



ESafety Policy

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Date of next review	November 2022	Reason for Review	Annual Review

Introduction

This policy applies to the Hampton School Trust (the Trust), which comprises Hampton School and Hampton Pre-Prep and Prep School (together the School), for children from the Early Years Foundation Stage (EYFS) to the Upper Sixth. The welfare of all pupils is our paramount responsibility. Every adult who works at the School is aware that they have a responsibility for keeping all pupils safe at all times and this includes online safety.

Scope and Review

Technological developments such as the internet and other forms of electronic communication have great educational and social benefits, but they can also be used to harm others. The Trust understands the responsibility to educate pupils about online safety issues, to teach them appropriate behaviours when using the internet and related technologies in and beyond the classroom. It is also committed to establishing a clear set of expectations around the online behaviour of both pupils and staff.

Hampton School has appointed an ESafety Officer to coordinate ESafety measures and to work closely with Owen Morris (JOM) (Deputy Head, Pastoral and Designated Safeguarding Lead) who has responsibility for online safety, and with the Pippa Message (PZM) (Deputy Head and a Designated Safeguarding Officer) who oversees IT in the Trust and ESafety matters at Hampton School. At Hampton Pre-Prep and Prep, Imogen Murphy (IM) (Head of Pre-Prep and Designated Safeguarding Lead) has responsibility for online safety. The IT Department has a key role in maintaining a safe technical infrastructure. The Trust's network and email systems are filtered and monitored for inappropriate usage.

The ESafety Officer, along with the Deputy Heads and Head of Pre-Prep, will review the policy annually as the technological environment changes rapidly. In addition, an external body, Digital Awareness UK (DAUK) has completed a Digital Wellbeing Audit of Hampton School in both 2015 and 2018. Hampton School commissioned DAUK to conduct the Digital Wellbeing Audit in an effort to provide analysis and recommendations around the practices and process it currently has in place to safeguard its pupils and staff online.

This policy applies to all members of the Trust's community (including staff, pupils, parents, visitors) who have access to and are users of Trust's IT systems, both in and out of the School. This policy covers both fixed and mobile devices provided by the Trust, as well as devices owned by pupils or staff and brought onto Trust premises. The policy, supported by the other relevant policies listed below, seeks to protect the safety of pupils and staff.

Other Relevant Policies

This policy should be read in conjunction with the following other Trust policies:

- **Safeguarding Policy** – including Appendix 9 for specific information about COVID 19 School closure arrangements for Safeguarding and Child Protection (which makes particular reference to ESafety and the four “areas of risk” outlined in Keeping Children Safe in Education (KCSiE) 2021 - online conduct, contact, conduct and commerce)
- Hampton School's **Code of Conduct** and the **Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy** and Hampton Pre-Prep and Prep's **Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions**
- **Staff ICT Acceptable Use Policy**
- **Anti-Bullying Policy** (which contains particular reference to Cyber-bullying and possible examples of this) and the **Peer-on-Peer Abuse Policy**
- **Staff Behaviour Policy** (which contains particularly relevant sections on staff communication with pupils, staff internet use, staff use of social networks)
- **Data Incident & Breach Policy**
- **Data Subject Rights Policy**

Education – Pupils

Hampton School and Hampton Pre-Prep & Prep reinforces internet safety messages to all pupils at regular intervals and at an age-appropriate level through PSHE lessons (Life Skills at Hampton Pre-Prep & Prep), assemblies and by inviting in external organisations/experts to speak to students and share their expertise and up to date knowledge and so supplement lessons delivered by staff. Issues covered include the following:

- safe and appropriate use of social networking sites (specifically age-appropriate);
- the issues surrounding excessive use of games consoles, internet gaming sites, mobile phones (especially texting) and social networking or messaging facilities;
- the sending of inappropriate photos via mobile phone or the internet;
- the dangers of illegal and harmful substances sold online;
- the effect on pupils' wellbeing and self-image of social media and other messages that they may get from online activity;
- the effect of internet pornography on pupils' self-image and their relationships with others
- the dangers of communicating with others online

Members of staff are informed of the **Staff ICT Acceptable Use** policy which explains their responsibility for safe and appropriate use of the Trust's IT systems.

