



E-Safety Policy

2024-2025

Approved by: Greg Holden (Principal)

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The foundation of Milverton Education is based on technology and the use of the internet. The safe and responsible use of the internet and technology, by the children and young people who attend Milverton Education, is one of our top priorities. E-safety encompasses internet technologies and electronic communications such as mobile devices and wireless technology. Milverton Education is committed to educating children and young people about the benefits and risks of using technology and provides safeguards and awareness for pupils to enable them to control and monitor their online experiences. It is also important that pupils of Milverton Education are knowledgeable of the ways they can report unwanted online behaviour (in and out of school) and misuse of school platforms.

Purpose

At Milverton Education, we consider our educational establishment to be our online platforms, which are all accessed via the internet: Google for Education, Google Meet, Google Classroom, Zoom (online tutors) and Bromcom. Our platforms are used to facilitate communications, raise educational standards, promote pupil achievement, support the professional work of staff and enhance the school's management information and administration systems.

As the basis of our school and also as part of the curriculum, the internet is a necessary

tool for teaching and learning. It is essential for life in the twenty-first century: for education, for business and for social interaction. Access to the internet is necessary for attendance to Milverton Education and is an entitlement for those who show a responsible and mature approach to its use.

Our pupils will inevitably access the internet outside of school time and should be educated in how to evaluate online information and to take care of their own safety and security online, and when using technology. We believe that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.

The purpose of the Milverton Education e-safety policy is to:

- Safeguard and protect all members of our community online
- Identify approaches to educate and raise awareness of e-safety throughout the community
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology
- Identify clear procedures to use when responding to e-safety concerns

Milverton Education identifies that the issues within the realms of e-safety are considerable; however, these can be broadly categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate, harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams

In what ways does the internet benefit education?

- Access to worldwide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils worldwide
- Access to experts in many fields for pupils and staff
- Professional development for staff through access to national and international developments, educational materials and effective curriculum practice
- Collaboration across networks of schools, support services and professional associations
- Improved access to technical support including remote management of networks and automatic system updates
- Access to learning wherever and whenever convenient

- Allows for socialisation of pupils outwith timetabled lessons

Roles and Responsibilities

a. Senior Leaders

The school's senior leaders will:

- Ensure that e-safety is viewed as a safeguarding issue and that practice is in line with national recommendations and requirements
 - Ensure there are appropriate and up-to-date policies regarding e-safety, including the Behaviour policy, which covers acceptable use of school platforms
 - Recommend to families that appropriate filtering systems are in place in the home of the young people who attend lessons
 - Ensure that e-safety is embedded in the curriculum, which enables the children and young people to develop an age-appropriate understanding of e-safety
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- Support each other in their roles so that they have sufficient time to fulfil their safeguarding responsibilities
 - Ensure that there are robust reporting channels for the community to access regarding e-safety concerns including internal and national support
 - Audit and evaluate e-safety practice to identify strengths and areas for improvement
 - Act as points of contact on all online safeguarding issues and liaise with other members of staff and external agencies, as appropriate
 - Work alongside the school's DSL (and/or DDSL) to ensure e-safety is recognised as part of the school's safeguarding responsibilities
 - Ensure that members of staff receive up-to-date e-safety training
 - Access appropriate training to ensure they recognise the additional risks that pupils with SEN and disabilities may face online
 - Keep up-to-date with research, legislation and trends regarding e-safety
 - Ensure that e-safety is promoted to parents, carers and families through a variety of approaches
 - Maintain records of e-safety incidents as well as the actions taken as part of the school's safeguarding procedures
 - Monitor e-safety incidents to identify gaps and use this data to update the response, policies and procedures of the school
 - Work to ensure the relevant updates are made to the policy, where appropriate

b. Individual Staff Members

It is the responsibility of all members of staff to:

- Read and adhere to the e-safety policy
- Ensure that only authenticated users of Milverton Education platforms are permitted into live lessons, with no access to 'guests' (unauthenticated users)
- Ensure strong passwords are utilised, two-factor authentication is used where required and passwords are not shared with others
- Ensure passwords are changed regularly and/or when prompted
- Take responsibility for the security of school systems and the data they use or have access to
- Model good practice when using technology and maintain a professional level of conduct in their use of technologies
- Embed e-safety education in curriculum delivery, wherever possible
- Have an awareness of a range of e-safety issues and how they may be experienced by the children and young people
- Identify e-safety concerns and take appropriate action by following the school's safeguarding policies and procedures
- Know when and how to escalate e-safety issues, including signposting the appropriate support
- Take responsibility for professional development in this area

c. Pupils

It is the responsibility of pupils (at a level appropriate to their age and ability) to:

- Engage in age appropriate e-safety education opportunities
- Read and adhere to the rules regarding the use of the school's online platforms
- Safely and responsibly use the Google for Education Suite to support learning
- Respect the feelings and rights of others online (and offline), in and out of school
- Take responsibility for keeping themselves and others safe online
- Seek help from a trusted adult, if there is a concern online or while using school platforms, and support others that may be experiencing e-safety issues
- Not to engage in the personal use of technology and the internet, i.e. gaming consoles or social media, during timetabled classes

d. Parents and Carers

It is the responsibility of parents/carers to:

- Read the school behaviour and e-safety policies and to encourage their child or young person to adhere to them
- Support the school's e-safety approaches by discussing e-safety issues with their child or young person and reinforcing appropriate and safe online behaviour outside of school
- Role model safe and appropriate use of technology and social media
- Identify changes in behaviour that could indicate that their child is at risk of harm online
- Seek help and support from the school and other appropriate agencies if they or their child encounter risk or concerns online
- Use school systems in a safe and appropriate way
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies
- Adhere to the rules of the Milverton Education Community (if a member of this group)

Education and Management Approaches

a. Education and Engagement with Pupils

Milverton Education will establish and embed e-safety into the curriculum to raise awareness and promote safe and responsible internet use amongst pupils by:

- Ensuring pupils engage in age appropriate education regarding safe and responsible use of the internet
- Including e-safety in different wellbeing classes (via relationships, sex and health education), in assemblies, Form groups and House meetings and also in computing-specific classes
- Reinforcing e-safety messages regularly during lessons, particularly when pupils are undertaking independent research activities
- Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation
- Teaching pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy

Milverton Education will support pupils to read and understand e-safety education materials by:

- Displaying e-safety materials on class pages and during lessons
- Informing pupils that their use of school platforms is monitored for safety and security purposes and in accordance with legislation

- Rewarding the positive use of technology i.e. house points system
- Seeking pupil voice when creating and implementing rules in the classroom
- Using support, such as external bodies, where appropriate to complement and support internal e-safety education approaches

b. Training and Engagement with Staff

Milverton Education will:

- Provide and discuss e-safety policy and procedures with staff members
- Provide up-to-date information to all staff members, which covers the potential risks posed to pupils under the 'content, contact, conduct and commerce' categories i.e via staff Child Protection in Education training
- Make staff aware that our platforms are monitored and that activities can be traced to individual users. Staff will be reminded to conduct themselves in a professional manner and in accordance with our school policies when accessing the relevant platforms
- Make staff aware that their online conduct outside of the school setting, including the personal use of social media, could have an impact on their professional role and reputation. Staff should liaise with the Employee Handbook for more information on this
- Highlight educational resources and tools which staff could use, according to the age and ability of the pupils
- Ensure all members of staff are aware of the procedures to follow regarding e-safety concerns affecting children, young people and the wider Milverton Education community

c. Awareness and Engagement with Parents/Carers

Parents/carers have a fundamental role to play in enabling their child or young person to become a safe and responsible user of the internet and technologies.

Milverton Education will build a partnership approach to e-safety with parents and carers by:

- Providing information and guidance on e-safety
- Draw their attention to the e-safety policy and expectations in newsletters, the school handbook, the prospectus and the school website
- Requesting that parents/carers read e-safety information as part of joining the

Milverton Education community

- Request that parents/carers discuss responsible use of school platforms, when joining the school and between each school year
- Requesting that parents/carers regularly discuss e-safety with their child or young person at home, including the implications of unsafe or irresponsible behaviours

Reducing Online Risks

The internet is a continually changing environment with new programmes, platforms, software, devices, website and material being created at a rapid pace. With this in mind, Milverton Education will:

- Regularly review the school's use of technology and the internet to identify, assess and minimise online risks
- Examine emerging technologies for educational benefit and carry out appropriate risk assessments before use by the school
- Ensure that appropriate materials are posted on school platforms, with pupils and families advised to use filtering and monitoring on their own devices and to ensure all reasonable precautions are taken so that pupils only access appropriate material

It should be noted that due to the interconnectivity of the internet, it is not possible to guarantee that unsuitable material will not be accessed by children and young people accessing the internet, while schooling with Milverton Education, in their homes.

All members of the Milverton Education community have the school's expectations regarding safe and appropriate behaviour online communicated to them. With this, the importance of not posting any content, comments, images, videos which could cause harm, distress or offence to other members of the community is made known. This is also highlighted in the education of our pupils, teachers and staff. The implications of contravening these rules may result in temporary or permanent removal of a young person from the school.

