1.   Introduction

1.1   Windsor Academy Trust (WAT) has outlined its commitment to safeguarding and promoting the welfare of all pupils/students in its Childs Protection and Safeguarding and Health and Safety Policies. Safeguarding determines the actions taken to keep children safe and protect them from harm in all aspects of their school life to ensure that they have the best outcomes. This is underpinned by a culture of openness where both children and adults feel secure, able to talk, and believe that they are being listened to.

1.2   **Windsor Academy Trust is committed to:** fulfilling its moral and statutory responsibility, ensuring that robust procedures are in place, outlining the actions that it will take to prevent harm, to promote well-being, to create safe environments and to respond to specific issues and vulnerabilities.

1.3   WAT will meet its commitment by:

Having robust processes in place to ensure the online safety of pupils/students, staff, volunteers, trustees and governors.

Delivering an effective approach to online safety, which empowers WAT to protect and educate the whole WAT community in its use of technology

Establishing clear mechanisms to identify, intervene and escalate an incident, where appropriate.

2.   Purpose

2.1   The purpose of this policy is to safeguard pupils/students, staff, volunteers, governors and trustees from the many issues that can arise as a result of using electronic media.

3.   Compliance with Legislation and Guidance

3.1   This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education

3

Health and Safety
Information Security and Acceptable Use
Behaviour (Code of Conduct)
Social Media
Disciplinary
Data Protection and privacy notices
Complaints Policy

4.3   It should also be read in conjunction with academy pupil/student behaviour policies and procedures.

5.   Governance

Board of Directors

5.1   The Board of Directors (BoD) has overall responsibility for monitoring this policy and for holding the WAT Executive

Ensuring that any incidents of cyber-bullying are logged

Notify a member of staff or

trained and up to date with policies and procedures.

15.2 WAT will be assured that each academy complies with training requirements as defined in KCSIE 2020. All staff will undergo safeguarding and child protection training at induction on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

15.3 All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings). A suggested staff self-audit is included in appendix 3.

15.4 Directors/trustees and LAB members will receive training on safe internet use and online safeguarding issues

to

Acceptable Use Agreement (pupils/students and parents/carers)

.Acceptable use of the ICT systems and internet provided by Windsor Academy Trust (WAT)

Name of pupil/student:

When using WAT ICT systems and accessing the internet in the academy or on any other WAT premises I will not:

Use them for a non-educational purpose

Use them without a teacher being present, or without a teacher's permission

Access any inappropriate websites

Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)

Use chat rooms

Open any attachments in emails, or follow any links in emails, without first checking with a teacher

Use any inappropriate language when communicating online, including in emails

Share my password with others or log in to the academy's network using someone else's details

Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer

Arrange to meet anyone offline without first

Acceptable Use Agreement (trustees, LAB, staff, volunteers, trustees, and visitors)

Acceptable use of the ICT systems and internet provided by Windsor Academy Trust (WAT)
Name of trustee, LAB member, staff/volunteer/visitor:
When using ICT systems provided by Windsor Academy Trust (WAT)and accessing the internet on WAT premises or using WAT devices, I will not: Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature Use them in any way which could harm the reputation of the trust Access social networking sites or chat rooms Use any improper language when communicating online, including in emails or other messaging services Install any unauthorised software Share my password with others or log in to the WAT network using someone else's details
I will only use WAT ICT systems and access the internet on WAT premises or outside on a WAT device, for educational purposes or for the purpose of fulfilling the duties of my role. I understand that WAT will monitor the websites I visit. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and WAT Data Protection Policies including the Information Security and Acceptable Use Policy. I will let the Designated Safeguarding Lead (DSL) and ICT manager know if a pupil/student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use WAT's ICT systems and internet responsibly, and ensure that pupils/students in my care do so too.

Signed (trustee, LAB member, staff/volunteer/visitor):	Date:

Online safety training needs   self-audit for staff

Online safety training needs audit	
Name of staff member/volunteer:	**Date:**
Do you know the name of the person who has lead responsibility for online safety in your academy?	
Do you know what you must do if a pupil/student approaches you with a concern or issue?	
Are you familiar with the WAT acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils/students and parents/carers?	
Do you regularly change your password for accessing the WAT ICT systems?	
Are you familiar with WAT's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

Appendix 4 - Online Safety Incident Report Log

(*To be completed if information not captured on*

Parent/Carer Agreement

I understand that this agreement applies to the use of the iPad inside and outside school and that all rules apply at all times.

I will ensure that my child cares for and respects the iPad, accessories and any loan devices.

I will ensure that my child brings the device to school fully charged each day.

I will ensure that my child uses the iPad in line with this document and all applicable laws.

I will report any damage to the device promptly to school.

I will report if the device has been lost or stolen to the school and the police immediately and obtain a crime reference number to aid in this investigation.

I understand that if it's clear that my child has maliciously damaged the device or accessories, I will be charged for the cost of the repair or a replacement.

I understand that where there has been accidental damage on more than one occasion, I may have to make a contribution to the cost of repair or replacement.

It is intended that this agreement is provided to supplement and work to support the school's existing e-safety policy.

If my child is found to