SUTTON VALENCE SCHOOL
SINCE 1576

Online Safety Policy

(Prep School)

Author: James Watkins
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Governor Approval: November 2025
Review date: September 2026
Updated:

This Policy applies to Sutton Valence School (including, as the context requires, the Nursery and the Prep School).

1. Policy Aims

This online safety policy has been written by Sutton Valence School, building on the Kent County Council (KCC) online safety policy template, with specialist advice and input as required.

It takes into account the DfE statutory guidance Keeping Children Safe in Education 2024, Early Years and Foundation Stage Profile Handbook 2021 and the Kent Safeguarding Children Multi-Agency Partnership procedures. It also takes into account the non-statutory guidance, Teaching Online Safety in School 2019

The purpose of Sutton Valence School's Online Safety Policy is to:

- Safeguard and protect all members of Sutton Valence School community online;
- Identify approaches to educate and raise awareness of online 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 online safety concerns.

Sutton Valence School identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or 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, solicitation for substances, phishing and or financial scams.

2. Policy Scope

Sutton Valence School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.

Sutton Valence School identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.

Sutton Valence School believes that pupils should be empowered to develop strategies to manage and respond to risk online.

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the School (collectively referred to as 'staff' in this policy) as well as pupils and parents/carers.

This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with School-issued devices for use off-site, such as a work laptops, tablets or mobile phones.

2.1 Links with other policies and practices

This policy must be read in conjunction with other relevant School policies, including (but not limited to):

- The Sutton Valence School Prep Anti-bullying policy;
- The Sutton Valence School Data Protection, GDPR and Information Sharing policies
- The Sutton Valence School Policies relating to the use of electronic devices;
- The Sutton Valence School ICT Policy, which incorporates Acceptable Use Policy (AUP)
- The Sutton Valence School Prep Behaviour Policy;
- The Sutton Valence School Safeguarding Policy;
- Image Use policy;
- Staff Handbook guidance on social media and internet use.

3. Monitoring and Review

- Sutton Valence School will review this policy at least annually;
- The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure;
- We will ensure that we regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied;
- To ensure they have oversight of online safety, the DSLs will be informed of online safety concerns, as appropriate;
- Mike Heber and Rachel Densham are named governors for safeguarding will report on a regular basis to the governing body on online safety incidents, including outcomes;
- Any issues identified will be incorporated into the School's action planning.

4. Roles and Responsibilities

- The School has appointed James Watkins (Deputy Head) as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day-to-day oversight of safeguarding and child protection systems in school.

  A number of other staff have been trained as Deputy DSLs, with oversight as below:

<table>
<tr><th>Nursery</th><th>Pre-Prep (Reception-Year 2)</th><th>Prep (Year 3 - Year 6)</th></tr>
<tr><td rowspan="3">Ellie Foster
(Nursery Manager)

