Responsible Body	Title of Policy	
Governing Body of Flyford Flavell Primary School	E-Safety Policy	

Last reviewed on Date: 30th September 2026

Next Review Date: 30th September 2029

Signature…… (Chair of Governors)

Print Name……

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Flyford Flavell Primary School's activities.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in Flyford Flavell Primary School are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using our network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

We will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our e safety curriculum and training
- restricting the use of mobile phones on school grounds
- supporting and encouraging children to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- Informing parents if technologies are not used safely by children
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in Flyford Flavell Primary School is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their permission has been obtained, and only for the purpose for which consent has been given
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- delivering safety lessons through our technology curriculum
- hosting whole school E-Safety assemblies each term
- sharing E-Safety information with our community via our website

Social Networks:

Many adults and pupils regularly use Social Network sites, e.g. Club Penguin, Moshi Monsters, Facebook, Instagram, although the minimum age for registering for some of these excludes primary school pupils. These communication tools are, by default, 'blocked' through our internet filtering system. However, comments made outside school on these sites may contravene confidentiality or bring the school or staff into disrepute.
At Flyford Flavell Primary School the following statements outline what we consider to be acceptable and unacceptable use of Social Network sites:

- Adults must not communicate with pupils using digital technology where the content of the communication may be considered inappropriate or can be misinterpreted.
- Staff should not give out their personal contact details to pupils, including mobile phone numbers and any Blog details.
- If Social Network sites are used, details must not be shared with pupils and privacy settings be set at maximum.
- Pupils must not be added as friends on any Social Network.
- Comments related to school/work are not to be posted to websites or social media.

School Website

At Flyford Flavell Primary School the following statements outline what we consider to be acceptable use of our school website. :

- Overall responsibility for what appears on the website lies with the Headteacher.
- All staff are aware of the guidance regarding personal information on the website.
- Information on the school website is available for all to see.
- Downloadable items are in PDF format where necessary to prevent content being manipulated.

Video conferencing:

At Flyford Flavell Primary School the following statements outline what we consider to be acceptable and unacceptable use of Video conferencing:

- Pupils using video conferencing equipment are to be supervised at all times.
- Generic permissions are sought at the beginning of a child's time at school allowing them to take part in video conferencing.
- Approval of the Headteacher must be obtained in advance of the video conference

Dealing with incidents

Any suspected illegal material must be brought to the immediate attention of the Headteacher who will refer this to the external authorities, e.g. Police, CEOP, Internet Watch Foundation, LADO
No attempt must be made to personally investigate, interfere with or share evidence as this may be inadvertently committing an illegal offence. It is essential that correct procedures are followed when preserving evidence to protect those investigating the offence.
Examples of illegal offences are:

- Accessing child sexual abuse images
- Accessing non-photographic child sexual abuse images
- Accessing criminally obscene adult content
- Incitement to racial hatred

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and Flyford Flavell Primary School as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures
This policy statement should be read in conjunction with:
Safeguarding Policy
Dealing with Allegations of Abuse
Code of Conduct for Staff
Anti-Bullying Policy
Data and Information policy