E-Safety Policy

Author / Lead	Chief Information Officer
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Approved by	Audit & Risk Committee
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Target audience	Trust-wide

1. **Introduction**

1.1. At Wellspring we recognise that learning is a lifelong process and that e-learning is an integral part of it. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum. We are committed to the continuing development of our digital infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, co-operative and efficient communication and information sharing.

1.2. Our E-Safety Policy should apply to all stakeholders (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of digital systems, both in and out of our Academies, and acknowledge that the Education and Inspections Act 2006 empowers leaders, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the Academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

1.3. 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
- Bullying
- Child Protection

1.4. We believe that children and young people should never experience abuse of any kind and that they 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.

1.5. We recognise that:

- the online world presents everyone with many opportunities, however it can 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 the Trust'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.

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Roles and Responsibilities

2.   Governors

2.1.   The Governors of each Academy are responsible for the approval of that Academy's E-Safety Policy and for reviewing the effectiveness of the policy, in order to ensure that any problems which may arise have been resolved.

3.   (Executive) Principal and Senior Leaders

3.1.   The (Executive) Principal is responsible for ensuring the safety (including e-safety) of members of the Academy community, though day to day management of e-safety may be delegated to the Designated Lead for Safeguarding and E-Safety.

3.2.   The (Executive) Principal must ensure that the Designated Lead for Safeguarding and E-Safety and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues as deemed appropriate.

3.3.   The (Executive) Principal and will ensure that there is a system in place to allow for monitoring and support of the Designated Lead for Safeguarding and E-Safety.

3.4.   The (Executive) Principal must be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

4.   Education and Training – Staff

4.1.   It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in the E-Safety Policy.

4.2.   This should include bullying, cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.

5.   Training Governors

5.1.   E-Safety awareness sessions will be offered to members of the Governing Body.

6.   Technical – infrastructure, equipment, filtering and monitoring

6.1.   The Academy will be responsible for ensuring that the Academy's infrastructure and network is as safe and secure as is reasonably possible and that approved policies and procedures are implemented.

7.   Use of digital and video images

7.1.   The Academy is responsible for the safe use of photographic and video images of all pupils, including within an Academy, on individual websites and on social media.

8. **Data Protection**

8.1. Please refer to the Data Protection policy suite for further information. This can be accessed at https://wellspringacademytrust.co.uk/about-us/policies-documents/

9. **Communications**

9.1. When using communication technologies the Academy should give due consideration to safety and security.

Responding to incidents of misuse

10. **Staff**

10.1. Each individual Academy should make provision for dealing with incidents of misuse of equipment and the Internet by pupils and staff.

10.2. If online abuse occurs, the Academy will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- making sure that the Academy response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.

11. **Equality Impact Assessment**

11.1 The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:

- eliminate discrimination and other conduct that is prohibited by the Academy
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

In the development of this policy/procedure due regard has been given to achieving these objectives.