Zoe Gransbury
(Pre-School Lead)</td><td colspan="2">Molly Mills (Reception Teacher, Head of Drama)</td></tr>
<tr><td>Molly Braddick
(Y1 Teacher)</td><td rowspan="2">Melissa Dallamore
(Assistant Head, Academic)</td></tr>
<tr><td>Carla Glover (Y2 Teacher)</td></tr>
<tr><td colspan="2">Sandra Champanhet (Head of Nursery and Pre-Prep)</td><td></td></tr>
<tr><td colspan="3">Chloe Dorban-Hall (Head of Learning Support)</td></tr>
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- Sandra Champanhet (Head of Pre-Prep) has been delegated responsibility for day-to-day oversight of Nursery and Pre-Prep. During the School holidays, when the Nursery is still running, there will always be a member of SMT on call, but day-to-day Safeguarding responsibility lies with the Nursery Manager or, in her absence, the Pre-School Lead. There will be a handover of relevant information between the DSL and the Nursery Deputy DSLs before and after School holidays to ensure consistency of provision.
- The Head of Digital Learning and Head of PSHE, oversee the implementation of online safety lessons within the ICT and PSHE Curricula, though it is not exclusively taught through these subjects.
- Sutton Valence School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements;
- Ensure there are appropriate and up-to-date policies regarding online safety; including a code of conduct and/or an AUP, which covers acceptable use of technology;
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with technical staff to monitor the safety and security of School systems and networks;
- Ensure that online safety is embedded within a progressive whole School curriculum, which enables all pupils to develop an age-appropriate understanding of online safety;
- Support the Designated Safeguarding Leads by ensuring they have sufficient time and resources to fulfil their online safety responsibilities;
- Ensure there are robust reporting channels for the School community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology. Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.2 The Designated Safeguarding Lead (DSLs) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate;
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the School community, as appropriate;
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training;
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as 'Safer Internet Day';
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches;
- Maintain records of online safety concerns, as well as actions taken, as part of the School's safeguarding recording mechanisms;
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures;
- Report online safety concerns, as appropriate, to the Senior Management Team and Governing Body;
- Work with the SMT to review and update online safety policies on a regular basis (at least annually);
- Meet regularly at least termly with the governor with a lead responsibility for safeguarding.

4.3 It is the responsibility of all members of staff to:

- Read and adhere to the online safety policy and AUPs;
- 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 personal use of technology, both on and off site;
- Embed online safety education in curriculum delivery, wherever possible;
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care;
- Identify online safety concerns and take appropriate action by following the School's safeguarding policies and procedures;
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally;
- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSLs and leadership team, especially in the development and implementation of appropriate online safety policies and procedures;
- Implement appropriate security measures (including password policies and encryption) to ensure that the School's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised;
- Ensure that the School's filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the SMT;
- Report any filtering breaches to the DSLs and SMT, as well as, the School's internet service provider or other services, as appropriate;

- Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSLs, in accordance with the School's safeguarding procedures.

4.5 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:

- Engage in age appropriate online safety education opportunities;
- Contribute to the development of online safety policies;
- Read and adhere to the School AUPs;
- Respect the feelings and rights of others both on and offline;
- Take responsibility for keeping themselves and others safe online;
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

4.6 It is the responsibility of parents and carers to:

- Read the School AUPs and encourage their children to adhere to them;
- Support the School in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home;
- Role model safe and appropriate use of technology and social media;
- Abide by the School's Parent Contract and/or AUPs. Identify changes in behaviour that could indicate that their child is at risk of harm online;
- Seek help and support from the School, or other appropriate agencies, if they or their child encounter risk or concerns online;
- Contribute to the development of the School online safety policies;
- Use School systems, such as learning platforms, and other network resources, safely and appropriately;
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education and Engagement Approaches

5.1 Education and engagement with pupils

The School will establish and embed a progressive online safety curriculum throughout the whole School, to raise awareness and promote safe and responsible internet use amongst pupils by:

- Ensuring education regarding safe and responsible use precedes internet access;
- Including online safety in the PSHE and ICT programmes of study, covering use both at School and home;
- Reinforcing online safety messages whenever technology or the internet is in use;
- 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.

The School will support pupils to read and understand the AUP in a way that suits their age and ability by:

- Displaying acceptable use posters in all rooms with internet access;

- Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation;
- Rewarding positive use of technology by pupils;
- Implementing, where appropriate, peer education approaches. This could be through circle time, PSHE, through the School Council or in ICT lessons;
- Seeking pupil voice when writing and developing school online safety policies and practices, including curriculum development and implementation;
- Using support, such as external visitors, where appropriate, to complement and support the schools internal online safety education approaches.

5.1.1 Vulnerable Pupils

- Sutton Valence School is aware that some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss;
- Sutton Valence School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils;
- Sutton Valence School will seek input from specialist staff as appropriate, including the Head of Learning Support.

