



INDEPENDENT JEWISH DAY SCHOOL  
an ACADEMY

# E-Safety Policy

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Principal Rabbi Eliezer Zobin M.A.

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## E-Safety and Internet Usage

E-safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E-safety policy will operate in conjunction with other policies including:

- Safeguarding and Child Protection Policy
- GDPR Policy
- Behaviour Policy
- Anti-bullying Policy
- PSHE/SRE policy
- Wellbeing Policy

Designated Safeguarding Lead	Mr Yosh Radomsky (Headteacher)
Deputy Designated Safeguarding Leads	Mrs Stacey Sinclair Mrs Suzi Slavin Rabbi Yaakov Singer
E-Safety Lead	Mr Yosh Radomsky
Computing Coordinator	Mr Josh Elton
Safeguarding Governor	Mrs Tamar Berman

## Background - Why Is Internet Use Important?

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems. Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use and Independent Jewish Day School (IJDS) has a duty to provide pupils with quality internet access. Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

## How Does Internet Use Benefit Education?

Benefits of using the internet in education include:

- access to world-wide educational resources including museums, libraries and art galleries
- rapid and cost effective worldwide communication
- inclusion in the National Education Network which connects all UK schools
- educational and cultural exchanges between pupils worldwide
- access to experts in many fields for pupils and staff
- professional development for staff through access to national developments, educational materials and effective curriculum practice
- collaboration across support services and professional associations
- improved access to technical support including remote management of
- networks and automatic system updates
- exchange of curriculum and administration data with the Local Authority
- access to learning wherever and whenever convenient
- greatly increased skills in English and digital Literacy

## How Can Internet Use Enhance Learning?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils
- Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use

- Internet access will be planned to enrich and extend learning activities
- Staff will guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

### **Good Habits**

E safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the provider including the effective management of content filtering.
- National Education Network standards and specifications.

## **ROLES AND RESPONSIBILITIES**

### **Designated Safeguarding Lead**

- has overall responsibility for e-safety in the school
- is responsible for establishing and reviewing the school e-safety policies/documents along with the Headteacher
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- The designated safeguarding lead should be trained in e-safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:
  - sharing of personal data
  - access to illegal/inappropriate materials
  - inappropriate online contact with adults/strangers
  - potential or actual incidents of grooming
  - cyberbullying

(N.B. It is important to emphasise that these are child protection issues, not technical issues. The technology provides additional means for child protection issues to develop).

### **Headteacher and DSL:**

The Headteacher is responsible for:

- the safety (including e-safety) of all members of the school community, though the day-to-day responsibility for e-safety will be delegated to the Designated Safeguarding Lead (DSL)
- The DSL is responsible for ensuring that staff receive suitable training to enable them to follow and enforce his policy throughout the school
- liaises with school technical staff
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- provides advice for staff
- provides updates for parents on important e-safety issues
- keeps up to date with e-safety technical information and advice in order to carry out their role effectively and inform and update others as relevant once a term
- ensures that all users of the school computing systems have signed and agreed to the Staff Acceptable Use of Computing Agreement.

### **Technical Staff:**

The technical staff are responsible for ensuring:

- liaison with school
- day-to-day responsibility for protecting against e-safety issues

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that users may only access the networks and devices through a properly enforced password protection policy
- that web filtering is updated on a regular basis
- that network and endpoint security systems are implemented and updated

### **Teaching and support staff:**

The teaching and support staff are responsible for ensuring that:

- they have an up-to-date awareness of e-safety matters and of the school's e-safety policy and practices in an annual e-safety inset day
- they have read, understood and signed the Staff Acceptable Use of Computing Agreement
- all digital communications with children/parents/carers and staff should be on a professional level and only carried out using official school systems
- e-safety issues are embedded in all aspects of the curriculum and other activities
- children and parents understand e-safety
- children have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- staff monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- staff check websites and online videos before use in lessons, pre-loading videos to avoid adverts
- in lessons where internet use is pre-planned, children should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

### **Children**

The children:

- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras.
- They should also know and understand policies on the taking/use of images and on cyberbullying
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-safety Policy covers their actions out of school, if related to their attendance at the school.