Safer Use of Technology

a. Classroom Use

Milverton Education requires pupils to use technology and the internet to participate in their day-to-day schooling. This includes, but is not limited to access to:

- Google Meet video conferencing and chat
- Google Classroom (virtual learning environment)
- Google Drive

- Email
- Educational websites and platforms (i.e Quizlet, Kahoot, ActiveLearn)
- Computers, laptops, tablets and other mobile/digital devices

All school-owned platforms will be used in accordance with our behaviour policy, safeguarding policy and teacher standards and expectations, with appropriate safety and security measures in place.

Members of the Milverton Education team will evaluate websites, learning tools and applications fully prior to use in the classroom or before recommending these for use outside of school.

Pupils are strongly advised to use age appropriate search tools, with parents ensuring that appropriate filtering is enabled.

Members of the Milverton Education community will ensure that all internet-derived materials comply with copyright law and that sources of information are acknowledged. The use of copyright-free material is recommended. Staff should adhere to the limits of the school's copyright licence.

To the best of their ability, teachers are able to and will supervise pupils when using school platforms. Teachers cannot oversee any other websites and applications that may be accessed during lesson time, against our school rules and against teacher recommendations.

b. Managing Access

Milverton Education will maintain a written record of users who have access to all school platforms and systems. All members of the Milverton Education community are expected to adhere to the policies and procedures in place to keep everyone safe online and when using technology. Breaches of school policy may result in access being suspended or revoked. Pupils and staff no longer schooling with or working with, respectively, will be removed from school platforms as part of the leaving/off-boarding process.

c. Filtering and Monitoring

Pupils at Milverton Education access lessons from home and there is limited ability of staff members to prevent pupils from accessing websites that the school does not deem appropriate for children and young people. We request the cooperation of parents and carers to monitor the online activity of their child or young person. Milverton Education will use websites, applications and programmes that are appropriate to the age and experience of pupils. The school recommends that this should continue into the home when utilising technologies and the internet outside of school time. Filtering and monitoring of children and young people's online activity is strongly recommended to

parents, carers and families.

Staff and pupils who discover that an unsuitable site has been shared or posted on school platforms must be reported to a member of senior leadership.

The school will report any online material it believes to be illegal to the appropriate agencies i.e. IWF or Child Exploitation and Online Protection command (CEOP).

Milverton Education recognises the existence of the [Internet Watch Foundation](#) list and would encourage parents and carers to ensure their child or young person is not accessing the sites mentioned.

Parents and carers will be informed of any breaches of behaviour, safeguarding, anti-bullying and e-safety policies involving their child or young person.

Milverton Education is aware that pupils, parents and carers cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential.

d. Managing Personal Data Online

Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations (GDPR) and Data Protection legislation.

e. Security and Management of Information Systems

Milverton Education will take appropriate steps to ensure the security of our platforms and information systems, including:

- Encryption of video conferencing platforms (Google Meet)
- Virus protection is up to date on office technologies
- Using cloud storage platforms for the storage of files, as opposed to using portable media storage
- Not downloading software from untrustworthy sources to work devices or opening unfamiliar email attachments
- Regularly check files on devices and deleting as appropriate
- Ensure users are utilising appropriate login details and passwords for access to school platforms
- Use of two-factor authentication for access to platforms, where necessary, i.e Bromcom (MIS)
- All users using work devices or using school platforms are expected to log off or lock their screens/devices if systems are unattended. This is also recommended

for teaching staff who permanently work from home.

f. Password Policy

All members of the Milverton Education team have their own unique username and passwords to access our systems: G-Suite, Bromcom, Xero. All staff have unique usernames and passwords for their Milverton Education email. Members of staff are required to keep their passwords private.

There may be occasions when 'delegated access' is required for other teams to support with shared inbox. This shared access to emails is only enabled for the period of time in which shared access is required.

All pupils use unique login details to access the G-Suite and parents will utilise unique login details for access to the parent observer accounts. Pupils and parents are required to keep their passwords private.

Milverton Education advises and requires members to:

- Use strong passwords (including alphanumeric, case-sensitive passwords)
- Change passwords regularly and/or when prompted by platforms
- Not share passwords with others or leave passwords written down where others can find it
- Not login as another user at any time

g. Managing the Safety of the Community

Staff or pupil's personal information will not be published on our school website; the contact details on the website will be the address, email and telephone number of our main office. Staff photographs, name, position, and short biography will be available for our school community to view.

Any administrator accounts for school platforms and the website will be secured with an appropriately strong password.

We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

h. Publishing Images and Videos Online

We will ensure that all images and videos shared online are used in accordance with the

associated policies, including, but not limited to our behaviour policy and safeguarding policy.

Images and videos of our school pupils will only be published on publicly available websites and platforms with permission from the parent/carer.

i. Managing Email

Access to our email systems will always take place in accordance with data protection legislation and in line with other policies including, but not limited to our behaviour policy and safeguarding policy.

