Plat Douet School Digital Safeguarding Policy

Aims and Purposes

Computing and the internet are essential elements in 21st Century life for education, business and social interaction. At Plat Douet School we have a duty to provide pupils with quality internet access as part of their learning experience. The purpose of internet use in school is to raise educational standards, to promote pupil engagement and achievement and to support the professional work of staff. Internet safety depends on staff, advisers, parents and pupils taking responsibility for the use of the internet.

Roles and responsibilities of the school:

- The school has identified one Digital Safeguarding Coordinator (DSC) to manage Digital Safeguarding and to monitor, review and develop best practice. The Digital Safeguarding Coordinator will be the primary contact between the school and CYPES in all matters of Digital Safeguarding (for example, requesting web-filter changes).

- Digital Safeguarding is a high priority among staff and they are aware of their role in telling the DSC of any incident so that they can log this. These logs will be made available to CYPES on request.

- The school always safeguards the digital wellbeing of members of staff by, for example, not publishing any of their personal details (including photographs) online without consent. The school does not require members of staff to use personal cell phones to communicate with parents or pupils at any time, there is a school-owned device that can be used whenever mobile communications are needed.

- New technologies are evaluated and risk-assessed to ensure that the anticipated educational benefits justify any potential digital safeguarding risks that might be identified.

- The school's approach to digital safeguarding is embedded through the home-school agreement, including responsible use of technologies and technology-based behaviour. There is a parental consent form for each child when they begin at Plat Douet, to give permission for images and videos to be shared on the school website and on social media.

- The school ensures that all pupils and parents are regularly updated about digital safeguarding issues in a meaningful and engaging manner, for example, parent sessions run during Safer Internet week and tips sent home in newsletters.

Digital Safeguarding Coordinator's Key Responsibilities

The Digital Safeguarding Coordinator has a clear understanding of child protection, digital safeguarding and data protection policies and procedures. They have undergone appropriate training to acquire a detailed insight into current concerns and the consequences of particular situations and actions.

Child protection incidents are reported to the Child Protection Officer who will refer these to the MASH team if necessary.

The Digital Safeguarding Coordinator has a solid pedagogical insight that can assess the e-learning benefits of any change when balanced with the associated potential digital safeguarding risks. They attend relevant update training and support sessions, to remain aware of the latest concerns and best practice.

The Digital Safeguarding Coordinator challenges and supports members of staff to develop their awareness of and teaching about digital safeguarding.

Roles and responsibilities of the Digital Safeguarding Coordinator

- Develop and keep up-to-date the school's Digital Safeguarding Policy, which must accurately reflect the requirements of CYPES' Digital Safeguarding Policy and the school's own practice.

- Develop appropriate and differentiated Acceptable Use Policies (AUPs) and ensure these are signed by staff, children and parents (as applicable). Ensure that signed AUPs are filed for future reference if required. Ensure there are clearly-understood measures to deter and reform inappropriate behaviour.

- Establish, monitor and maintain a Digital Safeguarding Log, in which are recorded all issues as they arise.

- Audit practice across the school and produce an action plan to improve the school's digital safeguarding provision using a self-evaluation and self-improvement framework (SWGfL's *360° Safe* www.360safe.org.uk) annually.

- Brief staff regularly on digital safeguarding developments and new issues.

- Monitor systems that are put in place to reduce and, where possible, prevent inappropriate behaviour and the accessing of unacceptable content.

- Manage and maintain different user profiles for web filtering to provide protection as appropriate and flexibility where required.

- Conduct active testing to ensure that blocked content remains inaccessible.

- Ensure digital safeguarding signage is displayed and regularly refreshed.

Roles and responsibilities of all staff

- Act on all digital safeguarding issues promptly and in accordance with the school's Digital Safeguarding Policy.

- Be diligent when digital safeguarding issues suggest child protection concerns: follow child protection procedures immediately in these circumstances.

- Work within the school's digital safeguarding measures and not attempt to compromise or circumvent those measures.

- Teach aspects of the digital safeguarding programme, to include planning of E-Safety activities.

- Protect professional boundaries by, for example, not giving pupils a member of staff's mobile phone number; not allowing a staff network log-in to be used by a pupil; not becoming 'friends' with pupils on social networking sites.

- Be diligent in respect of data protection: use encrypted memory sticks (Safe sticks provided) whenever appropriate and ensure that data is always kept within authorised jurisdictions.

- Behave in a healthy, positive and professional manner towards digital technologies and when engaging in online activities.

- Seek advice from the school's Digital Safeguarding Coordinator whenever necessary to discuss concerns, develop best practice and support students.

- Sign an appropriate Acceptable Use Policy and be aware of the responsibilities bestowed by that Agreement.

Roles and responsibilities of Parents and Carers

It is the role of parents and carers to support the school in promoting E-Safety and endorse the Acceptable Use Policy which includes the pupils' use of the internet and the school's use of photographic and video images.

Parents should read, understand and promote the Pupils Acceptable Use Policy with their children.

Parents should consult with school if they have any concerns about their child's use of technology.

B. Rebours

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