Self-Evaluation of Online Safety Practice 2022-23

School Name	Dudley Infant Academy		
Completed by (Name and role):	Joanne Luke (Assistant Principal/Deputy DSL)	Date:	10.10.2022

Policy	Yes	Partly	No	Evidence and Comments
The school has a set of robust and up-to-date policies which cover the following: Online Safety; Mobile phones and personal devices; Use of Images; Social media; Bullying. *(Either as stand-alone documents or incorporated within other key policies)*	*			The following documents are published on our academy website or the University of Acadmies Trust website: Online Safety Policy Preventing Bullying Policy Acceptable Use Policy Child Protection and Safeguarding Policy Code of Conduct PSHE Policy RHE Policy https://www.dudleyinfantacademy.org.uk/key-policies/our-policies https://www.brightonacademiestrust.org.uk/key-documents/our-policies

All online safety policies are easily accessible to staff, pupils and parents.	*			Online Safety Policy published on Academy website. Information shared regularly with parents via academy newsletter.
The online safety policies have been adapted to incorporate the individual and specific needs and requirements of the school.	*			Online Safety Policy reviewed and updated to incorporate needs of the academy.
Staff, parents and pupils are consulted and actively involved in the development of the online safety policy.	*			Initial policy developed by UoBAT personnel and amended to meet and reflect academy requirements. Links to academy online safety policy shared regularly with parents and carers via academy newsletter. Children reminded via termly whole school assemblies.
The policies have been reviewed and approved by the Senior Leadership Team and The Local Board.	*			Policies reviewed and approved by Local Governing Body members.
There is a nominated member of The Local Board who has strategic oversight of online safety.	*			This is included in the Safeguarding Local Governing Body member's responsibilities. Key documents are available from the UoBAT Clerk to the Governors. Mrs Heather Winchester is our Safeguarding Local Governing Body Member.
Online safety policies are updated regularly to reflect changes in technology and national guidance *(at least annually)*. Policies are also revisited following online safety incidents to implement any lessons learnt.	*			Online Safety Policy reviewed and updated to incorporate needs of the academy. Policy takes into account remote learning requirements.
The school has a clear "Acceptable Use Policy" which outlines expectations for staff, parents, pupils and visitors regarding the use of technology in the school.	*			The Academy adheres to the UoBAT Acceptable Use Policy and all staff have been provided with access to this. https://www.brightonacademiestrust.org.uk/key-documents/our-policies

	Yes	Partly	No	Evidence and Comments
All members of the school community are made aware of the "Acceptable Use Policy"; they understand and abide by it.	*			The Academy adheres to the UoBAT Acceptable Use Policy and all staff have been provided with access to this. Parents and carers are regularly reminded via our weekly newsletter.
There are effective sanctions in place for anyone breaching the school's policies.	*			The Academy adheres to the UoBAT Acceptable Use Policy and all staff have been provided with access to this. Staff breaching policies are dealt with in line with UoBAT Staff Disciplinary Policy. https://www.dudleyinfantacademy.org.uk/key-policies/our-policies https://www.brightonacademiestrust.org.uk/key-documents/our-policies
The school regularly monitors and evaluates online safety approaches and there are mechanisms in place to ensure the policy is consistently applied.	*			Regular online monitoring is undertaken by the UoBAT IT team and all concerns are reported to the academy Principal (DSL). Appropriate steps are taken in all incidents reported to the DSL and key UoBAT personnel consulted

Responding to incidents	**Yes**	**Partly**	**No**	**Evidence and Comments**
Online safety is clearly identified by the school as a safeguarding issue; concerns are managed in the same manner as other safeguarding issues.	*			All concerns are shared with academy DSLs and recorded electronically via safeguarding system, CPOMS. Appropriate action taken in line with academy Child Protection and Safeguarding Policy. http://www.dudleyinfantacademy.org.uk/statutory/policies