Any electronic communication which contains sensitive or personal information will only be sent using email platforms that are protected by strong login credentials.

School email addresses and other official contact details will not be used for setting up personal social media accounts.

Members of the community will immediately tell the Senior Leadership if they receive offensive communication, and this will be recorded in the school's safeguarding files or records.

All members of staff are provided with an email address to use for all official communication.

Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, pupils and parents.

Excessive social email use can interfere with teaching and learning and productivity. Teachers and staff members should avoid sending personal emails during times of active working and contact time, excluding break times.

j. Use of Video Conferencing (Google Meet)

One of Milverton Education's main platforms is Google Meet, which is used to conduct our live, interactive lessons. As a paid service, the school has access to heightened security features that are not in place on the non-paid version of the platform. In using Google Meet, Milverton Education will ensure that:

- Only authenticated users will be permitted to enter live classes
- Teachers have control over who can enter live classes via the waiting room
- Teachers are always visible on webcam as per the teacher standards and expectations policy
- All lessons are recorded for safeguarding purposes, lesson observations and for

later review by pupils

- Use of cameras and microphones are encouraged to build community in our classrooms. Pupils have a choice of how they engage with their online lessons: to communicate via the chat box only, verbally and with the chatbox, the chat box and webcam, or verbally with the chat box and webcam. All combinations are acceptable to meet the needs of pupils
- Teachers have the ability to turn off the webcams and microphones of pupils, one at a time or in bulk
- Teachers have the ability to control who is sharing their screen and annotating documents/images
- Pupils are able to communicate the teacher publicly or privately during live lessons
- Only authenticated users are permitted to access lesson recordings, posted on the Google class pages
- Only key administrators will be given access to G-Suite admin control functions
- The unique login and password details for G-Suite should be kept securely, to prevent unauthorised access

By enrolling with Milverton Education, parents and carers consent to their child or young person participating in video conferencing via Google Meet, including the use of chat, webcam and microphone functions.

k. Use of Virtual Learning Environments (Google Classroom)

Milverton Education uses Google Classroom as its official online learning environment (LMS).

Senior Leadership and teachers will continually monitor the use of Google Classroom in their day-to-day workings, including the use of messaging features and discussion fora.

Only current members of staff, pupils and parents will have access to Google Classroom.

When staff, pupils and parents leave the school, their account will be disabled.

Pupils and staff will be advised of appropriate usage of the Google Classroom platform in our behaviour policy, school handbook, pupil and through our teacher standards and expectations.

All Google Classroom users should be mindful of using copyrighted materials. Staff and pupils should make use of Creative Commons regulations. Stock images should be used, where possible.

Any concerns regarding the content of Google Classroom will be recorded and handled in the following ways:

- Pupils or staff members will be asked to remove any material deemed to be inappropriate or offensive
- If the pupil or staff member does not comply, the material will be removed by the site administrator
- Access to the Google Classroom may be suspended
- The pupil or staff member will discuss the issues with a member of senior leadership before reinstatement of access
- A pupil's parents/carers may be informed
- If the content is illegal, Milverton Education will respond in line with existing child protection procedures and contact the relevant agencies, including the police, where necessary

A visitor may be invited onto Google Classroom by a member of the senior leadership; in this instance, there may be an agreed focus or a limited time slot i.e. during inspection proceedings

I. Management of Databases Storing Pupil Data and Records (Bromcom)

Milverton Education uses Bromcom as our management information system (MIS) for storing pupil data, including contact information, academic progress, pastoral notes, as well as being used for contact with parents and carers.

Heads of School and members of the office team are responsible for maintaining the information held on pupils, enrolled and unenrolled.

Bromcom is used by Milverton Education in accordance with data protection legislation, including GDPR.

To ensure pupil data is protected:

- Only authorised members of the Milverton Education team will have access to the information held on pupils
- Authorised users of Bromcom will only be provided with the information that permits them to complete their day-to-day duties
- Two-factor authentication will be utilised to access the Bromcom platform by all staff
- All members of staff at Milverton Education will be advised about the appropriate safety measures, including the use of strong passwords, not sharing passwords, and locking or logging out of the system when not in use
- Parents and carers will be informed of the expectations regarding use of the Parent Portal, including the use of strong passwords, not sharing passwords and logging out of the portal when not in use

m. Sharing of pupil images or work online

The Milverton Education team continuously looks to showcase the fantastic teaching and

learning that occurs in our school. We may share pupil work and pupil images in our marketing i.e on our website, in our newsletters, and in our prospectus. Milverton Education will always seek the permission of parents and carers prior to sharing pupil work or images.