ESafety should be a focus of all areas of the curriculum and staff should reinforce ESafety messages across the curriculum. The ESafety curriculum should be broad, relevant and provide progression, and will be provided in the following ways:

- An ESafety curriculum is provided as part of PSHE (Life Skills) lessons and is regularly revisited (*see below*).
- Key ESafety messages are reinforced as part of a planned programme of whole school and individual year group assemblies.
- Pupils are taught to be critically aware of the materials and content they access online and be guided to validate the accuracy of information.
- When they join the School, pupils are asked to read and sign a Pupil IT Acceptable Use document which outlines protocols for the use of School equipment and their own devices. At **Hampton Pre-Prep & Prep**, this document is signed by pupils in Year 2 and upwards.
- Pupils are helped to understand the benefits and risks associated with social media, online posting and messaging.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices.

ESafety Education in PSHE (Life Skills)

At Hampton School, every form begins the year with a discussion of expectations of behaviour and cyber safety regarding Bring Your Own Device (BYOD) and School supplied iPads.

ESafety is covered in PSHE lessons in each year group in a structured and age-appropriate way. Every year the precise nature of these lessons change and are updated, but consistent themes and messages are that pupils are not in control of anything they post online and that they need to make responsible choices in their online behaviour as there are many dangers and ways they can be taken advantage of online if they are not careful.

This is also specifically addressed in PSHE lessons at **Hampton School** at the following times (*please note that some sessions are still to be confirmed*):

First Year (Year 7)

Resources from the Child Exploitation and Online Protection Centre (CEOP) on dangers of sharing information with strangers and online predators are also covered

- https://www.thinkuknow.co.uk/11_13/Need-advice/Digital-footprint/

- *DAUK online courses to be completed during PSHE lessons on the online platform*

Second Year (Year 8)

3 lessons, boys produce presentations on issues relating to cyber-safety including online dangers and communicating with strangers online

- Sex and Relationship Education (SRE) talk includes reference to cyber-safety
- Lesson on self-esteem considers cyber-related issues
- *DAUK online courses to be completed during PSHE lessons on the online platform*

Third Year (Year 9)

PSHE lesson on cyber safety issues focussing on Digital Communication

- Lesson on self-esteem, body image considers cyber related issues
- Cyber related issues covered extensively in RSE programme (focus on sexting and sharing of indecent images)
- *DAUK online courses to be completed during PSHE lessons on the online platform*

Fourth Year (Year 10)

3 lessons on cyber safety

- 2 SRE talks focus highly on cyber related issues
- Screen Time talk

Fifth Year (Year 11)

2 lessons on ESafety focussing on Digital Literacy & Security

Lower Sixth (Year 12)

Cyber-Safety talk – not confirmed

Upper Sixth (Year 13)

Cyber-Safety Talk & Follow Up lesson – not confirmed

This is also specifically addressed in Life Skills lessons at **Hampton Pre-Prep & Prep School** at the following times:

- EYFS – Information about online safety is delivered at an age appropriate level as part of Personal, Social and Emotional Development and Understanding the World (Digiduck's Big Decision).
- Pre-Prep pupils in Years 1 and 2 receive regular reminders about keeping safe online.
- From Reception to Year 6, pupils follow the Jigsaw programme as part of the Life Skills and Relationships Education programme.
- From Year 3, this specifically includes the following:
 - Keeping safe and why it's important online and offline
 - Keeping safe online and where to go for help
- Year 4
 - Being a school citizen
 - Understanding influences
- Year 5
 - Rights and responsibilities online
 - Online gaming and gambling
 - Reducing screen time
 - Dangers of online grooming
 - SMARRT internet safety rules

- Year 6
 - Technology safety
 - Take responsibility with technology use
 - Sexting

In addition to this, Year 6 take part in the Leavers' Programme, which includes a talk by various professionals, including PC Claydon who delivers key messages about safety and safe use of mobile phones.

Safer Internet Day is supported annually at the School. Peter Cowley, Achieving for Children's ESafety adviser, delivers a series of talks to pupils (Years 3 - 6) as part of this event. Openview Education also deliver age appropriate internet safety talks to pupils in Reception – Year 5.

Online Safety matters are also addressed in ICT lessons throughout the year and across all year groups. Resources from Purple Mash and Espresso are used to support the delivery of these lessons.

