

Safeguarding Children and Protecting Professionals

Online Safety Considerations

This document is to help professionals who are working with Children and young people online to ensure their online safeguarding practice is in line with statutory requirements and best practice.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children. Summaries of the key legislation and guidance are available though:

[Bolton Safeguarding Children Partnership](#)

NSPCC [Online Abuse](#)

NSPCC [Child protection](#)

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

- Supporting and encouraging them to use support services online and to use it in a way that keeps them safe
- Supporting and encouraging parents/carers to do what they can to keep their children safe online
- Undertaking an online safety agreement with children and young people, parents/carers and the member of staff supporting them- See appendix 1
- Encouraging children and young people to report anything of concern to enable us to respond appropriately to any incidents of inappropriate online behaviour
- Ensuring we have online security measures in place
- Ensuring that usernames, logins, and passwords are used effectively ensuring personal information about the organisations staff member and children who are involved is held securely and shared only as appropriate
- Examining and risk assessing any social media platforms and new technologies before they are used.

Contact details

HIGHFIELD PRIMARY SCHOOL

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The organisation must ensure that:

- Online safety is recognised as part of their safeguarding responsibilities.
- They have a Designated Safeguarding Lead (DSL) who will take lead responsibility for online safety concerns.
- Online safety concerns are reported to the DSL at school and is recorded by them and the school, and actioned.
- Children are enabled (at a level appropriate to their age and ability) to share online concerns
- Staff know the expectations regarding professional boundaries/behaviour
- Their policies and procedures are easily accessible to staff and parents/carers
- School and parents/carers are consulted and actively involved in their work with the child/young person.
- Supervision and support is provided to our staff member and they have access to training about online safety
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- Staff understand their safeguarding responsibility and are clear about how it fits into their role of working on line with Children and young people

- Communication with learners, parents/carers and schools is professional and takes place via official setting communication channels e.g. work provided emails/skype/Zoom to protect both staff and learners
- Where possible the session takes place from the work place. If the session takes place from a staff members home the session must take place where their household members cannot overhear to ensure confidentiality
- If the session is taking place at the staff members home security measures are in place on the device used and the staff member will ensure no-one can overhear the session.
- Staff understand that it is recommended that they do not accept friend requests or communications from children/Young people or their family members (past or present).
- Staff follow the procedures for reporting and recording online safety concerns. Staff should always involve the DSL who will be able to make decisions about how and when to escalate a concern.
- Staff know how to access our whistleblowing policy and the NSPCC whistleblowing helpline
- Access to the setting's network and IT infrastructure is secure, such as use of passwords, screen locks, protected devices if removed from site
- Appropriate filtering and monitoring are in place; advice regarding appropriate filtering and monitoring is available from the UK Safer Internet Centre
- Access to their devices is managed and monitored
- Devices are kept securely and in line with data protection requirements
- Staff are aware of the UKCIS framework (Education for a Connected World) which provides information about the skills and competences that children and young people need to have with regards to online safety from the age of 4 upwards

School will ensure that-

- They oversee the safe use of technology when children/young people are in their care and take action immediately if they are concerned about a child/young person's well-being
- Children/young people receive age appropriate, progressive and embedded online safety education throughout the curriculum
- Children and young people are appropriately supervised whenever they are using devices
- Confidential space will be made available
- Check apps, websites and tools prior to using them with children/young people, this should include checking the results of searches
- Ensure only age appropriate apps, websites and online tools are used with children/young people - there are details of useful websites that will provide links to appropriate content at the end of the document
- They model safe practice when using technology with children

Additional Information and Support

- LGfL [DigiSafe](#) is offering specialist support for the current situation regarding safe remote learning for pupils, parents and staff at [Coronavirus Safeguarding](#) including new risks, safe settings and policy updates
- Childnet: For a range of educational materials and resources for use with children, parents and teachers, including '[Social networking: a guide for teachers and professionals](#)' and '[Keeping young children safe online](#)'
- [DfE Data Protection Toolkit for Schools](#): For information on what schools need to do in order to comply with data protection regulations
- [Information Commissioners Office](#) (ICO): For information around data protection and GDPR
- [NSPCC online safety](#)
- [Parent Zone](#): For a range of education materials and resources for use with children, parents and teachers
- [Parent Info](#)
- the [Internet Watch Foundation](#) (IWF) if settings need to report illegal images (child sexual abuse material);
- the [Child Exploitation and Online Protection centre](#) (CEOP) if they are worried about online abuse or the way that someone has been communicating online;
- the [UK Safer Internet Centre Helpline for Professionals](#)
- [UK Safer Internet Centre](#): For a range of education materials and resources for use with children, parents and [teachers](#), UK SIC helpline for professionals who are working with children and young people

Appendix 1

Online safety Agreement

This agreement has been put in place to enable work to take place online between a professional and a Child/Young person.

Name of organisation:	
Name of staff member:	
Job title:	
Name of Child/Young person:	
DOB:	
School:	
Location where the Child/Young person will access the online session:	
Will someone be supervising the session (sat with the child)	Y/N If yes: Parent, Name: If staff member, their name & role:

Organisations staff member

I understand my safeguarding responsibility in respect of working online with Children and young people.

I will report any concerns to the DSL both in my own organisation and school.

If working from home I will ensure the session takes place where no-one else can hear to ensure complete confidentiality.

I will adhere to professional boundaries/behaviour when working with children/young people online.

I will only work with children/young people online through reputable sites such as Skype and Zoom.

Name _____ Date _____ Tick to agree ☐

Child/young person

I am happy to meet with my worker online

I will try to keep myself safe when working online

If the session is not taking place at school, I will try to find a quiet private place.

I will speak to the organisation, school or my parent/carer if I am not happy with anything or I am worried about any of the work taking place with me online

Name: _____ Date: _____ Tick to agree ☐

School

We are happy for the work with our pupil to take place online

We are satisfied that online security measures are in place on our software/devices

We will make confidential space available and If appropriate we will supervise the sessions

A member of staff will be available to support the pupil prior to the session and after the session where required.

Name: _____ Date: _____ Tick to agree ☐

Parent/Carer (*where required*)

I give consent for support to be provided to my child online by the above-named organisation.

I will feedback any concerns or issues that may arise from this work, to school and the organisation who is delivering the support to my child.

Name: _____ Date: _____ Tick to agree ☐