- Images of pupil work and images that include pupils will be carefully selected
- The names and year groups of pupils will only be used with permission of parents and carers
- Pupils' images may be used within the school as part of a learning activity without parental permission, but images will only be stored on school systems for the period of time that the learning activity requires them

Social Media

Milverton Education recognises that social media can be a powerful tool for communication and can be a positive force in terms of communication and marketing. Conversely, if not used in a considered, safe and responsible way, negative consequences can result. Milverton Education highlights the following expectations and recommendations regarding the use of social media by members of the school community.

a. Expectations

The expectations regarding safe and responsible use of social media applies to all members of Milverton Education.

The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.

All members of the Milverton Education community are expected to engage in social media in a positive, safe and responsible manner.

All members of the Milverton Education community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

Concerns regarding the online conduct of any member of the Milverton Education community on social media, should be reported to the Principal or a member of Senior Leadership and will be managed in accordance with our school policies that are in place for the safety and wellbeing of our pupils.

b. Use of Social Media by Staff Members

The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated, as required, via regular staff training opportunities.

The reputation of Milverton Education and all members of our community is important to us. All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school.

Action may be taken if staff members are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

All members of staff are advised to safeguard themselves and their privacy when using social media platforms. This includes, but is not limited to:

- Setting the privacy levels of their personal sites
- Being aware of location sharing services
- Opting out of public listings on social networking sites
- Keeping passwords safe and confidential
- Ensuring staff do not represent their personal views as that of the school

Members of the Milverton Education community are recommended not to identify themselves as a member of staff, at the school, on their social media profiles or accounts. This will safeguard the privacy of staff members.

All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with our policies and the wider professional and legal framework.

Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues will not be shared or discussed on social media sites.

Members of staff will notify the Principal or Senior Leadership immediately if they consider that any content shared on social media sites conflicts with their role.

c. Communicating with Pupils and Parents/Carers

Staff members should not engage and accept 'friend requests' from pupils, enrolled or

unenrolled. Professional boundaries should be maintained. Due to the ability to be monitored by school administrators, teachers are permitted to share their school email addresses and any contact should be wholly professional and for school-related business only.

Any pre-existing relationships or exceptions that may compromise this, will be discussed with the Principal or Senior Leadership

If ongoing contact with pupils is required once they have left the school, members of staff will be expected to use existing platforms or channels.

Members of staff will not use personal social media accounts to contact pupils or parents, nor should any contact be accepted, except in circumstances whereby prior approval has been given by the Principal or Senior Leadership.

Any communication from pupils and parents/carers received on personal social media accounts will be reported to the Principal, a Senior Leader or the DSL.

d. Use of Social Media by Pupils

Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach, via age appropriate sites and resources. Resources on the safe use of social media and other platforms are posted via the school's social media platforms, advocating for safe and responsible use of social media sites and gaming platforms.

Any concerns regarding a pupil's use of social media will be dealt with in accordance with existing policies, including anti-bullying, behaviour and safeguarding. Concerns will be shared with parents/carers as appropriate, particularly when concerning underage use of social media sites, games or tools.

Milverton Education recommends to pupils:

- To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location
- To only approve and invite known friends on social media sites and to deny access to others by making profiles private
- Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present
- To use strong passwords and not to share these with friends
- To use social media sites which are appropriate for their age and abilities
- To block and report unwanted communications
- To report concerns to a trusted adult, either at home or at Milverton Education

e. Social Media Use by Parents and Carers

Milverton Education understands the benefits of using social media; however, if misused, the school community can be negatively affected, such as damage to the school's reputation.

The Social Media Code of Conduct for Parents and Carers sets out clear procedures for how we expect parents and carers to conduct themselves on social media, when using messenger apps, and our school platforms, with regard to the school and its reputation.

We ask that parents read the document and ensure that they always act in accordance with the stipulations detailed below.

The school expects parents and carers to behave in a civilised nature online and will not tolerate any of the following online behaviour:

- Posting defamatory content about parents/carers, pupils, the school or its employees
- Complaining about the school's values and methods on social media
- Posting content containing confidential information regarding the school or any members of its community, e.g. the complaints process from beginning to end, including disclosing the outcome of the complaint
- Contacting school employees through social media, including requesting to 'follow' or 'friend' them, or sending them private messages
- Creating or joining private groups or chats that victimise or harass a member of staff or the school in general
- Posting images of any staff members or pupils without their prior consent

Parents'/carers' social media usage will be in accordance with the school's Social Media Policy. The school retains the right to request that any damaging material is removed from social media websites, either by the pupil, parent/carer or by the relevant social media company. If parents/carers wish to raise a complaint, the school has a Complaints Procedures in place.

Breaches of this code of conduct will be taken seriously by the school and could ultimately lead to expulsion of the pupil. In the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution. Parents/carers are instructed not to post anonymously or under an alias to evade the guidance given in this code of conduct.

f. Official Use of Social Media

Milverton Education utilises social media for marketing and for communication with our community.

