



# PINEWOOD

*Est. 1875*

## **COVID-19 arrangements for Safeguarding and Child Protection for Pinewood School**

**School name: Pinewood School**

**Policy owner: Colin Acheson-Gray, Deputy Head**

**Date: 5<sup>th</sup> January 2021**

**Date shared with governors CF, PL & RBT: 7<sup>th</sup> January 2021**

**Date shared with all governors and trustees: 11<sup>th</sup> January 2021**

**Date shared with staff: 11<sup>th</sup> January 2021**

Adapted from advice issued by Alison Beasley, Designated Officer and Manager of the Education Safeguarding Advisory Team

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## 1. Context

From Monday 4<sup>th</sup> January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of Pinewood School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## 2. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Colin Acheson-Gray	07780 991849	colinacheson-gray@pinewoodschool.co.uk
Headteacher if not DSL or DDSL	Neal Bailey	01793 782205	headmaster@pinewoodschool.co.uk
Deputy Designated safeguarding lead (DDSL)	Nicola Bailey	01793 782205	nicolabailey@pinewoodschool.co.uk
Senior Level Safeguarder and i/c E-Safety	Ruth Hall	01793 782205	ruthhall@pinewoodschool.co.uk
Senior Level Safeguarder	Vanessa Buckley	01793 782205	vanessabuckley@pinewoodschool.co.uk
Senior Level Safeguarder	Hayley Davies	01793 782205	hayleydavies@pinewoodschool.co.uk
Chair of governors/trustee	Robin Badham-Thornhill	01793 782205	robinbadham-thornhill@pinewoodschool.co.uk
Safeguarding governor/trustee	Philip Lough	01793 782205	philiplough@pinewoodschool.co.uk

## 3. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and

those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Headmaster, Designated Safeguarding Lead (and Deputy) and Heads of School know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Pinewood School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Colin Acheson-Gray (DSL).

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Pinewood School will explore the reasons for this directly with the parent. We, as a school, will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc.) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID19, Pinewood School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Pinewood School will encourage our vulnerable children and young people to attend a school, including remotely if needed and those vulnerable children in Years 7&8 will be tested as per Government guidelines.

#### **4. Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Pinewood School and social workers will agree with parents/carers whether children in need should be attending school – Pinewood School will then follow up on any pupil that they were expecting to attend, who does not. Pinewood School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

This will be via a telephone conversation.

To support the above, Pinewood School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Pinewood School will notify their social worker.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data will also be shared with the Local Authority attendance team [Attendance@oxfordshire.gov.uk](mailto:Attendance@oxfordshire.gov.uk).

## **5. Designated Safeguarding Lead**

Pinewood School has a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead.

The Designated Safeguarding Lead is: Colin Acheson-Gray

The Deputy Designated Safeguarding Lead is: Nicola Bailey

A member of the DSL team will always be available during school hours. The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via e-mail or phone to Colin Acheson-Gray which can be done remotely. (See contact details above)

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Headmaster. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the headmaster immediately. The Headmaster will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as detailed in our main policy. If there is a requirement to make a notification to the Headmaster whilst away from school, this should be done verbally and followed up with an email to the Headmaster.

Any concerns regarding the Headmaster should be directed to the Chair of Governors: Mr Robin Badham-Thornhill, as per the School Safeguarding (Child Protection) Policy.

## **7. Safeguarding Training and induction**

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (September 2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter our School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, such staff will be given a copy of the Pinewood School Safeguarding (Child Protection) Policy, confirmation of local processes and confirmation of DSL arrangements.

## **8. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Pinewood School will continue to follow the relevant safer recruitment processes for their setting, including, as

appropriate, relevant sections in Part 3 of Keeping Children Safe in Education (KCSiE) (September 2020).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where our School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSiE (Sept 20). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Pinewood School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 142 - 143 of KCSiE, in line with advice from the LADO where appropriate. Pinewood School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSiE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such Pinewood School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSiE.

## **9. Online safety in schools and colleges**

Pinewood School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

## **10. Children and online safety away from school and college**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding (Child Protection) Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Pinewood School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things for staff to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, and where possible children should not be in bedrooms.