5.2 Training and engagement with staff

The School will:

- Provide and discuss the Online Safety Policy with all members of staff as part of induction;
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates. This forms part of our existing safeguarding and child protection training;
- Make staff aware that School systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with School's policies when accessing School systems and devices;
- Make staff aware that their online conduct out of School, including personal use of social media, could have an impact on their professional role and reputation within School;
- Highlight useful educational resources and tools that staff should use, according to the age and ability of the pupils;
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the School community.

5.3 Awareness and engagement with parents and carers

Sutton Valence School recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.

The School will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as Parent Consultation Evenings.
- Drawing their attention to the School online safety policy and expectations in newsletters, letters, our prospectus and on our website;
- Requesting that they read online safety information as part of joining our School, for example, within our Parent Contract;
- Requiring them to read the School AUP and discuss its implications with their children.

6. Reducing Online Risks

Sutton Valence School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:

- Regularly review the methods used to identify, assess and minimise online risks;
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in School is permitted;
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material;
- Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a School computer or device.

All members of the School community are made aware of the School's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the School's AUP and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Classroom Use

Sutton Valence School uses a wide range of technology. This includes access to:

- Computers, laptops and other digital devices;
- iPads
- Internet which may include search engines and educational websites;
- School learning platform/intranet;
- Email;
- Digital cameras, web cams and video cameras;

All School-owned devices will be used in accordance with the School's AUP and with appropriate safety and security measures in place. These include:

- Content filtering system that users are required to authenticate against, this records the user and the websites they have accessed;
- School owned iPads are managed by the School's IT Technicians for the installation of apps. The content is filtered but they do not identify individual users, this is done by the classroom teacher;

- School laptops are managed by Microsoft Intune and Microsoft Endpoint Configuration Manager and users logon and authenticate against Active Directory and the filtering system;
- School laptops are encrypted;
- When a device accesses the School system, the system identifies the device and its general location on the School site.

Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

The School will use age-appropriate search tools. Google is the primary search tool that is subsequently monitored and filtered.

The School will ensure that the use of internet-derived materials, by staff and pupils, complies with copyright law and acknowledge the source of information.

Supervision of pupils will be appropriate to their age and ability:

Early Years Foundations Stage

- Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials and resources, which support the learning outcomes planned for the learners' age and ability.

Key Stages 1 and 2

- Learners will use search engines and online tools in a supervised environment.
- Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners' age and ability.

7.2 Managing Internet Access

- The School will maintain a written record of users who are granted access to the School's devices and systems;
- All staff, pupils and visitors will read an AUP before being given access to the School computer system, IT resources or internet. Younger children may have this shared with them verbally. For example, guest users can only access the internet, when they use the guest Wi-Fi code they are given and an AUP to agree to.

7.3 Filtering and Monitoring

7.3.1 Decision Making

- Sutton Valence School governors and leaders have ensured that the School has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks;
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding;

- The School's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our School's specific needs and circumstances;
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the SMT; all changes to the filtering policy are logged and recorded;
- The SMT will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate;
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential.
- The School will follow the DFE's guidance on Filtering and Monitoring Standards

7.3.2 Filtering

- The School uses educational broadband connectivity through Coconnect.
- The School uses Smoothwall, which blocks sites that can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature. Consequently, the School filtering system blocks all sites on the Internet Watch Foundation (IWF) list.
- The School works with Coconnect to ensure that our filtering policy is continually reviewed.

7.3.3 Dealing with filtering breaches

The School has a clear procedure for reporting filtering breaches.

- If pupils discover unsuitable sites, they will be required to turn off monitor/screen and report the concern immediate to a member of staff;
- The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead and/or the ICT Support Team;
- The breach will be recorded and escalated as appropriate;
- Parents/carers will be informed of filtering breaches involving their child;
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as: IWF, Kent Police or CEOP.