The official use of social media sites only takes place with clear educational, marketing or community engagement objectives, with specific intended outcomes.

Leadership staff have access to account information and login details for our social media channels.

All communication on official social media platforms will be clear, transparent and open to scrutiny.

We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts, where possible, to avoid blurring professional boundaries.

If members of staff are participating in online social media activity as part of their capacity as an employee of the school, they will:

- Always be professional and aware they are an ambassador for the school
- Always be responsible, credible, fair and honest, and consider how the information being published could be perceived or shared
- Always act within the legal frameworks they would adhere to within the workplace, including: confidentiality, copyright, data protection and equalities
- Ensure that they have appropriate consent before sharing images on the official social media channels
- Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so
- Inform the Principal or a member of Senior Leadership of any concerns, such as criticism, inappropriate content or contact from pupils

Use of Personal Devices and Mobile Devices

Milverton Education recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers. We strongly advocate for technologies being used safely and appropriately when schooling and in the school community.

Our pupils access lessons from home and there is limited ability for staff members to prevent pupils from utilising their personal devices for means other than those that support learning, during lessons.

Milverton Education expects that pupils' personal devices and mobile phones should be kept to one side during lessons. Mobile phones or personal devices will not be used by pupils during lessons or formal educational time unless as part of an approved and directed curriculum-based activity, as advised by a member of the teaching team. We greatly appreciate the support of our parents and carers in supporting our stance on

this.

Mobile phones and other personal devices should not be used during assessments and examinations. Pupils found to have used their devices to gain advantage in any assessments or examinations may result in no award being presented to the pupil.

Mentors, Heads of School or other members of Senior Leadership will be in contact with parents/carers where concerns arise regarding the inappropriate use of personal devices and mobile phones which contravenes our policies, including: behaviour, e-safety, safeguarding, and anti-bullying policies.

Milverton Education will act in accordance with the sanctions outlined in the aforementioned policies and will inform the relevant external bodies and authorities if there is a suspicion that any illegal or criminal offences have taken place.

Responding to e-safety Incidents and Concerns

All members of the Milverton Education community should report any online safety concerns, including (but not limited to): cyberbullying, accessing inappropriate content, abusive messaging or sharing of harmful imagery, and illegal content. These should be reported to the Principal or another member of Senior Leadership. This will also be shared with our school's Designated Safeguarding Lead.

Pupils should report an incident by:

- Informing a parent or carer
- Informing a teacher (i.e. form tutor)
- Asking a friend to tell an adult
- Contacting the school's Designated Safeguarding Lead(s)

All members of the community must respect confidentiality and the need to follow the official procedures for reporting concerns. Pupils, parents and staff will be informed of our complaints procedure.

Any incidents or concerns will be recorded electronically for reference if required at a later date.

The school will inform parents/carers of any online safety incidents or concerns involving their child, where required.

We require all members of the community to work in partnership to resolve online safety issues. After any investigations are completed, the school will identify any lessons learned and implement any policy or curriculum changes, as required.

All e-safety incidents involving staff must be referred to the Principal and the school's DSL.

If the Principal or Senior Leader(s) are unaware of how to proceed with a concern or incident, advice and guidance will be sought from the necessary external bodies and organisations.

Where there is suspicion that illegal activity has taken place, the Principal or Senior Leader(s) will contact the necessary local authority or body, will contact the police (on 101 or 999, in the UK) if there is an immediate danger or risk of harm.

Procedures for Responding to Specific Online Incidents or Concerns

a. Online Sexual Violence and Harassment Between Children and Young People

Milverton Education recognises that sexual violence and sexual harassment between children and young people can take place online. Examples may include; non-consensual sharing of sexual images and videos sexualised online bullying, online coercion and threats, unwanted sexual comments and messages on social media, and online sexual exploitation.

The school recognises that the internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.

The school also recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.

Milverton Education has a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. It should never be passed off as "banter", "just having a laugh", "a part of growing up" or "boys being boys". The aforementioned approach can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it.

The school will ensure that all members of our community are made aware of the potential social, psychological and criminal consequences of online sexual violence and sexual harassment between children and young people by implementing a range of age and ability appropriate educational methods as part of our Wellbeing curriculum.

We will ensure that all members of our community are aware of sources of support

regarding online sexual violence and sexual harassment between children and young people.

We will respond to concerns regarding online sexual violence and sexual harassment between children and young people, regardless of whether the incident took place on our platforms or otherwise.

