
- Supporting the Head in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Head, Designated Safeguarding Lead, IT Manager 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 school's Behaviour Policy
- Updating and delivering staff training on online safety
- Organising parents' discussion evenings on the topic of digital and online safety
- Supporting form and computing teachers to deliver the online safety component of the computing curriculum
- Support the Assistant Head Pastoral in any pastoral and disciplinary response as and when needed in the case of an online safety concern
- Liaising with the Head of Computing and PSHCE Coordinator to write the online safety curriculum

**Head and Designated Safeguarding Lead: Sandrine Paillasse**

- The DSL works closely in conjunction with the Online Safety Coordinator and oversees all safeguarding matters concerning online safety
- In collaboration with the Online Safety Coordinator, the DSL ensures any online safety incidents, including monitoring alerts, are reported and dealt with appropriately informing appropriate parties where necessary
- In collaboration with the Online Safety Coordinator, the DSL organises appropriate training and education for staff, students and the parent body
- Reviews and updates policies, procedures and documentation relating to safeguarding and child protection
- Coordinates pastoral and disciplinary response as and when needed in the case of an online safety concern

**Other Members of the Safeguarding team: Ella Schierenberg and Stephanie Martineau**

- Supports the DSL and Online Safety Coordinator in any matters arising

**Head of Computing and Digital Learning:**

- Oversees the computing curriculum and a programme for development of digital skills
- Develops and delivers the computing curriculum

**Digital Learning and Technologies Lead: Holly Thomas**

- Delivers a component the computing curriculum
- Delivers information on digital learning and technology use to staff, governors, and parents

**IT Manager: Manish Patel**

- Manages the safety and security of the school's technical infrastructure
- Manages the school's network filtering and monitoring systems

**Head of PSHCE: Stephanie Vega**

- Develops and oversees the delivery of the PSHCE curriculum

**Form teachers**

- Deliver PSHCE curriculum
- Monitor and report any pastoral concerns using CPOMs arising out of their conversations with pupils, staff or parents
- Communicate the school's Online Safety and Acceptable Use policy to pupils

## **Role of all Staff**

- Adhere to our Online Safety and Acceptable Use Policy and procedures
- Familiarise and understand the role and responsibilities of their own technology use as outlined in the staff Acceptable Use Policy
- Report any breaches of online technology use to the Online Safety Coordinator and Designated Safeguarding Lead
- Be vigilant in supervision of pupils' internet use
- Be aware of the importance of maintaining professional standards of behaviour with regards to their own internet use, particularly in relation to their communications

## **5. Online Safety Education and Training**

### **Teaching and Learning**

At St Christopher's, online safety is embedded in our teaching across the curriculum. It is taught in an atmosphere of trust and is intrinsically linked to our safeguarding agenda and connected to our Pupils' Acceptable Use Policy, to ensure that we are promoting the welfare of our pupils online.

The safe use of technology is taught to pupils of all ages through computing and PSHCE lessons, presentations, assemblies and form time discussions. Teachers employ a wide range of strategies when teaching online safety, with interactive talking activities encouraged in PSHCE and computing resources used as the focus for learning in computing. Our aim is that online safety skills are not just developed during specific lessons but are also reviewed as and when issues arise.

### **SMSC – Spiritual, Moral, Social and Cultural development**

SMSC education is important within the online safety curriculum as pupils are encouraged to share their experiences and question the technology that they are using. News stories and current events are a valuable tool when discussing and promoting safety online.

### **Child-initiated Learning**

The online safety curriculum is child-centred and flexible, allowing the ideas and needs of the pupils to be effectively facilitated. Pupil input is paramount when planning effective safety lessons and open discussions are encouraged.

In Reception and Key Stage 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage 2 will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the end of their time at St Christopher's, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

## **Staff**

The Staff Code of Conduct and staff Acceptable Use Policy, provide guidelines on how staff should behave and interact with students. All new staff receive a safeguarding induction as well as an online safety induction which includes guidelines on how staff should behave when online. Staff acknowledge that they have read and understood both documents referred to above and they are reviewed annually. This procedure is also in place for all other policies and so in this way staff are updated as policies and guidance change.

