Safeguarding and Cyber- Safety Policy

This policy should be read in conjunction with the Behaviour Policy, the Child Protection Policy and the Anti-bullying Policy

The school fully recognizes its duty to protect all of its members and to provide a safe, healthy online environment for everyone.

Preventing Cyber Threats
The school will do the following as a minimum to impose a comprehensive and effective prevention strategy:

- Ensure that all incidents of threats and cyber bullying both inside and outside school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school's Behaviour Policy, Child Protection Policy and the Anti-bullying Policy.
- Ensure that all staff know that they need to report any issues concerning cyber bullying
- Ensure that all staffs are aware of the Prevent Duties.
- Ensure that parents/Guardians are informed and attention is drawn to the Safeguarding and Cyber-Safety policy so that they are fully aware of the school's responsibility relating to safeguarding pupils and their welfare.
- Ensure that all staffs are aware of their responsibilities by providing clear guidance for staff on the use of technology within school and beyond.

Roles and Responsibilities

Student Behaviour management Committee will
- Take overall responsibility for the co-ordination and implementation of cyber threats/bullying prevention and response strategies.
- Ensure that all incidents of cyber threats/bullying both inside and outside school are dealt with immediately and will be managed and/or escalated in line with the procedures set out in the school's Behaviour Policy, Child Protection Policy and the Anti-bullying Policy.
- Ensure that all staff knows that they need to report any issues concerning cyber threats/bullying.
- Ensure that the Safeguarding and Cyber-Safety Policy is available at all times on the school website.

The IT Support will
- Ensure adequate safeguards are in place to filter and monitor inappropriate content and alert the Student Behaviour management Committee to safeguarding issues.

Guidance for Staff

Guidance on safe practice in the use of electronic communications and storage of images is contained in the IT Policy.

If you suspect or are told about a cyber-safety/ bullying incident, follow the protocol outlined below:

- Ask the pupil to save the material
- Print off the offending material straight away
- Inform Student Behaviour management Committee and pass them the information that you have

Guidance for Pupils

If you believe you or someone else is the victim of cyber threat/bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.

- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/Guardians or a member of staff at school
- Do not give out personal details or contact information without the permission of a parent/guardian
- Do not share contact information without the permission of a parent/guardian (personal data)
- Be careful who you allow to become a friend online and think about what information you want them to see.
- Protect your password. Do not share it with anyone else and change it regularly
- Always log off from the computer when you have finished or if you leave the computer for any reason.
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Always stay in public areas in chat rooms
- The school will deal with cyber bullying in the same way as other bullying. Do not think that because it is online it is different to other forms of bullying.

Guidance for Parents/Guardians

- Parents/Guardians can help by making sure their child understands the school's policy.
- Parents/Guardians should also explain to their children legal issues relating to cyber-safety/cyber-bullying.
- If parents/Guardians believe their child is the victim of cyber-bullying, they should save the offending material and make sure they have all relevant information before deleting anything.
- Parents/Guardians should contact the school as soon as possible.

In case if any incident happens please contact:
- Principal
- SLT
- IT Cell
- Admin Officer
- SENDCO
- Social Worker
- Special Educators
- Teachers