If we are made aware of online sexual violence or sexual harassment, the school will:

- Immediately notify the DSL and act in accordance with our behaviour, safeguarding, e-safety, or anti-bullying policies
 - Provide the necessary safeguards and support for all pupils involved, such as offering specific advice on blocking, reporting and removing online content, as well as providing appropriate counselling/pastoral support
 - Implement the appropriate sanctions as outlined in our behaviour policy
 - Inform parents/carers, if appropriate, about the incident and how it is being managed
 - If appropriate, make a referral to external agencies, such as Social Services and/or the Police
 - If a criminal offence has been committed, the school will discuss this with the child or young person's local police authority first to ensure that investigations are not compromised
-
- Review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate

b. Youth Produced Sexual Imagery

Milverton Education recognises youth produced sexual imagery (previously referred to as “sexting”) as a safeguarding issue; all concerns will be reported to and dealt with by the DSL/Senior Leadership.

The school will liaise with the relevant national guidance from the [UK Council for Child Internet Safety](#) for information on youth produced sexual imagery and how to respond to this. There is also guidance for responding to incidents of sharing nude/semi-nude images - [Sharing nudes and semi-nudes: advice for education settings working with children and young people.](#)

The school will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of ‘youth produced sexual imagery’ by implementing preventative approaches, via a range of age and ability appropriate educational methods.

We will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on school platforms or personal equipment.

Milverton Education will not:

- View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so - If it is deemed necessary, the image will only be viewed by the DSL and their justification for viewing the image will be clearly documented
- Send, share, save or make copies of content suspected to be an indecent image of a child (i.e. youth produced sexual imagery) and will not allow or request pupils to do so

If the school is made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will:

- Act in accordance with the relevant school policies i.e. safeguarding
- Ensure we proceed in line with the guidance from the [UK Council for Child Internet Safety](#)
- Block access to all users and isolate the image, where the image has been taken or shared on school platforms
- Consider the risks to and the vulnerability of the pupil(s) involved, including carrying out checks with other agencies
- Inform parents and carers, where appropriate, about how the incident is being managed
- Make a referral to the relevant Children's Social Services and/or the Police
- Provide the necessary support for pupils, including counselling and pastoral support
- Implement appropriate sanctions in accordance with our Behaviour Policy but taking care so not to further traumatise victims where possible
- Consider deletion of the images, where advised and/or in line with national guidance
- Delete images only when the DSL (and/or DDSL) has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation
- Review the handling of the incident, ensuring that any changes are implemented effectively to maintain best practice

c. Online Sexual Abuse and Exploitation

Milverton Education will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible

approaches which may be employed by offenders to target children and how to respond to concerns.

The school recognises online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the DSL (and/or DDSL).

We will implement preventative approaches for online child sexual abuse and exploitation (including criminal exploitation) via a range of age and ability appropriate education for pupils, staff and parents/carers.

We will ensure that all members of the community are aware of the support available regarding online child sexual abuse and exploitation (including criminal exploitation).

If the school are made aware of an incident involving sexual abuse and exploitation, we will:

- Act in accordance with the relevant school policies i.e. safeguarding
- Make a referral to Social Services (if appropriate) and to inform the police (via 101 or dialling 999, in the UK) if the child or young person is at immediate risk
- Consider the risks to and the vulnerability of the pupil(s) involved, including carrying out checks with other agencies
- Inform parents and carers, where appropriate, about how the incident is being managed
- Provide the necessary support for pupils, including counselling and pastoral support
- Review the handling of the incident, ensuring that any changes are implemented effectively to maintain best practice

We will respond to concerns regarding child sexual abuse and exploitation, regardless of whether the incident took place on school platforms or personal equipment.

Where possible, pupils will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report: www.ceop.police.uk/safety-centre/. There is also a CEOP button in the pupil common room that links to this website.

If we are unclear whether a criminal offence has been committed, the DSL (and/or DDSL) will obtain advice immediately through the Police.

d. Indecent Images of Children (IIOC)

Milverton Education will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).

We will respond to concerns regarding IIOC on the school platforms or on pupil personal

devices.

We will seek to prevent accidental access to IIOC by ensuring teachers check all websites and platforms they are using, beforehand. Parents and carers are strongly recommended to ensure that age appropriate websites are accessed in the home and that the necessary filtering and monitoring is taking place. As pupils school from home, the school has a limited ability to prevent pupils accessing this content accidentally.

If the school is unclear if a criminal offence has been committed, the DSL (and/or DDSL) will obtain advice immediately from the Police.