- Live form times and lessons will not be recorded but if any issues were to arise the subject teacher or tutor leading the session needs to log the pastoral or academic problem in the appropriate way and inform the relevant Head of School who will make contact with the Head of Department if required.
- Live form times should be kept to a reasonable length of time, or the streaming may prevent the family ‘getting on’ with their day.
- Language must be professional and appropriate, including any family members in the background.
- Teachers can have one-to-one academic or pastoral face-to-face google meetings and form tutors should be carrying these out with their tutees on a regular basis. Parents should be present at the start and finish of the session and remain in the vicinity throughout. If they involve an academic subject the teacher concerned must inform the relevant Head of School who will contact the Head of Department if required. These meetings should be recorded and parents informed of this in advance.
- All 1:1 lessons and meetings between any staff and pupils must be recorded for safeguarding reasons and parents must be informed in advance that the meetings and lessons will be recorded.
- Learning Support lessons can conduct one-to-one video sessions and, on each occasion, parents should be present at the start and finish of the session and remain in the vicinity throughout and these will also be recorded. Parents must be informed in advance that these meetings will be recorded.
- The Head of Well-Being and Emotional Support can conduct one-to-one Google Meet sessions and, on each occasion, parents should be present at the start and finish of the session and remain in the vicinity throughout and these will also be recorded. Parents must be informed in advance that these meetings will be recorded.
- Staff must only use platforms provided by Pinewood School to communicate with pupils
- Staff and Form Tutors should keep a written record of any pastoral concerns during any group sessions held and inform the relevant Head of School.

All staff at Pinewood School will be reminded of the following policies/guidelines:

- E-Safety Policy
- Social Media Policy
- Safeguarding Guidelines for continuation of school provision by virtual means (see Annex 1)
- Continuation of pastoral care for pupils working at home during term time (see Annex 2)

## **11. Supporting children not in school**

Pinewood School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

The communication plans can include: remote contact or phone contact. Other individualised contact methods should be considered and recorded.

Pinewood School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share these safeguarding arrangements on its website.

Pinewood School recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers.

Teachers at our school need to be aware of this in setting expectations of pupils' work where they are at home. (See Annex 2 re well-being and emotional support for pupils).

Pinewood School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

## **12. Supporting children in school**

Pinewood School is committed to ensuring the safety and wellbeing of all its pupils. (See Annex 2).

Pinewood School will continue to be a safe space for all children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Pinewood School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Pinewood School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

## **13. Child on Child Sexual violence and Sexual Harassment**

Pinewood School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of child on child abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding (Child Protection) Policy.

The School will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

**All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.**

**If staff are working from home they will be asked to email confirming the above.**



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## **Safeguarding guidelines for continuation of school provision by ‘virtual’ means**

### **Aim:**

To continue to prioritise the safeguarding of pupil welfare, and to offer guidance to members of staff regarding safe professional ‘remote’ working, in line with our existing Safeguarding (Child Protection) Policy, which continues to apply during this period.

### **Communication**

- All staff must continue to abide by all School policies and guidelines during the period of remote working (including but not limited to the Safeguarding (Child Protection) Policy, Staff Code of Conduct, Computer Resources for Staff, E-Safety and Social Media Policy).
- All staff contact with pupils must be made only using Pinewood School-issued email addresses. Thus, members of staff should use their @pinewoodschool.co.uk email and system logins, and direct online communication to pupils should be made via their @pinewoodschool.co.uk addresses. If any member of staff is emailed via any other means (such as a pupil’s personal email address) the email should be immediately deleted, the pupil should be contacted via their school email and reminded of the need to only use school emails. Notice of receipt of the personal email, and the subsequent action taken, should also be logged with the DSL for recording purposes.
- The exception to this is for parents of Pupils in Years 1 & 2 who will be logging into Google Classroom on behalf of their children using their own e-mail addresses and not the child’s.
- If a member of staff wishes to contact a parent then pupils’ parents’ mobile phone numbers, home telephone numbers and e-mail addresses can be found on isams:  
*Pupil Quick View Details-Student Selection-Contact Details*
- **In order to comply with GDPR and data protection staff should not store parent numbers or e-mail addresses on personal devices but should refer to isams instead as appropriate. Contact with parents should only be made for educational purposes.**

### **Virtual classrooms**

- Teaching via virtual classrooms should follow the pattern as directed by the Pinewood Virtual Learning Programme Timetable as devised by the Director of Education and Director of Studies.
- Staff must only use the platforms which have been provided by the School (MSP, Google Classroom, BOFA, Quizlet, Linguascope, Purple Mash etc) and **NOT** any other platforms.

