

<p><b>Safeguarding and Protecting Children</b></p> <p><b>Hallsville Primary School</b></p> 	<b>Name of School</b>	Hallsville and Scott Wilkie Federation
	<b>Guidance review Date</b>	September 2017
	<b>Date of next Review</b>	September 2018
	<b>Guidance Revision</b>	1.26.09.2017
	<b>Who reviewed this Guidance?</b>	<p>Keri Edge – Executive Headteacher</p> <p>Nigel Mark – FNM</p> <p>Benjamin Roberts – LRM</p> <p>Andrea Perry – Computing Coordinator</p> <p>Faeem Nori – Computing Coordinator</p> <p>Steve Cox – Education Consultant</p>

**Guidance: Safeguarding and Protecting Children**  
**What do we do if scenarios?**

**What are the e-safety issues?**

Although the use of ICT and the internet provide ever increasing opportunities for children to expand their knowledge and skills, it is also the case that the use of such technology may sometimes expose children to the risk of harm.

Apart from the risk of children accessing internet sites which contain unsuitable material, risks to the wellbeing of children may also exist in a variety of other ways.

It is known that adults who wish to abuse may pose as children to engage and then meet up with the children or young people they have been in communication with.

This process is known as 'Grooming' whereby an adult prepares a child or young person to be abused. The process may take place over a period of months using chat rooms, social networking sites and mobile phones.

An adult may pretend to be a peer and gradually convince the child or young person that they are their boyfriend or girlfriend, establishing a relationship of apparent trust with the intended victim and making it difficult for the child to then speak out.

Children can also be vulnerable through grooming in being radicalised. Radicalisation is the process by which a child or person comes to support terrorism and extremist ideology. The internet and the use of social media is a major factor in the radicalisation of young people. Staff need to look out for changes in a child's behaviour and refer the child to the safe guarding designated lead person or Channel if they have any concerns. All staff have received Prevent Awareness training.

The school ensure pupils are safe from radicalisation by applying appropriate filtering. Pupils are also taught every term about online safety in general.

The school recognises that terrorism is a part of the modern world. The school acknowledges people should be free to access mainstream news sites and conduct research even if it is about terrorism.

Increasingly bullying is conducted on the internet or by the use of text messages; this is known as Cyberbullying and is therefore harder for schools to notice and deal with.

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg: Facebook) or online diary (blog)

- Making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail (such as 'Happy Slapping' videos)

It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984 for example.

Section 175 of the 2002 Education Act and Section 11 of the 2004 Children Act places upon all those who work with children a duty to safeguard and promote their welfare by creating a safe learning environment and where there are child welfare concerns, taking swift action to address them. It is vital that schools are aware of the signs which might indicate that a child is being groomed, bullied or being subjected to inappropriate material and know how to take steps to begin to address this and safeguard and support the child.

Creating a safe learning environment means having effective arrangements in place to address a range of issues and schools should ensure that they have policies and procedures in place which are reviewed annually and adhered to by all staff, teaching and non-teaching whether in a paid or voluntary capacity.

### **What do we do if scenarios?**

#### **An inappropriate website is accessed unintentionally in school by a teacher or child.**

1. Play the situation down; don't make it into a drama.
2. Raise a concern on the SafeGuard software and decide whether to inform parents of any children who viewed the site.
3. Inform the school technicians and ensure the site is filtered (LGfL schools report to: **Atomwide via the LGFL Helpdesk / NPW Helpdesk**).
4. Inform the LA if the filtering service is provided via an LA/RBC.

#### **An inappropriate website is accessed intentionally by a child.**

1. Raise a concern on the SafeGuard software.
2. Refer to the acceptable use policy that was signed by the child, and apply agreed sanctions.
3. Notify the parents of the child.
4. Inform the school technicians and ensure the site is filtered if need be.
5. Inform the LA if the filtering service is provided via an LA/RBC.

#### **An inappropriate website is accessed intentionally by a staff member.**

1. Ensure all evidence is stored and logged
2. Refer to the acceptable use and staffing policy that was signed by the staff member, and apply disciplinary procedure.
3. Notify governing body.
4. Inform the school technicians and ensure the site is filtered if need be.
5. Inform the LA if the filtering service is provided via an LA/RBC.
6. In an extreme case where the material is of an illegal nature:
  - a. Contact the local police and follow their advice.

#### **An adult uses School IT equipment inappropriately.**

1. Ensure you have a colleague with you, do not view the misuse alone.
2. Report the misuse immediately to the head teacher (or named proxy) and ensure that there is no further access to the device. Record all actions taken.
3. If the material is offensive but not illegal, the head teacher should then:
  - Remove the device to a secure place.
  - Instigate an audit of all ICT equipment by the schools ICT managed service providers or technical teams to ensure there is no risk of pupils accessing inappropriate materials in the school.
  - Identify the precise details of the material.
  - Take appropriate disciplinary action (undertaken by Headteacher).
  - Inform governors of the incident.
4. In an extreme case where the material is of an illegal nature:

- Contact the local police and follow their advice.
- If requested to remove the device to a secure place and document what you have done.

All of the above incidences must be reported immediately to the head teacher and online-safety officer.

**A bullying incident directed at a child occurs through email or mobile phone technology, either inside or outside of school time.**

1. Advise the child not to respond to the message.
2. Refer to relevant policies including online-safety anti-bullying and PHSE and apply appropriate sanctions.
3. Secure and preserve any evidence through screenshots and printouts.
4. Inform the sender's e-mail service provider if known.
5. Notify parents of all the children involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.
8. Inform other agencies if required (LA, Child protection, LGFL)

**Malicious or threatening comments are posted on an Internet site (such as social networking) about member of the school community (including pupils and staff).**

1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve any evidence.
3. Send all the evidence to CEOP at [www.ceop.gov.uk/contact\\_us.html](http://www.ceop.gov.uk/contact_us.html).
4. Endeavour to trace the origin and inform police as appropriate.
5. Inform LA and other agencies (child protection, Governing body etc).

The school may wish to consider delivering a parent workshop for the school community

**You are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites or gaming) to make inappropriate contact with the child**

1. Raise a concern on the SafeGuard Software and discuss with the named child protection officer in school and contact parents.
2. Advise the child on how to terminate the communication and save all evidence.
3. Contact CEOP <http://www.ceop.gov.uk/>
4. Consider the involvement police and social services.
5. Inform LA and other agencies.
6. Consider delivering a parent workshop for the school community.

**You are concerned that a child's safety is at risk because you suspect they are playing computer games that are inappropriate or certificated beyond the age of the the child**

1. Raise a concern on the SafeGuard Software and discuss with the named child protection officer in school and contact parents.
2. Advise the child and parents on appropriate games and content. You may want to use LGFL template letters to inform all or targeted parents.
3. If the game is played within school environment, ensure that the technical team block access to the game
4. Consider the involvement social services and child protection agencies.
5. Consider delivering a parent workshop for the school community.

**You are aware of social network posts and pages created by parents about the school. While no inaccurate information is posted, it is inflammatory and disruptive and staff are finding it hard not to respond.**

1. Contact the poster or page creator and discuss the issues in person
2. Provide central staff training and discuss as a staff how to behave when finding such posts and appropriate responses.
3. Contact governing body and parent association
4. Consider delivering a parent workshop for the school community.

All of the above incidences must be reported immediately to the head teacher and online-safety officer.

**Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.**