### **Parents/carers:**

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will help parents understand these issues through parents' evenings, newsletters, the website and further literature. Parents and carers are expected to act as a positive role model and will use social media responsibly in respect of all matters relating to the school. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines regarding:

- the appropriate use of digital and video images taken at school events
- their children's personal devices not being brought into school

### **Volunteers and peripatetic teachers:**

Volunteers and peripatetic teachers who access school systems as part of the wider school provision will be expected to sign a Staff Acceptable Use of Computing Agreement before being provided with restricted access to school computing.

### **Education and training – staff/volunteers:**

It is essential that all staff receive e-safety training and understand their responsibilities, Training will be offered as follows:

- Formal e-safety training will be made available to staff either alone or as part of wider safeguarding training
- All new staff should receive e-safety training as part of their induction programme
- This e-safety policy and its updates will be presented to and discussed by staff in staff/team meetings/inset days.
- The DSL will provide advice/guidance/training to individuals as required.
- Participating in events/campaigns such as Safer Internet Day

### **ICT-BASED FORMS OF ABUSE**

Information and communication technology(ICT)-based forms of child physical, sexual and emotional abuse can include bullying via mobile telephones or online (internet) with verbal and visual messages.

This annexe focuses on child sexual abuse and bullying. However, the procedure will be followed in other instances of ICT-based abuse e.g. physical abuse (such as, pupils being constrained to fight each other or filmed being assaulted).

### **Recognition and response:**

The impact on a child of ICT-based sexual abuse is similar to that for all sexually abused pupils. However, it has an additional dimension in that there is a visual record of the abuse. ICT-based sexual abuse of a child constitutes significant harm through sexual and emotional abuse.

Recognition and response is recognising a situation where a child is suffering, or is likely to suffer, a degree of physical, sexual and/or emotional harm (through abuse or neglect) which is so harmful that there needs to be compulsory intervention by child protection agencies into the life of the child and their family.

All adults (volunteers and staff) will be alerted to the possibility that:  
a child may already have been/is being abused and the images distributed on the internet or by mobile telephone  
an adult or older child may be grooming a child for sexual abuse, including involvement in making abusive images. This process can involve the child being shown abusive images  
an adult or older child may be viewing and downloading child sexual abuse images.

### **Chat-room grooming and offline abuse:**

Our staff will need to be continually alert to any suspicious activity involving computers and the internet. Grooming of pupils online is a faster process than usual grooming, and totally anonymous. The abuser develops a 'special' relationship with the child online (often adopting a false identity), which remains a secret to enable an offline meeting to occur in order for the abuser to harm the child.

### **E-safety:**

The Child Exploitation and Online Protection Centre (CEOP) brings together law enforcement officers, specialists from children's charities and industry to tackle online child sexual abuse.

CEOP provides a dedicated 24-hour online facility for reporting instances of online child sexual abuse. The main concern for teachers is the safe and effective supervision of pupils using the internet in school. However, many pupils now use the internet at home for homework and socialising, therefore the staff will need to help the parents understand the positive ways in which the internet can be used, but also some of the associated risks.

### **Child-on-Child Abuse – (read in line with the Safeguarding and Child Protection Policy):**

All staff should recognise that children are capable of abusing their peers. This can include (but is not limited to) bullying including cyberbullying.

- Child-on-Child sexual abuse is sexual abuse that happens between children.
- It can happen between any number of children and can affect any age group.
- It is important that staff report any concerns as soon as possible.
- The school recognises that even if there are no reported cases of Child-on-Child abuse, such abuse may still be taking place and is simply not being reported.
- Children can experience Child-on-Child abuse in a wide range of settings, including at school, at home or in someone else's home, in public spaces and online.

### **Cyber-bullying:**

"Cyber-bullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself."