- Remote teaching should be conducted in circumstances as close to ‘formal business’ as possible, i.e. participants dressed for academic business, situated **from and to** suitable surroundings, at a desk or table.
- Staff should consider the location children join from and what can be seen and heard on screen – yours and theirs.
- All users are advised to consider generic camera security (i.e. disabling laptop camera) when not in use.
- Teacher can have one-to-one academic or pastoral face-to-face google meetings and form tutors should be carrying these out with their tutees on a regular basis. Parents should be present at the start and finish of the session and remain in the vicinity throughout. If they involve an academic subject the teacher concerned must inform the relevant Head of School who will contact the Head of Department if required. These lessons and meetings must be recorded and parents informed in advance that the recording will be taken.
- All 1:1 lessons and meetings between any staff and pupils must be recorded for safeguarding reasons and parents must be informed in advance that the meetings and lessons will be recorded.
- Pupils should be expected to maintain usual standards of behaviour and adhere to the Acceptable Use of ICT contract.

### **Pastoral Care and Form Tutor/Class Teachers**

Please see the attached document regarding the continuation of pastoral support for pupils in a virtual learning environment.

- All Form Tutors are required to Google Meet their tutees each morning to sign in and check everything is in place for the day.
- Form Tutors should keep a written record of any issues that arise during form tutor conversations, in order to establish a continuity of pastoral care and to allow Heads of School to be debriefed in the usual way.
- Teachers should only use the platforms which have been provided and approved by Pinewood and NOT others.

### **Reminder:**

Safeguarding remains the priority for all staff during this time and any safeguarding or behavioural concerns should be reported immediately to the DSL or Deputy DSL:

Colin Acheson-Gray: [colinacheson-gray@pinewoodschool.co.uk](mailto:colinacheson-gray@pinewoodschool.co.uk)

or Nicola Bailey: [nicolabailey@pinewoodschool.co.uk](mailto:nicolabailey@pinewoodschool.co.uk)

Including pupils who appear to absent themselves from education, without good reason (e.g. illness) during this period.

Please direct any well-being concerns to the Head of Well-Being and Emotional Support

Hayley Davies: [hayleydavies@pinewoodschool.co.uk](mailto:hayleydavies@pinewoodschool.co.uk)

and Vanessa Buckley in the Prep-Prep: [vanessabuckley@pinewoodschool.co.uk](mailto:vanessabuckley@pinewoodschool.co.uk)

Both Hayley and Vanessa will also be contactable by phone through the school number 01793 782205.

Created: 22<sup>nd</sup> March 2020

Reviewed by Colin Acheson-Gray, Deputy Head: 5<sup>th</sup> January 2021

Next Review Date: Sept 2021



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## **Continuation of Pastoral Care for Pupils Working at Home during Term Time**

Pinewood is committed to the continuation of a high standard of pastoral care for pupils. To this end the following arrangements have been put in place to support pupils working at home who are continuing to follow as normal a school routine as possible, remotely.

### **Pastoral Care and Form Tutors**

#### **Pastoral Support**

Form tutors/class teachers will remain the first port of call for pupils and parents and will be contactable by email daily during the school week. They will contact the pupil in the morning to sign in and check everything is in place for the day and to sort out any problems or questions. Form tutors should be carrying out one-to-one face-to-face google meets with their tutees on a regular basis.

#### **Contact with the Head of Well-Being and Emotional Support**

Children and parents will continue to be able to contact Hayley Davies, the Head of Well-Being and Emotional Support in the Prep on [hayleydavies@pinewoodschool.co.uk](mailto:hayleydavies@pinewoodschool.co.uk) and Vanessa Buckley in the Prep-Prep on [vanessabuckley@pinewoodschool.co.uk](mailto:vanessabuckley@pinewoodschool.co.uk) and both Hayley and Vanessa will be contactable by phone through the school number 01793 782205.