Education – Parents

Parents play an essential role in the education of their children and in the monitoring / regulation of the children's online behaviour.

Advice on cyber safety and cyber issues is given to parents from time-to-time at Year Group Pastoral Forums for parents, at Parents' Evenings and on other occasions.

This advice is drawn from recommendations made by CEOP:

- Make yourself aware of the amount of time your child is using the internet, chat facilities, games consoles and their mobile phones and whether this is excessive
- Consider carefully the location of the computer or laptop and whether your child would be better using it in a family area of the home
- Search on Google and other search engines for your child's name and any online usernames they use. This is a valuable exercise for you and them to see exactly how much other people can see about them with very little difficulty
- Consider installing internet monitoring software on home computers
- Talk to your child; both about the dangers of the internet, but also about their general usage – be interested in what they are doing and keep a dialogue open so they feel able to talk to you if they do experience problems
- Ask your child to (or help them) set up appropriate privacy settings on Facebook (please contact the School if you need help or advice in this area)
- Since December 2016 the School has been a Parentzone 'Digital School'. This enables us to provide material for parents on our website as well as have regular updates from Parentzone on issues facing young people and parents and resources on how to tackle these.

Parents' Talks and Intranet provision

At **Hampton School**, external speakers come in to talk to parents each year. These happen jointly with LEH. All parents are invited to these talks.

As well as these dedicated events, the ESafety Officer speaks to parents as part of different 'Pastoral Forums' – these are Meet the Tutor evenings that happen in all year groups at the start of the year (these are not joint with LEH).

The DSO and ESafety Officer also communicate with parents as issues arise with advice via email.

Similarly, at **Hampton Pre-Prep & Prep School**, external speakers come in to talk to parents and all parents are invited to attend. This programme is often run in conjunction with the HPPPA.

Education and Training – Staff

Staff receive training on INSET days as well as updates during Hampton School's Tuesday briefings (and Hampton Pre-Prep & Prep's staff meetings) on IT and E-Safety issues. Firefly contains further advice. The

Staff Behaviour Policy and **Staff Handbook** also contain sections with advice on staff communication with pupils, staff internet use and staff use of social networks.

Since September 2015, all staff have completed an Online ESafety course (either the NSPCC course, or the equivalent *Educare* module). In addition, elements of ESafety training regularly feature in staff safeguarding updates.

Use of devices, the internet, email and other forms of digital technology

The Trust sets out clear rules and guidance for pupils regarding the use of devices, digital technology and the Trust's network. Expectations are explained clearly in the IT Acceptable Use Policy that all pupils are required to sign. The Trust's rules and disciplinary procedures associated with the misuse of devices, digital technology and the network are explained in the Hampton **School Code of Conduct** and the **Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy (at Hampton Pre-Prep and Prep, the Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions)**

Confiscation and Searching of pupil devices: an electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances in accordance with **the Behaviour, Rewards, Sanctions, Discipline Exclusions Policy**. If there is good reason to suspect that the device has been, or could be used to cause harm, to disrupt teaching or break school rules, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner.

The expectations of staff for using the internet, email and other forms of digital technology are set out in the **Staff Behaviour Policy**.

Filtering and Monitoring

As part of its Safeguarding duty, the Trust has put in place filtering and monitoring to try to ensure children are safe when accessing the internet in school. The Trust's network uses filtering software for all website activity, and appropriate age restrictions applied. The Safeguarding team receives reports on staff and pupil use of the School's network and online activity. In addition the Trust has safeguarding screen-capture software that records monitors key phrases and images to ensure content accessed via the School network is appropriate.

More information on the school filter and monitoring is in the **Safeguarding Policy** which can be found on in the Policies area on Firefly.

Behaviour and Anti-Bullying

Cyberbullying by pupils will be treated as seriously as any other type of bullying, and will be managed through our anti-bullying procedures, and they can be escalated to safeguarding concerns.

The appropriate School disciplinary procedures are followed in relation to any incident of misuse of ICT equipment or websites or of cyber bullying. The School reserves the right to take action - even when the offence is committed outside of School - if it harms members of our community or brings the School into disrepute.

Cyber bullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, against a victim who cannot easily defend him/herself. It is sometimes also known as 'online abuse' as the term cyber-bullying can become trivialised through overuse. Mobile, internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide. Unfortunately, however, their popularity provides the opportunity for misuse through cyber bullying.

