

# Online Safety What do we do if? Guidance

Academic Year 2022-2025

### An inappropriate website is accessed <u>unintentionally</u> in school by a teacher or pupil.

- 1. Play the situation down; don't make it into a drama.
- 2. Report to the Headteacher/online safety lead and decide whether to inform the, parents of any pupils who viewed the site.
- 3. Inform the school technicians and ensure the site is filtered (LGfL)

#### An inappropriate website is accessed intentionally by a pupil.

- 1. Refer to the acceptable use guidance that was signed by the pupil and apply agreed sanctions.
- 2. Notify the parents of the pupil.
- 3. Inform the school technicians and ensure the site is filtered if need be.
- 4. Inform the LGFL if the filtering service is provided

#### 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 Headteacher/ DSL and ensure that there is no further access to the device.
- 3. If the material is offensive but not illegal, the Headteacher should then:
  - Remove the device to a secure place.
  - Instigate an audit of all ICT equipment by the schools ICT managed service providers 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 (contact Human Resources).
  - Inform Trust Board/CEO of the incident.
  - In an extreme case where the material is of an illegal nature:
  - Contact the local police or High Tech Crime Unit and follow their advice.
  - If requested to, remove the device to a secure place and document what you have done.

## A bullying incident directed at a pupil occurs through email or mobile phone technology, either inside or outside of school time, including peer on peer abuse.

- 1. Advise the pupil not to respond to the message.
- 2. Refer to relevant guidance including online safety, anti-bullying and PHSE and apply appropriate sanctions.
- 3. Secure and preserve any evidence.
- 4. Inform the sender's e-mail service provider.
- 5. Notify parents of the pupils involved.
- 6. Consider delivering a parent workshop for the school community.
- 7. Inform the police if necessary.

- 8. Inform the Trust Board/CEO if malicious or threatening comments are posted on an Internet site about a pupil or member of staff.
- 9. Inform and request the comments be removed if the site is administered externally.
- 10. Send all the evidence to CEOP at ww.ceop.gov.uk/contact\_us.html.
- 11. Endeavour to trace the origin and inform police as appropriate.

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

- Report to and discuss with the named DSL in school and school should contact parents.
- Advise the pupil on how to terminate the communication and save all evidence.
- Contact CEOP http://www.ceop.gov.uk/
- Consider the involvement of police and social services.
- Inform Trust Board/CEO.
- Consider delivering a parent workshop for the school community.

All the above incidences must be reported immediately to the Headteacher and online safety officer.

Pupils 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.