The Online Safety Coordinator communicates to form teachers any online safety issues as and when they arrive as well as any information or updates that have come to light from Government guidance; advice can be sought at any time from the relevant member of the safeguarding team, Online Safety Coordinator or Assistant Head Academic.

## **Parents**

Parents play an essential role in the education of their children and in the monitoring and regulation of their child's online behaviour.

Online safety information and awareness is provided to parents via email and the Pupil Acceptable Use Policy, which parents must acknowledge they have seen and discussed with their daughter. As well as this, school events such as parents' discussion evenings or forums are held throughout the



year. The Online Safety Coordinator and Designated Safeguarding Lead organise parent talks from external parties on a range of topics relevant to the parent community. Any relevant information in regards to specific technology usage is relayed to parents as and when issues arise.

## **APPENDIX 1: St Christopher's Pupil Acceptable Use Agreements**

### **For Years 4 - 6**

Dear Parent,

Each year, as part of our ongoing commitment to children's safety, we ask each pupil to digitally sign a contract to help them to understand the ways in which they can help each other to stay safe when using technology. How and with whom they communicate is particularly significant, and the children should always feel able to share concerns with you. They should not be receiving messages from people that they do not know, or private non-school related messages from members of school staff. Should the latter be the case, the Designated Safeguarding Lead or Head must be made aware immediately.

Read and discuss the agreement below. It is important that you do this with your daughter and use it as an opportunity to talk to her about online safety, including rules you have at home for technology use, and in particular age limits.

#### **St. Christopher's Online Safety Acceptable Use Agreement (Years 4-6, one per pupil)**

I agree that my daughter will abide by the following rules when using computers and digital devices both in and out of school:

- I will only use the school's computers for schoolwork.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will not bring files or devices into school without permission. This includes phones, iPods, E-readers, smart watches, smart phones and cameras.
- I understand that if I need to bring a device to school for the purpose of safety when walking to and from school, I will need to hand my device in to Miss Thomas at form time where it will be kept in a locked desk drawer for the duration of the school day (Year 6 only).
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites that are not related to my work.
- I will use the Google Drive for school related purposes and my comments will be polite, sensible and appropriate to the task. I will only share documents when a teacher has given me permission to do so.

- I must not be 'friends' with staff members on social networking sites or through private email. Communication must be through relevant school channels.
- I will not open a link, or download a file, unless I know and trust the source of it.
- I will not give my home address or phone number, send a photograph or video, or share any other personal information that could be used to identify me, my family, my school, or my friends, unless a trusted adult has given permission.
- I will not share my password or passcodes to any digital devices or online platforms with anyone else.
- I will never arrange to meet someone I have only ever previously met on the Internet, by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a trusted adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a parent, teacher/ trusted adult.
- I will respect the age restrictions on websites and apps. I understand that lying about my age is not appropriate. If I find myself in this situation I must discuss it with my parent/guardian.
- I will ensure that my online activity, both in school and outside of school, is respectful and will not cause the school, its staff, students or others distress, nor bring the school into disrepute.
- I understand that these rules are designed to keep me, and others, safe and that if they are not followed, school sanctions will be applied and my parent/guardian will be contacted. Possible sanctions include removal of access to the school network for a period of time; in serious circumstances an investigation into misconduct may lead to further consequences.
- I understand that, just as in the real world, the things I do and say online have consequences.

Any breach of these rules will be dealt with in accordance with the school's Behaviour Policy and may lead to sanctions, including the withdrawal of access to the school network and/or further consequences.

I have read the school rules for responsible technology use. I agree to monitor my child's use any device and help her to abide by the rules outlined above.