If the school are made aware of IIOC, we will:

- Act in accordance with the relevant school policies i.e. safeguarding
- Immediately inform the appropriate external bodies and the police

If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children, we will:

- Ensure that the DSL (and/or DDSL) is informed
- Ensure that the URLs (web page addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk
- Ensure that any copies that exist of the image, for example in emails, are deleted
- Report concerns, as appropriate to parents/carers

If made aware that indecent images of children have been found on the school platforms, we will:

- Ensure that the DSL (and/or DDSL) is informed
- Ensure that the URLs (web page addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk
- Inform the Police (via 101 or 999, in the UK) where child is thought to be at immediate risk
- Ensure that any copies that exist of the image, for example in emails, are deleted
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only
- Report concerns, as appropriate to parents/carers

If made aware that a member of staff is in possession of indecent images of children on school platforms, we will:

- Ensure our DSL (and/or DDSL), Head of School and Principal are informed and decisions will be made on how to proceed with such an allegation
- Block access to school platforms for the member of staff in question

- Contact the Police to seek advice on how to proceed

e. Cyberbullying

Cyberbullying, along with all other forms of bullying, will not be tolerated at the school. Full details of how we will respond to cyberbullying are set out in our anti-bullying and safeguarding policies.

f. Online Hate

Online hate content, directed towards or posted by, specific members of the Milverton Education community will not be tolerated at the school and will be responded to in line with existing policies, including anti-bullying, anti-racism and behaviour. All members of the community will be advised to report online hate in accordance with relevant policies and procedures. The police will be contacted if a criminal offence is suspected. If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (and/or DDSL) will obtain advice from the police.

g. Online Radicalisation and Extremism

We will take all reasonable precautions to ensure that pupils and staff are safe from terrorist and extremist material when accessing our school platforms. Parents and carers are strongly recommended to ensure that age appropriate websites are accessed in the home and that the necessary filtering and monitoring is taking place. As pupils school from home, the school has a limited ability to prevent pupils accessing extremist material that may seek to radicalise pupils.

If we are concerned that a child, young person or parent/carers may be at risk of radicalisation online, the DSL (and/or DDSL) will be informed immediately, and action will be taken in line with the relevant policies i.e. safeguarding policies.

If we are concerned that members of staff may be at risk of radicalisation online, the DSL (and/or DDSL) the Head of School and the Principal will be informed immediately, and action will be taken in line with national guidance ([The Prevent Duty](#)) and any advice sought from the police.

e-safety Links

CEOP: Thinkuknow	Suggested sites and internet safety advice by age group
ChildLine: Staying safe online	ChildLine is a private and confidential service for children and young people up to the age of 19.
Childnet International: Parents and Carers	Working to help make the internet a great and safe place for children.

Digital Trends: Android App Security Basics: Easy Ways To Keep Your Phone Safe	How to avoid inadvertently downloading malware, basic tips to keep your Android phone safe and secure.
Digizen Family Agreement	A common understanding of what is and what isn't appropriate behaviour online.
Internet Watch Foundation	Report criminal online content securely and confidentially.
K9 Web Protection	Free, enterprise-class security software designed for home computers
Kids Privacy: Tips & Scripts for Parenting in the Digital World	Information and resources for parents on raising kids in a digital world.
KidSMART	SMART rules - (S)afe (M)eeting (A)ccepting (R)eliable (T)ell

<p>Macworld: Set up a kid-friendly iPad</p> <p>National Crime Agency - Child Exploitation and Online Protection (CEOP)</p> <p>NSPCC: Online porn</p> <p>Virtual Global Taskforce</p>	<p>Before handing over your iPad to a child, it's best to do some parental preparation.</p> <p>CEOP helps children stay safe online. Report inappropriate online behaviour.</p> <p>Advice on how to talk to your child about the risks of online porn and sexually explicit material.</p> <p>An international partnership of law enforcement agencies, non-government organisations and industry to help protect children from online child abuse.</p>
<p>Xbox 360: Online safety and privacy settings</p>	<p>Change the online safety and privacy settings for any profile on the Xbox 360 console</p>
<p>Xbox One: Family SecurityONE security</p>	<p>Learn how to configure privacy and online safety settings for Xbox One.</p>

Tools for Reviewing Online Safety

Technology, and risks and harms related to it evolve and change rapidly. Schools and colleges should consider carrying out an annual review of their approach to online safety, supported by an annual risk assessment that considers and reflects the risks their children face. A free online safety self-review tool for schools can be found via the [360 safe website](#).

UK Council for Child Internet Safety (CIS) has published Online safety in schools and colleges: [Questions from the governing board](#). The questions can be used to gain a basic understanding of the current approach to keeping children safe online; learn how to improve this approach where appropriate; and find out about tools which can be used to improve the approach.

It has also published an [Online Safety Audit Tool](#) which helps mentors of trainee teachers and newly qualified teachers induct mentees and provide ongoing support, development and monitoring.

When reviewing online safety provision, the [UKCIS external visitors guidance](#) highlights a range of resources which can support educational settings to develop a whole school approach towards online safety.

Annex D of [Keeping Children Safe in Education](#) (updated 2021) includes more information and guidance for schools on online safety.

