Live . Love . Learn - Littletown

Littletown Primary Academy

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E-SAFETY POLICY

This Policy was adopted by the Full Governing Body of Littletown Primary Academy

On 17th June 2025

signed……………………………………………..
(Chair of Governors)

Policy to be reviewed June 2026

Littletown Primary Academy and Nursery
E- Safety Policy

Aim

The E- Safety policy is to protect and educate pupils and staff in their use of technology and to ensure there are appropriate mechanisms to intervene and support any incident where appropriate E- safety encompasses online safety. Online safety refers to the act of staying safe online. Being safe online means individuals are protecting themselves and others from online harms, including cyber-bullying, and risks which may jeopardise their personal information, lead to unsafe communications or affect their mental health and wellbeing.

The purpose of this policy is to:
- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- the policy applies to all staff, volunteers, children and young people and anyone involved in Littletown Primary Academy and Nursery..

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:
- online abuse **learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse**
- bullying **learning.nspcc.org.uk/child-abuse-and-neglect/bullying**
- child protection **learning.nspcc.org.uk/child-protection-system**

We believe that:
- children and young people should never experience abuse of any kind, including cyber-bullying
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:
- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Littletown Primary Academy's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:
- appointing online safety Leads: Principal and Vice Principal (SO and DSO)
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the children using the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour; including cyber-bullying, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- using a robust filter system named 'Securely which monitors children's online activity through the school google domain. This filter alerts the safeguarding leads to inappropriate language, key phrases and searches.
- ensuring we comply with any age restrictions in place for online platforms
- teaching online safety within the RSE and health curriculum. All year groups are taught online safety each year using the Jigsaw spiral curriculum.
- participate in national online safety week
- promote online safety through our year 6 digital leaders - leading assemblies etc
- use our community professionals to support the teaching of online safety, eg police visits to school
- ensuring the children know who, how and when to report cyber-bullying.
- ensuring the teaching of online safety is complimented through additional events, eg Internet safety day.
- involving parents/carers in the importance of online safety, through newsletters, websites, and up to date advice and information
- reminding parents/carers that many social media and online platforms, have an age limit of 13+ as standard
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- referencing the Littletown Primary Academy and Nursery's GDPR policy as required

If online abuse occurs, we will respond to it by:
- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse/cyber-bullying)

- recording incidents on CPOMS and make referrals to external agencies including MASH and the Police.
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:
- Child protection and Safeguarding
- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- GDPR

We are committed to reviewing our policy and good practice annually.