The Designated Safeguarding Lead (DSL) takes lead responsibility for online safety concerns that occur in the school.	*			All concerns are shared with academy DSLs and recorded electronically via CPOMS. Appropriate action taken in line with academy Online Policy and Child Protection and Safeguarding Policy. http://www.dudleyinfantacademy.org.uk/statutory/policies
There are clear reporting mechanisms for pupils, parents/carers and staff, who have online safeguarding concerns. *All online safety incidents should be reported to the DSL*	*			All incidents reported to academy DSLs and recorded electronically via CPOMS and appropriate action taken. Parents and carers are informed of how to report concerns via academy newsletters and information published on academy website, including a direct DSL email address. CEOP link provided on academy website.
There are specific procedures for responding to incidents of peer-on-peer abuse in accordance with Keeping Children Safe in Education (KCSIE) including Online Sexual harassment and violence, Youth Produced Sexual Imagery (sexting) and cyberbullying.	*			All incidents reported to academy DSLs and recorded electronically via CPOMS and appropriate action taken in line with Online Safety policy and Child Protections and Safeguarding policy. (N.B. Dudley is an Infant Academy)
Online safety incidents are recorded and monitored by the DSL.	*			All incidents reported to academy DSLs and recorded electronically via CPOMS.
Appropriate steps are taken to identify and protect vulnerable members of the community such as: looked after children, pupils with special educational needs or disabilities.	*			All incidents reported to academy DSLs and recorded electronically via CPOMS Staff undertook whole academy safeguarding training in September 2022.
All members of the wider community are aware of the process for reporting escalating concerns externally; all staff understand the school's whistleblowing procedure if they feel their concerns are not being managed appropriately.	*			The academy adheres to the UoBAT Whistleblowing Policy and all staff have been provided with access to this https://www.dudleyinfantacademy.org.uk/key-policies/our-policies https://www.brightonacademiestrust.org.uk/key-documents/our-policies

	Yes	Partly	No	

Infrastructure	Yes	Partly	No	Evidence and Comments
Access to the internet and school's network is secure. *e.g. Appropriate encryption for personal information, strong passwords, screen locks and data security.*	*			Yes – in line with academy and UoBAT expectations and Data Protection Policy
The school uses an appropriate internet service provider and implements appropriate filtering (which includes the Internet Watch Foundation block list).	*			Yes - Internet access filters are provided and reviewed by the UoBAT IT team. Netsweeper is utilised to block sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
The use of school owned devices is appropriately monitored; there are robust procedures in place for responding to any concerns that are identified, in accordance with KCSIE 2021 and Prevent Duty.	*			Yes – in line with academy and UoBAT expectations and key safeguarding policies (Online Safety Policy and Child Protection and Safeguarding Policy) https://www.dudleyinfantacademy.org.uk/key-policies/our-policies
Decisions regarding filtering and monitoring are made in collaboration with the Senior Leadership Team and the Local Board following a robust risk assessment, with both technical and safeguarding perspectives.	*			Yes - Internet access filters are provided by the UoBAT IT team. Filtering is provided for all pupils, staff and guest users. Restricted sites are blocked and logged. Information provided to local board member in charge of safeguarding and included in the Principal's and safeguarding local governing body member report.
Personal data is managed securely online, in accordance with the statutory requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).	*			Yes – in line with academy and UoBAT expectations and Data Protection Policy

	Yes	Partly	No	
All staff have due regard for data protection and understand the impact of data security when using technology. *e.g. Written parental consent for photos, encrypted emails/devices, locking systems, not sharing passwords etc.*	*			The academy adheres to the UoBAT data breach guidance and all staff have been provided with access to this. All staff have undertaken GDPR training. Acceptable Use policy and Code of Conduct have been discussed and shared with staff during whole academy safeguarding training.
The school provides dedicated devices for taking photographs and making/receiving business communications *e.g. emails, phone calls, etc.*	*			Yes – in line with academy and UoBAT expectations
Members of staff do not use personal devices for business related activity. Emails, calls and other business-related activity *(such as official social networking)* is done using the school's dedicated devices.	*			In line with academy and UoBAT guidance and expectations
All technology, apps and devices are subject to risk assessments prior to being introduced to pupils.	*			Yes - Dudley is an infant academy and children are supervised at all times when using technology to access the internet. Children do not bring in any personal devices to the academy.
Photographs or videos taken by the school are only shared with parents/carers, following a risk assessment by the Designated Safeguarding Lead, and in accordance with the school's Image Use Policy.	*			Yes – in line with academy and UoBAT policies and expectations