We recognise that the advent of cyber-bullying adds a new and worrying dimension to the problem of bullying as there is no safe haven for the person being bullied. Unlike other forms of bullying, cyber-bullying can follow pupils and young people into their private spaces and outside school hours. Cyber-bullies can communicate their messages to a wide audience with remarkable speed, and can often remain unidentifiable and unseen. ICT may be used to send threatening pictures or messages to others.

Seven categories of cyber-bullying have been identified.

- Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.
- Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- Online grooming, chat room and social networking site abuse involves sending menacing or upsetting responses to pupils or young people.
- Bullying through instant messaging (IM) is an internet-based form of bullying where pupils and young people are sent unpleasant messages as they conduct real-time conversations online.
- Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyber-bullying.

Because of the anonymity that new communications technologies offer, anyone with a mobile phone or internet connection can be a target for cyberbullying. Furthermore, bullies can reach much larger numbers within a peer group than they can with conventional bullying. Vindictive

comments posted on a website, for instance, can be seen by a large audience, as can video clips sent by mobile phone. Most cyber-bullying is done by pupils in the same class or year group. Although it leaves no visible scars, cyber-bullying of all types can be extremely destructive.

### Staff Training:

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks.

E-Safety training takes place for all stake holders annually and below sets out what is in place:

STAKEHOLDER	TRAINING	WHEN
Headteacher / DSL	National Online Safety certified Level 3 certificate in Online Safety for DSLs	Annually
Deputy DSL	National Online Safety certified Level 3 certificate in Online Safety for DSLs	Annually
Staff	Termly updates National Online Safety certificate in Online Safety ECP training	Termly
		Annually
Governors	Termly / annual updates at Governor Meetings National Online Safety certificate in Online Safety	Termly / annually
		Annually
Children	Regular e-safety lessons in class, as part of Computing curriculum ECP training E-safety lessons	Termly
		Annually
		Termly
Parents	Online safety course, either via National Online Safety or via ECP training	Annually

Children have at least 3 training sessions during an academic year. One takes place each term. Staff use a range of resources (see below for a list but this is not exhausted):

- <https://www.youtube.com/watch?v=yiKeLOKc1tw> **EYFS**
- <https://www.youtube.com/watch?v=qtJNRxMRuPE> **KS1**
- <https://www.youtube.com/watch?v=HxySrSbSY7o> **KS2**
- <https://www.thinkuknow.co.uk/parents/articles/band-runner/> **Key stage 2 interactive game**

These are more resources for EYFS and KS1

- <http://hectorsworld.netsafe.org.nz/teachers/lesson-plans-and-resources/>
- **Hector's World resources and lesson plans**
- <https://www.youtube.com/watch?v=uRkpf0bk3P4> **video Hector's world 1**
- <https://www.youtube.com/watch?v=XUAXS3P9sDE> **video Hector's World 2**
- <https://www.youtube.com/watch?v=6cibv8dx5JM> **Hector's world – Keeping your personal information safe - Episode 3**

Training includes learning about CEOP (Think You Know), and how to apply this should children, or adults, see anything concerning online - <https://www.thinkuknow.co.uk/>

### **Use of digital and video images:**

The school will inform and educate staff, children and visitors about the risks and will implement procedures to reduce the likelihood of the potential for abuse.

- When using digital images, staff will inform and educate children about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet, e.g. on social networking sites.
- Parents/carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, parents/carers should not share or make the images/video publicly available on social networking sites, nor should parents/carers make comments on any activities involving other children on social media.
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images must only be taken on school equipment
- Care will be taken when taking digital/video images that children are appropriately dressed (i.e. fully clothed) and are not participating in activities that might bring the individuals or the school into disrepute.
- Care will be taken not to publish any images with personal information on display, i.e. names or other background images unless permission from parents is given.
- Photographs taken will not present any risk to the security of the school.
- Photographs published on the website or elsewhere that include children will be selected carefully and will comply with the consent form signed by parents at the start of each academic year
- Children's full names will not be used anywhere on a website or blog, particularly in association with photographs.

### **Data protection:**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

See the GDPR Policy for more details.