Cyber bullying includes: Text message bullying; picture/video bullying via mobile phone cameras; phone call bullying via mobile phone; email bullying; chat room or social network bullying; bullying through instant messaging; bullying via websites; bullying via gaming platforms.

Ways pupils can keep themselves and others safe include:

- Not posting personal items (including photographs) or information– keep information general.
- Thinking carefully about posting pictures online – once it is there, anyone can see it or use it.

- Not sharing passwords –personal information should be kept private!
- Never meeting up with someone they have ‘met’ online without a responsible adult being present.
- Thinking carefully before writing anything online – people can misinterpret words.
- Respecting other people’s views – there is no need to be rude or abusive if opinions differ.

What can a pupil do if they a victim of cyber bullying:

- Tell someone they trust.
- Report any cyberbullying, even if it is not happening to them..
- Never respond/retaliate as it could make matters worse.
- Block the cyberbullies.
- Save and print any bullying messages, posts, pictures or videos that are received or seen online so that they can be passed on to the School or other authorities, should this be required. Make a note of the dates and times they are received.

Sexting and revenge porn are taken particularly seriously and boys are educated about the dangers and possible consequences of these acts through PSHE lessons.

Cyber bullying is explicitly referred to in both schools’ **Anti-Bullying Policy**.

The expectations of Hampton School pupils in this area are clearly set out in the **School Code of Conduct**, which is printed each term in every boy’s yellow School calendar. School Assemblies and PHSE lessons are also used to update pupils on relevant cyber issues.

Sexting

Sexting has been defined as 'Youth produced sexual imagery': it involves children sharing images that they, or another child, have created of themselves. A child in this context means anyone under the age of 18. 'Imagery' covers both still photos and moving videos which are increasingly common. Pupils and parents are educated in talks from outside speakers and by staff through PSHE on the particular dangers of sexting and revenge porn. As well as discussing the moral and social issues surrounding these, a particular focus on the legal consequences of engaging in these activities is given. This includes reference to recent advice on schools and police on how to deal with sexting.

When the School becomes aware of a sexting incident, it will follow the procedures and guidance as set out in “*Sharing Nudes and Semi-Nudes (December 2020)* produced by the UK Council for Child Internet Safety (UKCCIS). If a member of staff becomes aware of a sexting incident, then they must report it to the Designated Safeguarding Lead or a Designated Safeguarding Officer. The Designated Safeguarding Lead will usually interview the children involved (if appropriate). Parents will usually be informed at an early stage and involved in the process (unless there is good reason to believe that involving parents would put the child at risk of harm). At any point in the process if there is a concern a child has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately. UKCCIS provides criteria for when the police and social services should be contacted. The School’s sanction system will also be used depending on circumstances (refer to the **School Code of Conduct** and the **Behaviour, Sanctions, Rewards, Discipline and Exclusions Policy*** which refer to sexual misconduct and the possession and supply of indecent imagery).

*Hampton Pre-Prep & Prep School has its own policy - Promote Good Behaviour – Rewards
– Sanctions - Exclusions

ESafety: Safeguarding and “Prevent”

Some adults and young people may use technologies to harm children and the School is aware of the Safeguarding concerns linked to ESafety. *KCSiE 2020-2021* outlines four areas of risk:

- (i) online content (being exposed to harmful material);
- (ii) contact (being subjected to harmful interaction with others online); and
- (iii) conduct (personal online behaviour that increase the likelihood of, or causes, harm).
- (iv) commerce – risks such as online gambling, inappropriate advertising, phishing or financial scams.

When necessary, the Trust will inform the police or Achieving for Children (Richmond and Kingston) if they have concerns about the online activities of pupils at the School.

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including Schools, to have due regard to the need to prevent people from being drawn into terrorism (“the Prevent duty”). As part of the Trust’s “Prevent duty” the issue of extremist or terrorist material on the internet is covered in PSHE lessons. The Trust’s filtering and monitoring software ensures children are safe from accessing terrorist or extremist material when using the internet in School. The Trust’s **Safeguarding Policy** explains in more detail how Hampton School and Hampton Pre-Prep and Prep address these issues.