Daughter's name:

Daughter's signature:

Parent's signature:

### For Reception – Year 3

Dear Parent,

Each year, as part of our ongoing commitment to children's safety, we discuss the SMART rules to help them understand the ways in which they can help each other to stay safe when using technology. Pupils from Year 1 onwards will have a private password and they understand the importance of keeping this secure. We make them aware of the importance of telling a trusted adult if they feel uncomfortable at any time using technology.

Read and discuss the agreement below. It is important that you do this with your daughter and use it as an opportunity to talk to her about online safety.

#### St. Christopher's Online Safety Acceptable Use Agreement (Reception – Year 3, one per pupil)

I agree that my daughter will abide by the following rules when using computers and other digital devices both in and out of school:



When I use the school's IT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use

Tell my teacher immediately if:

- I click on a website by mistake
- I receive messages from people I don't know
- I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school IT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of a trusted adult
- Save my work on the school network or through Google drive when instructed to do so
- Log off or shut down a computer when I have finished using it

I have read the school rules for responsible technology use. I agree to monitor my child's use of any device and help her to abide by the rules outlined above.

Daughter's name:

Daughter's signature:

Parent's signature:

## **APPENDIX 2: Acceptable Use Agreement for Staff, Volunteers, and Governors**

To be used in conjunction with the Acceptable Use Policy for staff.

**When using the school's IT systems and accessing the internet in school, or outside school on a work device, I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms for personal and non-professional use
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with the Designated Safeguarding Lead or the Head first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's IT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I understand that the school encourages minimal personal use of school devices; however, within reason and where necessary I may use a school device for personal reasons (i.e. checking emails).

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the Designated Safeguarding Lead (DSL) and online safety coordinator know if a pupil informs me that they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's IT systems and internet responsibly, and ensure that pupils in my care do so too.

## **APPENDIX 3: Information for Parents**

### **At Home**

At home, it is important that parents and carers continue to reinforce the messages learned in school. For this reason, parents are being asked to review our updated pupils' Acceptable Use Policy. Please take the time to discuss the contents of the AUP with your daughter to ensure she fully understands the key points.

#### **At home we strongly recommend:**

- That you keep open lines of communication between you and your child to support their use of technology and specifically the internet.
- That any computers your child uses at home are in family rooms (rather than in children's bedrooms) with the screen in view.
- That you install monitoring and filtering software to block access to inappropriate content (these types of software can be purchased from any IT store.)
- That a family email address is used, rather than children having their own private email addresses.
- That you do not allow your children to access the internet on mobile phones and portable devices.
- That you monitor the amount of time your child spends online.
- That you discourage the use of social networking sites under the age of 13 and adhere to age restrictions: The minimum age to open an account on Facebook, Twitter, Instagram, Tik-Tok and Snapchat is 13. WhatsApp has a minimum age of 16. YouTube requires account holders to be 18 unless with parent consent which then is 13.

Parents are expected to ensure that internet access and social media usage through personal devices and mobile contracts is appropriate to their daughter's age. Parents should also be responsible for giving guidelines to their daughter about the amount of time spent using their devices.

Whilst the school takes the actions described above to ensure that students understand the importance of safe behaviour online, the school cannot be held responsible for inappropriate online behaviour that bypasses the school network.

In light of this, parents must also be responsible for ensuring that their daughter uses technology in a safe and secure way and behaves responsibly when online. The full range

of school sanctions will be considered in the event of any breach of this code of conduct or the school's Behaviour Policy.

Both the school and parents have a responsibility to ensure that students have the knowledge and confidence to know what to do if they encounter content or receive communications that make them feel uncomfortable, worried or upset and are able to share their concerns in an open and supportive environment.



### A Guide to Internet Security for Parents

There is no fool-proof method of protecting children from harmful content on the internet. A discussion with your child about the risks of using the internet and how to avoid them is a key component of any child protection approach. [www.childnet.com](http://www.childnet.com) has helpful suggestions on all aspects of protecting children on the Internet.

