Moorside Primary School and Nursery
Online Safety and Social Media Policy
2022 - 2024

Date:	Review Date:	Coordinator:		Nominated Governor:	
March 2022	**March 2024**	**Mrs S Price**			
Headteacher:		**Mrs C Rowett**		**Date:**	23.03.22
Chair of Governors:		**Mr C Lea**		**Date:**	23.03.22

Moorside's online safety statement

This policy provides guidance on how we at Moorside Primary School and Nursery uses the internet and social media, and the procedures for doing so to keep all stakeholders safe online. It also outlines how we expect the staff who work for us, and the children who are members of our school, to behave online. As a school, we commit to implementing this policy and addressing any concerns quickly and within these guidelines. This policy relates to safeguarding our staff and pupils and runs alongside the Acceptable Use Policy, which relates to sharing of information and communication.

Aims

The aims of our online safety policy are:
1. to protect all children involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) whilst in our care.
2. to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents.
3. to ensure our organisation is operating in line with our values and within the law regarding how we behave online.

Understanding the online world

As part of using the internet and social media, our school will:
1. Assess and manage all safety aspects (including what is acceptable and unacceptable behaviour for staff and children) when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype.
    Updates regarding the apps and websites will be communicated via newsletters (and the website, emails and facebook page as appropriate) throughout the year with information sourced through www.nationalonlinesafety.com
2. Be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting.
3. Ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms – eg Zoom.
4. Provide training for the relevant staff responsible for managing our organisation's online presence, for example, the school website.
5. Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:

- making sure concerns of abuse or disclosures that take place online are written into our reporting procedures – (CPOMS).
- incorporating online bullying ('cyberbullying') in our anti-bullying policy and across the curriculum.

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- ✓ All social media accounts will be password-protected, and at least 2 members of staff will have access
  to each account and password.
- ✓ The account will be monitored by at least two designated members of staff in order to provide
  transparency, who will have been appointed by the organisations committee.
- ✓ Designated staff will remove inappropriate posts by children or staff, explaining why, and informing
  anyone who may be affected (as well as the parents of any children involved).
- ✓ Identifying details such as a child's home address, school name or telephone number shouldn't be
  posted on personal social media platforms.
- ✓ Any posts or correspondence will be consistent with our aims and tone as a school.
- ✓ Parents will need to give permission for photographs or videos of their child to be posted on social
  media.
- ✓ Zoom sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties.

What We Expect of Staff

- ✓ Staff should be aware of this policy and behave in accordance with it to safeguard children and staff.
- ✓ Staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media. This should also be logged on CPOMS at their earliest convenience. They should raise concerns with the Computing Coordinator (Mr Price) for advice and support in managing Internet Safety lessons.
- ✓ Staff should not 'friend' or 'follow' children or parents from personal accounts on social media and maintain the same professional boundaries online as they would in person when using school accounts. They should not communicate with children via personal accounts
- ✓ Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use a school account or website.
- ✓ Emails or messages should maintain the school's tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals.
- ✓ Staff should not delete any messages or communications sent to or from school accounts.
- ✓ Staff should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online.
- ✓ At least one parent must be present during the delivery of any activities via video conferencing platforms (Zoom) at home any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency.
- ✓ Staff and children must not engage in 'sexting' or send pictures to anyone that are obscene.

✓ Teach the current risks regarding internet safety and communicate relatad concerns and information to parents and carers

What we expect of children
✓ Acceptable Use is taught to children and included in the Home School Charter, which is signed by all parents at the beginning of the year and/or through the Home-School Charter for new 'in year' children.
✓ Children should not bring a SMART watch to school and hand in any mobile phone devices.
✓ we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement. They should not use foul or inappropriate language which can also include prejudice-based language.
✓ Children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles – as per the Home School Charter.