#### **Independent Listener**

Children also have access to the school's Independent Listener (Andrew Caird) should they wish to discuss anything. Andrew can be contacted by phone on 07779 010645 or 01793 791955 and by email on [apcaird@outlook.com](mailto:apcaird@outlook.com)

#### **Computer Resources (Acceptable Use) for Pupils Policy**

We will be sending all parents the school's Computer Resources (Acceptable Use) policy that we have with pupils, and would ask that you ensure that this is followed at home as well.

#### **Safeguarding**

Any safeguarding concern can be raised with the Designated Safeguarding Lead, Colin Acheson-Gray or Deputy Designated Safeguarding Lead, Henrietta Hoyland, in the normal way, by phone through the school number, as above, or by email: Colin Acheson-Gray [colinacheson-gray@pinewoodschool.co.uk](mailto:colinacheson-gray@pinewoodschool.co.uk)  
Nicola Bailey: [nicolabailey@pinewoodschool.co.uk](mailto:nicolabailey@pinewoodschool.co.uk)

#### **Rewards and Sanctions**

In the prep school rewards will be given out in the same way as if the child was at school. The subject teacher and/or form tutor can award points up using the normal Pinewood system.

As far as sanctions are concerned if any teacher or member of staff finds that a pupil is not following the Computer Resources Acceptable Use for Pupils policy then the relevant Head of School will contact the parents to inform them.

Created: 22<sup>nd</sup> March 2020

Reviewed by Colin Acheson-Gray, Deputy Head: 5<sup>th</sup> January 2021

Next Review Date: Sept 2021



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## **COMPUTER RESOURCES (ACCEPTABLE USE)** **FOR PUPILS POLICY**

A Whole-school policy including the EYFS

The school has provided computers for use by pupils offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all pupils and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

### **IT Equipment and Systems**

Whenever you use the school's IT systems you should follow these principles:

- Do not attempt to install software on, or otherwise alter, school IT systems.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.
- Damaging, disabling or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- **Any removable media (such as CDs, DVDs and USBs etc) brought in must be checked with anti-virus software by the Head of IT or the IT Support Department and only used if they are found to be clean of viruses).**
- Computers are there for educational purposes. From time to time we do allow you to access suitable games in free time.
- **No food or drink should ever be taken into the ICT Suite.**
- In the unlikely event that pupils bring their own laptop to school we reserve the right to configure it to comply with the school system and security settings.
- Remember that the school monitors use of the school's IT systems, and that the school can view content accessed or sent via its systems.

### **Security & Privacy**

- **Protect your work: keep your password to yourself; never use someone else's log on name or password.**
- Other computer users should be respected and should not be harassed, harmed offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas will be treated like school lockers. **Staff may review your files and**

**communications to ensure that you are using the system responsibly.**

### **Internet**

- You should access the internet only for study or for school authorised/supervised activities.
- Only access suitable material – using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive, promotes violence, discrimination or extremism is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Ensure that your online communications, and any content you share online, are respectful of others.
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about other pupils, even if the content is not shared publicly.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others.
- Use of ‘chat rooms’ and video calls are forbidden unless authorised by a member of staff e.g. when using the PVLP, at these times additional internet safety protocols must be followed’

### **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- **Only open attachments to emails if they come from someone you already know and trust.**
- Attachments can obtain viruses or other programs that could destroy all the files and software on your computer. If in doubt, ask for advice.
- If you receive an email containing material of a violent, dangerous, racist or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.
- All emails are electronically monitored for your safety and security.

### **Breaches of this Policy**

A deliberate breach of this policy will be dealt with as a disciplinary matter using the school’s usual procedures. In addition, a deliberate breach may result in the school restricting your access to school IT systems.

If you become aware of a breach of this Policy or if you are concerned that another pupil is being harassed or harmed online, you should report it to the Deputy Head. Reports will be treated in confidence.

Reviewed: October 2020  
Reviewed by Angela Kirby, Head of Computer Science  
Next Review Date: October 2021