There are many different levels of parental controls ranging from blocking certain sites to full scale spyware which allows you to see everything your child is doing on their device. You will have to decide what devices you would like to protect, which environments you want to protect and the level of restriction you want to place on your children.

There are 3 ways that your children can connect to the internet:

- 1) Your home Broadband, which will generally also provide WiFi to your house. Any device including your PC, which connects to your home WiFi can be protected by the parental controls offered by your Broadband provider. Most of the UK Broadband market is supplied by BT, Sky, Talk Talk or Virgin, who all offer various forms of protection if you request it. In addition, you can buy parental control software (such as AVG Family Safety, McAfee Family Protection, Bsecure Online and Webwatcher) from a number of suppliers which will also secure your home environment and in some cases your children's devices.
- 2) Your mobile network operator. Any device with a mobile SIM can access the internet through the mobile network – including at home. The major mobile operators protect network users by enabling you to block inappropriate content in accordance with BBFC categories. You can only lift this block if you can prove you are over 18. Vodafone provides an app for Android smartphones called "Vodafone Guardian" which offers further protection.
- 3) Public WiFi can be accessed in various ways and from various sources by almost any modern smartphone, tablet or laptop. It is the hardest environment to control and the only way for parents to protect children in this environment is to install parental control software on the device itself. Parental control software can be found in the Apple App store or in Google Play. You will need to download the program that suits you best.

#### APPENDIX 4: Information and Support

- [Teaching online safety in schools](#) - DfE guidance outlining how schools can ensure their pupils understand how to stay safe and behave online as part of existing curriculum requirements.
- [Keeping Children Safe in Education](#) - Statutory guidance for schools and colleges on safeguarding children and safer recruitment.

<b>Childnet</b>	<a href="https://www.childnet.com/">https://www.childnet.com/</a>	Offers information for parents and teachers on online safety
<b>Digizen</b>	<a href="https://www.digizen.org/">https://www.digizen.org/</a>	Focus on digital citizenship and what it means to be part of the online community
<b>Think you know</b>	<a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a>	CEOP programme accessible to teachers and parents providing information on a range of online safety issues
<b>Net Aware</b>	<a href="https://www.net-aware.org.uk/">https://www.net-aware.org.uk/</a>	Useful site providing information on a range of websites, games and apps that children have access to
<b>Internet Matters</b>	<a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a>	Aimed at parents to support keeping their children safe online
<b>UK safer internet centre</b>	<a href="https://www.saferinternet.org.uk/">https://www.saferinternet.org.uk/</a>	Resources available to both parents and teachers
<b>Common Sense Media</b>	<a href="https://www.commonsensemedia.org/">https://www.commonsensemedia.org/</a>	Resources and information for parents and educators on a range of popular apps and games

## **APPENDIX 5: Remote learning practices**

This appendix has been added as a temporary adjustment to the policy to accompany the above and provide additional guidance around online safety in a remote learning context. It is acknowledged, and shared with staff through additional safeguarding training from April 2020, that remote learning is likely to increase online safety issues and therefore raises its importance. Due to remote learning commencing April of 2020, information regarding online safety will be provided to parents through e-mail updates from the Online Safety Coordinator, when and as new and relevant information becomes available.

Pupils will be provided information directly by form teachers during form times through class discussions. This will include support that enables girls to know what warrants a concern in terms of their safety online and how to report it. It will also include reference to peer-on-peer abuse (see the Anti-bullying Policy). Pupils will also be reminded that although they are working remotely, the Acceptable Use Policy is still in place and they should consider this at all times when working on devices or online.

Staff members are required to follow the protocols outlined in the Staff Code of Conduct and the Acceptable Use Agreement. New and relevant information will be provided to staff as it becomes available within staff meetings or through e-mail.

Please refer to section 11 of the Child Protection and Safeguarding Policy: Covid 19 Addendum for further information on online safety and safeguarding during remote learning.