7.3.4 Monitoring

The School will appropriately monitor internet use on all School-owned or provided internet enabled devices. This is achieved by:

- The School uses Smoothwall Monitor. The DSL receives alerts for Prep School children.
- In a lesson, the teacher can view the pupils' screens and see what is being searched and accessed;
- When a pupil logs onto the system their internet history is recorded and can be searched;
- Reports are generated as required and sent to the DSLs for analysis;

- The School has a clear procedure for responding to concerns identified via monitoring approaches. The DSLs are informed of such concerns they respond in line with the child protection policy;
- All users will be informed that use of School systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

7.4 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online, in accordance with the Data Protection Act 2018. Full information can be found in the Schools Information Security policy.

7.5 Security and Management of Information Systems

The School takes appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly;
- Encryption for personal data sent over the internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems;
- Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use;
- Not downloading unapproved software to work devices or opening unfamiliar email attachments;
- Regularly checking files held on the School's network;
- The appropriate use of user logins and passwords to access the School network;
- Specific user logins and passwords will be enforced for all but the youngest users;
- All users are expected to log off or lock their screens/devices if systems are unattended.

7.5.1 Password Policy

All members of staff will have their own unique username and private passwords to access School systems; members of staff are responsible for keeping their password private.

From Year 3, all pupils are provided with their own unique username and private passwords to access School systems; pupils are responsible for keeping their password private.

We require all users to:

- Use strong passwords for access into our system;
- Pupils are not forced to change their password, they only change if they suspect someone knows it;
- Always keep their password private; users must not share it with others or leave it where others can find it;
- Not to login as another user at any time.

In EYFS and Key Stage 1, children access the School computer system through a class account. This access is closely supervised at all times in School.

Children in the Pre-Prep will have their own individual accounts on Microsoft Teams. These passwords will only be shared with the children's parents, for the purposes of home learning.

7.6 Managing the Safety of the School Website

- The School will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE) and the Independent Schools Inspectorate;
- The School will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright;
- Staff or pupils' personal information will not be published on our website; the contact details on the website will be the School address, email and telephone number and staff email addresses.
- The administrator account for the School website will be secured with an appropriately strong password;
- The School will post appropriate information about safeguarding, including online safety, on the School website for members of the community.

7.7 Publishing Images and Videos Online

- The School will ensure that all images and videos shared online are used in accordance with the associated polices, including (but not limited to): the Data Protection Act 2018, the Image Use policy, Data Security, AUPs, Codes of Conduct, Social Media and Use of Personal Devices and Mobile Phones.

7.8 Managing Email

Access to School email systems will always take place in accordance with Data Protection legislation and in line with other School policies, including, Confidentiality, AUPs and Code of conduct:

- The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider;
- Any internal electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email;
- School email addresses and other official contact details will not be used for setting up personal social media accounts;
- Members of the School community are encouraged to immediately tell a member of staff if they receive offensive communication. This will be recorded in the School safeguarding files/records;

7.8.1 Staff

- The use of personal email addresses by staff for any official School business is not permitted;
- All members of staff are provided with a specific School 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 and pupils and parents.

7.8.2 Pupils

- Pupils will use School-provided email accounts for educational purposes;
- Pupils will be made aware of the AUP and will receive education regarding safe and appropriate email etiquette before access is permitted;
- Whole-class or group email addresses may be used.

7.9 Management of Applications (apps) used to Record Children's Progress

- The School uses iSAMS to track pupils' progress and share appropriate information with parents and carers. However departments also use various online apps.
- The Headmaster is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation in order to safeguard pupils' data.

8. Social Media

8.1 Expectations

- The expectations regarding safe and responsible use of social media applies to all members of the Sutton Valence School community;
- The term 'social media' may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video and image sharing sites; chatrooms and instant messenger;
- All members of the Sutton Valence School community are expected to engage in social media in a positive, safe and responsible manner, at all times;
- All members of the Sutton Valence School 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 Sutton Valence School community on social media should be reported to the School and will be managed in accordance with our Anti-bullying, Allegations Against Staff, Behaviour and Child Protection policies.