Education and Training	Yes	Partly	No	Evidence and Comments
The DSL has accessed training/information to ensure they understand the unique risks associated with online safety, can recognise the additional risks that children with Special Educational Needs and Disabilities (SEND) face online, and have the relevant	*			Yes – DSL undertook training via Educare (Online Safety module) Certificates held on file at the academy.

knowledge and up to date capability required to keep children safe whilst they are online, in line with KCSIE.				
All members of staff *(including support staff)* receive regular and up-to-date online safety training. *(Either stand-alone or incorporated within general safeguarding training)*	*			KCSIE training via Educare for all staff members All staff completed Online Safety module via Educare. Online Safety training included in whole academy safeguarding training in September 2022 .
Members of staff receive regular updates regarding changes to policy and guidance or emerging online safety concerns. *(This could be in the form of team meetings, training, newsletters etc.)*	*			Yes – in line with academy and UoBAT expectations Academy training days dedicated to safeguarding and safety concerns All staff completed KCSIE training via Educare Safeguarding quiz (including online safety section) undertaken with all staff in September 2022.
Staff induction training includes explicit reference to online safety, with regards to classroom management, professional conduct and online reputation.	*			Yes – in line with academy and UoBAT expectations
Staff role-model positive behaviours online by maintaining clear professional boundaries with parents and pupils i.e. keeping social network accounts private and not accepting pupils/parents as 'friends'.	*			Yes – in line with academy and UoBAT policies and expectations. Information shared during whole academy safeguarding training in September 2022
Pupils receive age appropriate, progressive and embedded online safety education throughout the curriculum. Assemblies and sessions from external visitors are used to reinforce and complement this approach.	*			Delivered termly in academy assemblies and coverage included in Computing, PSHE & RHE curriculums. Outcomes in 'Education for a Connected World' are included in the Jigsaw PSHE Programme for EYFS and KS1. The academy undertakes work with the children during annual Safer Internet Days. Local Youth Prevention Police Officer visited the academy in February 2022 to discuss online safety. The academy is utilising the UKCIS (UK Council for Internet Safety)

				Children are regularly reminded of the SMART online safety rules (prominent posters and displays located across the academy)
Pupils considered to be at increased risk online (*such as children in care, children with SEND, children experiencing loss or trauma or children with mental health concerns*) are provided with targeted or differentiated online safety education.	*			PSHE and Computing curriculums are differentiated appropriately to support pupils identified.
The school has considered a range of strategies to support pupils in developing their own understanding of online safety and how to keep themselves and others safe. *For example, peer education.*	*			Delivered in termly academy assemblies, Computing, RHE & PSHE curriculum. Outcomes in 'Education for a Connected World' are included in the Jigsaw PSHE Programme KS1 & EYFS. The academy undertakes work with the children during annual Safer Internet Days (8th February 2022) SMART online safety rules are prominent in each classroom and featured on displays around the academy.
The school engages with local and national events to promote positive online behaviour. *For example, Safer internet day and Anti-bullying week.*	*			The academy undertakes work with the children during Safer Internet Days Online Safety Day - 8th February 2022.
The school actively works to engage parents in their children's online safety education and signposts to support outside the school.	*			Online Safety Awareness information shared regularly with parents via academy newsletter (including links to key policies and useful websites). Information published on academy website.
The school website includes online safety advice for pupils and parents and links to other organisations.	*			Online safety links included on academy website and shared via academy newsletters https://www.dudleyinfantacademy.org.uk/key-policies/our-policies
The school offers support for parents and carers to ensure they understand online safety risks and their roles in safeguarding their children at home.	*			Information shared regularly with parents and carers via academy newsletter.