



Balksbury Federation

Policy for E-Safety

Rationale

Today's children are growing up in a world where their online lives impact their offline lives. In this environment, E-safety is paramount to Balksbury Federation, and encompasses the need for our children to know how to be safe and healthy including Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits as well as the risks and challenges of using new technology. This Federation's policy is designed to provide safeguards and awareness for users to enable them to control their online experiences.

E-safety is taught as part of our Computing curriculum from Reception through to Year 6. Additional opportunities are sought to embed E-safety skills across the curriculum and children are taught about the benefits and risks of using technology, providing '*Think before you Click and be SMART*' (Appendix A) awareness that will enable them to control their online experience both in and out of Federation.

The Federation's E-Safety policy will operate in conjunction with other policies including those for:

- Behaviour and Anti Bullying
- Safeguarding
- Health and Relationship Education

E-Safety depends on effective practice at a number of different levels:

- Responsible use by all staff, Governors and children; encouraged by education and made explicit through published policies
- An embedded of E-Safety policy in both administration and curriculum, including secure Federation network design and use
- Safe and secure broadband including the effective management of content filtering

World Wide Web

- If staff, Governors or children discover unsuitable sites, the URL (address), time, content must be reported to the Leadership Team who will contact Oakford (the federation's IT support company), and Hampshire Local Authority
- The Federation will ensure that the use of Internet derived materials by staff and children complies with copyright law

- Children will be taught to be critically aware of the materials they are shown

Social Media

As a Federation, we recognise that social media and networking are playing an increasing role within everyday life and that many staff and Governors use tools such as Facebook, Instagram, X Snapchat and Tik Tok using these for personal and professional use. We will ensure that all staff, Governors and children are kept fully aware of the risks and issues that may arise as well as ways in which to minimise these risks. As a Federation we block access to social networking sites on **ALL** Federation computers and through wireless Internet access.

Cyberbullying

Balksbury Federation recognises that Cyberbullying as a form of bullying. It has a potentially bigger audience, and more accessories as people forward on content at a click. All forms of bullying (including cyberbullying) is handled as a community issue for the whole federation. The federation also recognises that, although Cyberbullying is likely to take place outside of the school day, it can be indicative of an issue within the federation. Because of the federation's filtering processes and Mobile Phone Policy, it is highly unlikely that cyber bullying could take place during the school day. However, cyberbullying which takes place outside school may still come under school's Behaviour and Anti-bullying Policy. For example, if a child:

- Is taking part in any federation organised or federation related activity
- Is travelling to or from the federation or is wearing (or expected to wear) federation uniform
- Is in some other way identifiable as a child who attends the federation

Or when a child's conduct:

- Could have repercussions for the orderly running of the federation
- Poses a threat to another child or member of the public
- Could adversely affect the reputation of the federation

If the federation believes that the police need to be involved, the police or PCSOs will be contacted directly, or parents will be advised to contact.

Balksbury Federation recognises that it has a responsibility to:

- Educate children on respectful and safe behaviour online explicitly through the Computing and Health and Wellbeing curriculum but also implicitly through assemblies and the federated 'Think Before you Click and be SMART' procedure (Appendix A)
- Maintain a culture and ethos where no form of bullying is accepted and ensure that the federated community understands that this extends to Cyberbullying
- Support children and parents
- Offer support to children who have been the victims of instances of Cyberbullying

The federation offers support to parents on how to help their children engage safely and responsibly through technology:

- Parent Esafety campaign leaflets are accessible under the 'Community' tab of the federation website
- Esafety newsletters created by the DSL to support parents in tackling current issues which arise within the federated community
- Communication with families of whole year group and provision of relevant support guides when issues arise

All instances of Cyberbullying are referred to the Leadership Team for investigation. There is a clear and consistent approach when dealing with suspected or confirmed instances of Cyberbullying, whether these are raised by the children themselves or other family members:

- 1.) Discussion with parents of all children involved to gain full understanding of incident/s. During this discussion, where it is deemed that specific evidence would support investigation, the Leadership Team may request that parents send in screen shots of interactions
- 2.) Discussion with children involved and next steps identified. These may include, but are not limited to, sanctions for individual children, a year group assembly with a member of the Leadership Team, additional Esafety Talk Toolbox sessions within classes, emotional support for victims and support for perpetrators
- 3.) Support materials are shared with the parents of the children involved and also pre-emptively with the wider peer group
- 4.) The Esafety curriculum is reviewed and relevant changes made

Staff and Governors should:

- Lock screens when leaving a device unattended
- Ensure that their profile/posts are kept private to friends where possible, this also includes personal information such as phone numbers, email addresses etc.
- Only use WhatsApp for work groups with the permission of the Executive Headteacher
- Not accept current or ex-children as 'friends' on social media sites such as Facebook. This is to ensure any possible misinterpretation. We do understand that some staff members live and have friends within the local community and ask that these members of staff take extra care when posting online
- Ensure that their communication maintains their professionalism at all times
- Be aware that electronic texts can be misconstrued so should endeavour to minimise the possibility of this happening.
- Not use these media to discuss confidential information or to discuss specific children

- Check with the Computing subject leaders or IT Technician (Oakford) if they need advice on monitoring their online persona and checking their security settings

Children should not be signed up to most social networking sites due to the over-13 age limit. However, we recognise that some do, with or without, parental knowledge. As a Federation we will monitor the use of social networking and ensure it is part of our Computing curriculum. We will ensure that parents are made aware of how to minimise the risks if their children are using these sites. As a Federation we do reserve the right to contact Social Media sites such as: Tik Tok, Facebook and Instagram to report a child's account where there are Safeguarding issues including cyber-bullying. In any incident the parents will be notified by the Designated Safeguarding Lead (DSL), or Deputy Designated Safeguarding Lead (DDSL).

Information system security

- Federation IT systems security will be reviewed regularly
- Virus protection is updated and managed regularly
- Security strategies will be discussed with IT Systems Management Company, Oakford Technology

Filtering

Oakford Technology works in partnership with Barksbury Federation to ensure a safe digital working and learning environment by managing the filtering and monitoring process. Barksbury Federation recognises that filtering is a first line of defence. Responsible internet use and digital citizenship are explicitly taught through the Computing and Health and Wellbeing curriculum. Any member of the federated community who has a concern about accessible web content must raise this immediately with a member of the Leadership Team and give details of the search term used and website address. The Leadership Team will liaise directly with Oakford Technology to ensure inappropriate content is **Blacklisted** and blocked and support children, parents and other members of the federated community who may have been affected. The Leadership Team will also liaise directly with Oakford Technology where they deem web pages safe for children so that they can be **Whitelisted** to enable access.

Managing Emerging Technologies/Future developments

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the Federation is allowed. This policy will be amended as required.

Use of Memory Sticks (and other portable storage)

In line with GDPR (General Data Protection Regulation) all staff are no longer permitted to use memory sticks or other portable storage devices. Relevant staff have remote access to the Federation server and are expected to comply with the Federated E Safety policy

Published Content and the Federation Website

The contact details on our Website has the Federation address, admin office e-mail and telephone number, in line with Government statutory compliance regulations. Staff, Governors or children's personal information will not be published.

The Executive Headteacher, Deputy Headteacher, Federation Business Manager and Administration Assistant will take overall editorial responsibility and ensure that the content published is accurate and appropriate to the public.

Publishing Digital and Video and Images

We follow these rules to maintain safety on our Federation website:

- For a photograph of a child to be published and appear on our Federation website, consent must have been gained from the parent or guardian of the child. This consent is obtained on admission to the Federation and is reviewed annually. Any parent or guardian may choose to withdraw consent at any time on Arbor
- We will not use the personal details or full names of any child or adult in a photographic image or video, on our website, in our Federation prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a child in a newsletter to parents if the child has won an award
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately
- Personal information about children or staff is not shared on our website. Contact emails are only provided for the Federation's Admin Office

Assessing Risks

- The Federation will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a Federation computer. Neither the Federation or the IT Systems Management Company, Oakford Technology, can accept liability for the material accessed, or any consequences of Internet access
- The Federation (Computing Leaders, Leadership Team, DSL) will review IT use to establish if the E-safety policy is sufficient and that the implementation of the e-safety policy is appropriate

Handling E-Safety Complaints

- Complaints or Internet misuse will be dealt with by the DSL (if a Safeguarding concern)
- Any complaint about staff misuse must be referred to the Executive Headteacher and DSL for Low Level Concerns procedures

- Complaints relating to Safeguarding must be dealt with in accordance with the Federation Safeguarding Policy

Communication of Policy

- Rules of safe internet access, will be posted in all networked rooms (Appendix A)
- Children will be informed that Internet use will be monitored
- A copy of the ESafety policy will be kept in the Staff Handbook, and be part of the annual staff review (Red Training File)
- Staff and Governors should be aware that Internet traffic can be monitored and traced to the individual user by Oakford Technology on the request of the DSL or Executive Headteacher. Discretion and professional conduct is essential

Policy Review: Autumn 2025

Think Before You Click and be...



S Secure personal information.

M Manage online relationships safely.

A Ask if you see or hear something you are unsure of online.

R Respect others online.

T Talk to an adult you trust if you feel worried.