8.2 Staff Personal Use of Social Media

- 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 via regular staff training opportunities;
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the School Code of Conduct within the AUP.

Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within School. Civil, legal or disciplinary

action may be taken if they 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 sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):
  - Setting the privacy levels of their personal sites as strictly as they can;
  - Being aware of location sharing services;
  - Opting out of public listings on social networking sites;
  - Logging out of accounts after use;
  - Keeping passwords safe and confidential;
  - Ensuring staff do not represent their personal views as that of the School.
- Members of staff are encouraged not to identify themselves as employees of Sutton Valence School on their personal social networking accounts. This is to prevent information on these sites from being linked with the School and also to 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 School's 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 SMT immediately if they consider that any content shared on social media sites conflicts with their role in the school.

Communicating with pupils and parents and carers

- All members of staff are advised not to communicate with, or add as 'friends' any current or past pupils or current or past pupils' family members on social media channels;
- Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Leads and/or the Head;
- If ongoing contact with pupils is required once they have left the School roll, members of staff will be expected to use existing alumni networks or use official School-provided communication tools;
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Head;
- Any communication from pupils and parents received on personal social media accounts will be reported to the School's Designated Safeguarding Leads.

8.3 Pupils' Personal Use of Social Media

- 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;
- The School is aware that many popular social media sites state that they are not for children under the age of 13. This information forms part of the online safety training that all children receive;

- Any concerns regarding pupils' use of social media, both at home and at School, will be dealt with in accordance with existing School policies, including Anti-bullying and Behaviour. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools;
- Pupils will be advised:
    - To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, other social media contact details, email addresses, full names of friends/family, specific interests and clubs;
    - To only approve and invite known friends on social media sites and to deny access to others by making profiles private/protected;
    - 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 safe passwords;
    - To use social media sites which are appropriate for their age and abilities;
    - How to block and report unwanted communications and report concerns both within School and externally.

8.4 Official Use of Social Media

Sutton Valence School official social media channels are Facebook, Twitter and Instagram.

- The official use of social media sites, by the School, only takes place with clear educational or community engagement objectives, with specific intended outcomes;
- The official use of social media as a communication tool has been formally risk assessed and approved by the Headmaster;
- Marketing staff have access to account information and login details for the social media channels, in case of emergency, such as staff absence;
- Official School social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only;
- Staff use School-provided email addresses to register for and manage any official School social media channels;
- Official social media sites are suitably protected and, where possible, run and/or linked to/from the School website;
- Public communications on behalf of the School will, where appropriate and possible, be read and agreed by at least one other colleague;
- Official social media use will be conducted in line with existing policies, including: Anti-bullying, Image use, Data protection, Confidentiality and Child protection;
- All communication on official social media platforms will be clear, transparent and open to scrutiny;
- Parents, carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community;
- Social media tools which have been risk assessed and approved as suitable for educational purposes will be used;
- Any official social media activity involving pupils will be moderated by the school where possible;

- Parents and carers will be informed of any official social media use with pupils and written parental consent will be obtained, as required;
- The School 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.

Staff expectations

- Members of staff who follow and/or like the School 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:
    - Sign the School's Social media acceptable use policy;
    - Be professional at all times and aware that they are an ambassador for the School;
    - Disclose their official role and/or position, but make it clear that they do not necessarily speak on behalf of the School;
    - Be responsible, credible, fair and honest at all times 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: libel, defamation, confidentiality, copyright, data protection and equalities laws;
    - Ensure that they have appropriate written consent before posting images on the official social media channel;
    - Not disclose information, make commitments or engage in activities on behalf of the School unless they are authorised to do so;
    - Not engage with any direct or private messaging with current, or past, pupils, parents and carers;
    - Inform their line manager, the Designated Safeguarding Leads and/or the Head of any concerns, such as criticism, inappropriate content or contact from pupils.

9. Use of Personal Devices and Mobile Phones

Sutton Valence School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within School.