What we expect of parents
✓ Parents should be aware of this online safety policy and support the school by upholding the Home School Charter.
✓ Prevent children from accessing sites and APPs that have age restrictions above the child's current age
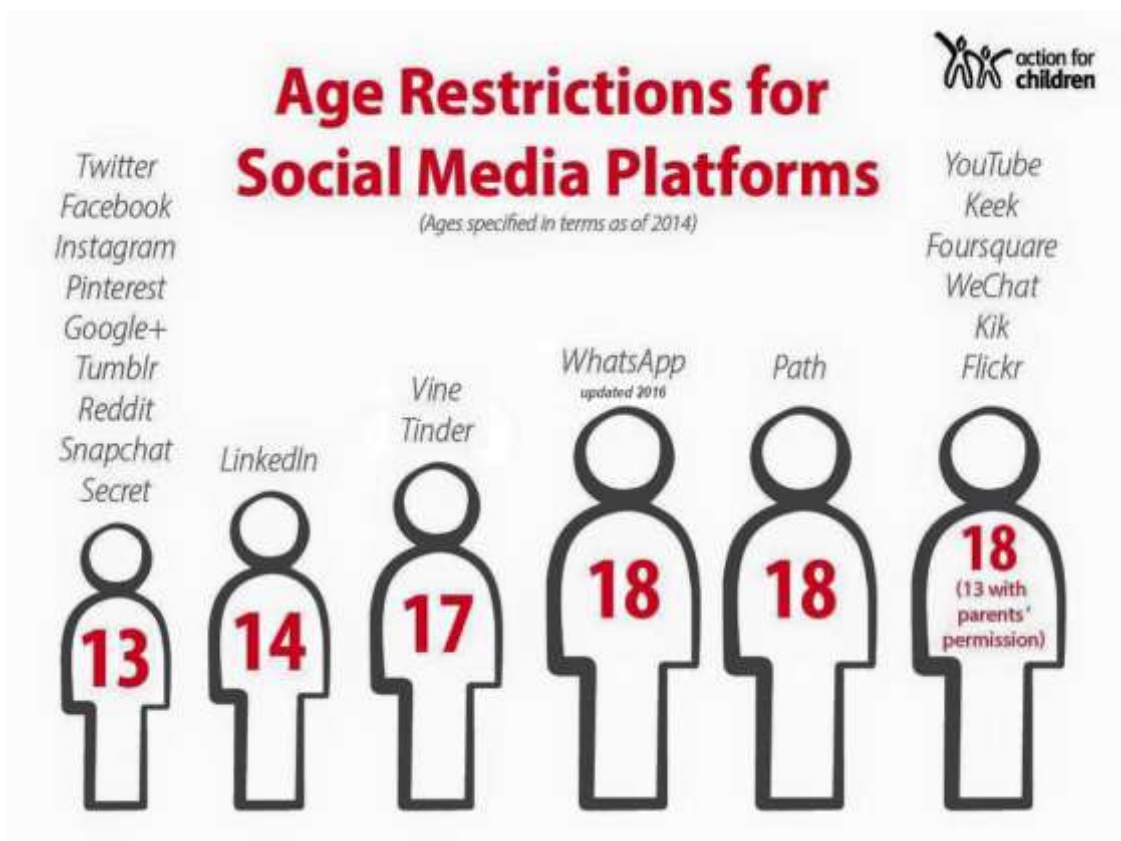
✓ Ensuring that children are not accessing any social media accounts that are potentially exposing them to inappropriate content.
✓ Parents should protect all children's privacy online and think carefully about what content they share online, where they share it and who they're sharing it with.
✓ We expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and the wider community.

They will not include comments or remarks that may disregard the reputation of the school, the children or any members of staff.
- ✓ Parents will communicate concerns and queries with school directly, via email rather than through social media platforms (groups, pages, Whatsapp and the school's facebook page).
- ✓ Parents will support school's key messages to children regarding safe use of the internet and make school aware of any incidents that may affect their child's safety and well being.

Using mobile phones or other digital technology to communicate.

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- ✓ Staff will avoid having children's personal mobile numbers and will instead seek contact through a parent.
- ✓ Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- ✓ Texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation.

Further information for parents about keeping children safe online.

NSPCC The NSPCC's guidance for parents on online safety
nspcc.org.uk/keeping-children-safe/online-safety
 Child Exploitation and Online Protection Centre (CEOP)
Child Exploitation and Online Protection Demand's website ceop.police.uk