### **Communications:**

When using communication technologies, the school considers the following as good practice:

- The official school email service is from the school office, which is regarded as safe and secure and is monitored
- Staff are aware that email communications may be monitored.
- Users must immediately report, to the E-Safety Teacher, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and parents/carers (email, chat, etc) must be professional in tone and content
- Personal email addresses, text messaging or social media must not be used for these communications



- Children should be taught about e-safety issues, such as the risks attached to the sharing of personal details
- They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

### **Social media - Protecting professional identity**

All schools have a duty of care to provide a safe learning environment for children and staff. Staff members who harass, cyberbully, discriminate on the grounds of age, disability, gender, gender reassignment, religion or belief, race, sexuality, marital status or maternity or who defame a third party may render the school liable to the injured party.

Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to children, staff and the school through limiting access to personal information:

- training to include acceptable use, social media risks, checking of settings, data protection, and reporting issues
- clear reporting guidance, including responsibilities, procedures and sanctions
- risk assessment, including legal risk.

School staff should ensure that:

- other than on the school social media accounts and school website, no reference should be made on social media to students/children, parents/carers or school staff
- they do not engage in online discussion on personal matters relating to members of the school community
- security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

### **Dangers to Consider:**

Some of the danger's children may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

### **Reporting:**

- We take all concerns seriously.
- All online concerns are reported to the E-Safety lead and followed up.
- Where there are Child Protection / Safeguarding concerns, the DSL are informed.
- Parents are also informed of a concern so that we work in collaboration to keep children safe on-line.
- It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse.

- It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with.
- It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures – see the Behaviour Policy.

### **Filtering and Monitoring:**

Governing bodies and proprietors have overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met. This is done by identifying and assigning:

- a member of the senior leadership team and a governor, to be responsible for ensuring these standards are met
- the roles and responsibilities of staff and third parties, for example, external service providers
- The SLT are responsible for:
  - procuring filtering and monitoring systems
  - documenting decisions on what is blocked or allowed and why
  - reviewing the effectiveness of your provision
  - overseeing reports
- They are also responsible for making sure that all staff:
  - understand their role
  - are appropriately trained
  - follow policies, processes and procedures
  - act on reports and concerns
- Senior leaders work closely with governors or proprietors, the designated safeguarding lead (DSL) and IT service providers in all aspects of filtering and monitoring.
- Governors and will review the standards and discuss with IT staff and service providers what more needs to be done to support our school in meeting this standard.

### **Illegal incidents:**

- If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the DSL immediately.
- If the incident concerns a member of staff, it should be reported to the Head.
- In the event of suspicion, all steps in this procedure should be followed by the Safeguarding lead:
  - Have more than one senior member of staff/volunteer involved in this process to investigate: this is vital to protect individuals if accusations are subsequently reported.
  - Conduct the procedure using a designated computer that will not be used by children and if necessary can be taken off-site by the police should the need arise.
  - Use the same computer for the duration of the procedure.
  - Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern.
  - It may also be necessary to record and store screenshots of the content on the machine being used for investigation.
  - These may be printed, signed and attached to the reporting log (appendix 1)
  - Once this has been completed and fully investigated, the investigation group will need to judge whether this concern has substance or not.
- If it does, then appropriate action will be required and could include the following:
  - Internal response or discipline procedures.
  - Involvement by Local Authority LADO
  - Police involvement and/or action.
- If content being reviewed includes images of child abuse the monitoring should be halted and referred to the police immediately.
- Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material or other criminal conduct, activity or materials
- It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes.

**This policy is reviewed annually.**

**Signed: Mr Yosh Radomsky (Headteacher)**

**Dated: September 2023**

**Appendix 1: E-Safety Reporting Log** (this is held by the E-Safety Lead)



INDEPENDENT JEWISH DAY SCHOOL  
IN ACADEMY

**IJDS E-Safety Reporting Log**

DATE	TIME	INCIDENT	ACTION TAKEN		INCIDENT REPORTED BY	STAFF SIGNATURE	PARENT INFORMED (DATE & TIME)
			WHAT?	BY WHOM?			