9.1 Expectations

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate School policies, including, but not limited to: Anti-bullying, Behaviour and Child Protection;
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
- Whilst the children at Sutton Valence School are not permitted to use mobile phones in School, the School recognises that some children, who use the bus to travel to and from School, may need one for this purpose. In this instance, they should hand their phone in to the office at the beginning of the day and retrieve it before they depart after School.
- All members of the Sutton Valence School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the School

accepts no responsibility for the loss, theft or damage of such items on School premises;

- All members of the Sutton Valence School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared;
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Behaviour policy;
- All members of Sutton Valence School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the School Behaviour or Child Protection policies.

9.2 Staff Use of Personal Devices and Mobile Phones

Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant school policy and procedures, such as: Confidentiality, Child protection, Data Security and Acceptable Use.
Staff will be advised to:

- Keep mobile phones and personal devices in a safe and secure place during lesson time;
- Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times;
- Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times;
- Not use personal devices during teaching periods, unless written permission has been given by the Headmaster such as in emergency circumstances;
- Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.

Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers. Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Leads and/or Head.

Staff will not use personal devices, such as mobile phones, tablets or cameras:

- To take photos or videos of pupils and will only use work-provided equipment for this purpose;
- Directly with pupils, and will only use work-provided equipment during lessons/educational activities.

If a member of staff breaches the School policy, action will be taken in line with the School behaviour and allegations policy

If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

9.2.1 EYFS Staff use of mobile phones

EYFS staff will keep their mobile phones in the classroom cupboard during the working day. The only time they may be removed from the cupboard is when a member of staff is on a playtime duty. In this instance, the phone is only to be used for the purpose of contacting the School office or the emergency services, should they be required.

Personal mobile phones or personal electronic devices must not be used to take or store photographs of pupils. Only cameras or tablets owned by the School should be used to take photographs of the pupils. Such photographs must remain on the School site and the cameras and tablets not taken to private residences.

The number of a School mobile phone is made available to those parents whose children are in Little Suttons, our after-school care club.

9.3 Pupils' Use of Personal Devices and Mobile Phones

- Children at SVPS are not permitted to bring mobile phones into School, except in the circumstances outlined in Section 9.1 above.
- The only occasion that children are permitted to use personal devices is on the ski trip, where they are limited to non-internet enabled devices that are only used during travel time. Personal gaming devices are not permitted.
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

9.4 Visitors' Use of Personal Devices and Mobile Phones

- The School will ensure appropriate signage and information is displayed/provided to inform parents, carers and visitors of expectations of use;
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Leads of any breaches of School policy.

9.5 Officially provided mobile phones and devices

- Members of staff will be issued with a work phone number and email address, where contact with pupils or parents/ carers is required;
- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff;
- School mobile phones and devices will always be used in accordance with the Acceptable use policy and other relevant policies

10. Responding to Online Safety Incidents and Concerns

- All members of the School community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth-produced sexual imagery (sexting), cyberbullying and illegal content;
- All members of the community must respect confidentiality and the need to follow the official School procedures for reporting concerns;
- Pupils, parents and staff will be informed of the School's complaints procedure and staff will be made aware of the whistleblowing procedure;

- The School requires staff, parents, carers and pupils to work in partnership to resolve online safety issues;
- After any investigations are completed, the School will debrief, identify lessons learnt and implement any policy or curriculum changes as required;
- If the School is unsure how to proceed with an incident or concern, the DSLs will seek advice from the Education Safeguarding Team;
- Where there is suspicion that illegal activity has taken place, the School will contact the Education Safeguarding Team or Kent Police using 101, or 999 if there is immediate danger or risk of harm;
- If an incident or concern needs to be passed beyond the School community (for example if other local schools are involved or the public may be at risk), the School will speak with Kent Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

10.1 Concerns about Pupils Welfare

- The DSLs will be informed of any online safety incidents involving safeguarding or child protection concerns;
- The DSLs will record these issues in line with the School's Child Protection policy;
- The DSLs will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Kent Safeguarding Children Board thresholds and procedures;
- The School will inform parents and carers of any incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the Head, according to the Allegations policy;
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer);
- Appropriate action will be taken in accordance with the Behaviour policy and Code of Conduct.

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Youth Produced Sexual Imagery or sharing of nude and semi-nude images

- Sutton Valence School recognises youth-produced sexual imagery (sharing of nude and semi-nude images) as a safeguarding issue. Therefore, all concerns will be reported to and dealt with by the Designated Safeguarding Leads;
- The School will follow the advice as set out in Sharing nudes and semi-nudes: advice for education settings working with children and young people (2020) and KSCB guidance: "Responding to youth-produced sexual imagery";
- Sutton Valence School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of sexting by implementing preventative approaches, via a range of age and ability appropriate educational methods, including outside speakers and appropriately tailored PSHE and RSE lessons. Legal updates from Farrer's of London are also circulated annually;
- The School will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

11.1.1 Dealing with Sharing of nude and semi-nude images

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

- Act in accordance with our Child Protection and Safeguarding policies and the relevant Kent Safeguarding Child Board's procedures;
- Immediately notify the Designated Safeguarding Leads;
- Store the device securely;
- If an indecent image has been taken or shared on the School network or devices, the School will take action to block access to all users and isolate the image;
- Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies;
- Inform parents and carers, if appropriate, about the incident and how it is being managed;
- Make a referral to Specialist Children's Services and/or the Police, as appropriate;
- Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support;
- Implement appropriate sanctions in accordance with the School's Behaviour policy, but taking care not to further traumatise victims where possible;
- Consider the deletion of images in accordance with Sharing nudes and semi-nudes: advice for education settings working with children and young people (2020) guidance;
- Images will only be deleted once the School 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 any incidents to ensure that best practice was implemented; the SMT will also review and update any management procedures, where necessary;
- The School will take action regarding youth-produced sexual imagery, regardless of whether the incident took place on or off the School's premises, using School or personal equipment.

The School 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;
- In this case, the image will only be viewed by the Designated Safeguarding Leads 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 children (i.e. youth-produced sexual imagery) and will not allow or request pupils to do so.

11.2 Online Child Sexual Abuse and Exploitation

- Sutton Valence School 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;
- Sutton Valence School recognises online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead;

- The School will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers;
- The School will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally;

11.2.1 Dealing with Online Child Sexual Abuse and Exploitation

If the School are made aware of incident involving online sexual abuse of a child, it will:

- Act in accordance with the school's Child protection and Safeguarding policies and the relevant Kent Safeguarding Child Board's procedures;
- Immediately notify the Designated Safeguarding Lead;
- Store any devices involved securely;
- Immediately inform Kent police via 101 (or 999 if a child is at immediate risk);
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies);
- Inform parents/carers about the incident and how it is being managed;
- Make a referral to Specialist Children's Services (if required/ appropriate);
- Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support;
- Review the handling of any incidents to ensure that best practice is implemented. The SMT will review and update any management procedures, where necessary.

The School will take action regarding online child sexual abuse, regardless of whether the incident took place on or off School premises, using School or personal equipment.

If the School is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Kent Police.

If the School is made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the Child Sexual Exploitation Team (CSET) by the Designated Safeguarding Lead.

If pupils at other schools are believed to have been targeted, the School will seek support from Kent Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

11.3 Indecent Images of Children (IIOC)

- Sutton Valence School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC);
- The School will take action regarding IIOC on School equipment and/or personal equipment, even if access took place off site;
- The School will take action to prevent accidental access to IIOC by using an internet service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software;

- If the School is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Kent Police and/or the Education Safeguarding Team.

If made aware of IIOC, the School will:

- Act in accordance with the School's child protection and safeguarding policy and the relevant Kent Safeguarding Child Boards procedures;
- Immediately notify the School Designated Safeguard Lead;
- Store any devices involved securely;
- Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Kent police or the LADO.

If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, the School will:

- Ensure that the Designated Safeguard Lead is informed;
- Ensure that the URLs (webpage 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 and carers.

If made aware that indecent images of children have been found on the School devices, the School will:

- Ensure that the Designated Safeguard Lead is informed;
- Ensure that the URLs (webpage 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;
- Inform the police via 101 (999 if there is an immediate risk of harm) and children's social services (as appropriate);
- 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 and carers.

If made aware that a member of staff is in possession of indecent images of children on School devices, the School will:

- Ensure that the Headmaster is informed;
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy;
- Quarantine any devices until police advice has been sought.

11.4 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Sutton Valence School;
- Full details of how the School will respond to cyberbullying are set out in the Anti-bullying policy.

11.5 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Sutton Valence School and will be responded to in line with existing School policies, including Anti-bullying and Behaviour;
- All members of the community will be advised to report online hate in accordance with relevant School policies and procedures;
- The Police will be contacted if a criminal offence is suspected;
- If the School is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Team and/or Kent Police.

11.6 Online Radicalisation and Extremism

- The School will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in School;
- If the School is concerned that a child or parent/carer may be at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Child Protection policy;
- If the School is concerned that member of staff may be at risk of radicalisation online, the Head will be informed immediately and action will be taken in line with the Child Protection and Allegations policies.

12. Education at Home

Where it is deemed necessary for the children to work online at home, the School has provided additional guidance in the form of the Virtual Journey booklet. Safeguarding guidance in these circumstances can be found in the following documents: safeguarding-in-schools-colleges and-other-providers and safeguarding-and-remote-education

13. Useful Links for Educational Settings

Kent Support and Guidance

Kent County Council Education Safeguarding Team:

Rebecca Avery, Education Safeguarding Adviser (Online Protection)
Ashley Assiter, e-Safety Development Officer

- esafetyofficer@kent.gov.uk Tel: 03000 415797

Guidance for Educational Settings:

- www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding
- www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-classroom-materials
- www.kelsi.org.uk/child-protection-and-safeguarding/e-safety/e-safety-useful-links
- Kent e–Safety Blog: www.kentesafety.wordpress.com

KSCB:

- www.kscb.org.uk

Kent Police:

- www.kent.police.uk or www.kent.police.uk/internetsafety
- In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Kent Police via 101

National Links and Resources

- Action Fraud: www.actionfraud.police.uk
- CEOP:
  - www.thinkuknow.co.uk
  - www.ceop.police.uk
- Childnet: www.childnet.com
- Get Safe Online: www.getsafeonline.org
- Internet Matters: www.internetmatters.org
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Lucy Faithfull Foundation: www.lucyfaithfull.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- ChildLine: www.childline.org.uk
- Net Aware: www.net-aware.org.uk
- The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
- 360 Safe Self-Review tool for schools: www.360safe.org.uk
- Be Internet Legends developed by Parent Zone and Google is a free internet safety curriculum with PSHE accredited lesson plans and teaching resources for Key Stage 2 pupils
- Disrespectnobody is Home Office advice and includes resources on healthy relationships, including sexting and pornography
- Education for a connected world framework from the UK Council for Internet Safety supports the development of the curriculum and is of particular relevance to RSHE education and Computing. It is designed, however, to be usable across the curriculum and beyond (covering early years through to age 18) and to be central to a whole school or college approach to safeguarding and online safety.
- PSHE association provides guidance to schools on developing their PSHE curriculum
- Teaching online safety in school is departmental guidance outlining how schools can ensure their pupils understand how to stay safe and behave online as part of existing curriculum requirements
- Thinkuknow is the National Crime Agency/CEOPs education programme with age specific resources
- UK Safer Internet Centre developed guidance and resources that can help with the teaching of the online safety component of the Computing Curriculum.