



Online Safety Policy 2023/2024

RELATED POLICIES AND PROCEDURES:

This policy should be read alongside our organisational policies and procedures, including:

- Safeguarding policy
- Acceptable Use Agreement (staff and students)
- Managing Allegations Against Staff and Volunteers
- Appropriate Conduct and Behaviour policy

1. INTRODUCTION:

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 our organisation 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 Big Creative Academy's network and devices
- 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
- 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.

1.1 Big Creative Academy believes that online safety is an essential element of safeguarding children and adults in the digital world, when using technology such as, but not limited to, computers, tablets, mobile phones or games consoles.

1.2 Big Creative Academy identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online. This will be embedded throughout our curriculum and day to day life at Big Creative Academy.



1.3 Big Creative Academy has a duty to provide the community with quality internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.

1.4 Big Creative Academy identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online. If any student, parents / carers or staff have any concerns, they must report this to the Designated Safeguarding Lead immediately.

1.5 This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of Big Creative Academy (collectively referred to as 'staff' in this policy) as well as children and parents/carers.

1.6 This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptop, tablets or mobile phones.

1.7 The breadth of issues within online safety is considerable, but can be categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.
- **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

2. PURPOSE:

2.1 The purpose of Big Creative Academy's Online Safety policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that Big Creative Academy is a safe and secure environment.
- Safeguard and protect all members of Big Creative Academy community online.
- To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community
- Ensure our students know how to report any online concerns they have, whether this be, but not limited to, their own concerns, a friends' concerns, cyber bullying, gaming, social media presence and criminal online behaviours



- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

2.2 Big Creative Academy ensures the implementation of 'Safe Use of Technology' through the student induction, online safety guidance given to students.

2.3 The policy has been approved and agreed by the Senior Management Team (SLT) and the Safeguarding Link Governor.

2.4 Big Creative Academy has appointed the Designated Safeguarding Lead (DSL) as an appropriate member of the management team and the online safety lead.

2.5 The Online Safety Policy and its implementation will be reviewed by Big Creative Academy at least annually or sooner if required

3. LEGAL FRAMEWORK:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

- Keeping Children Safe in Education 2023
- Filtering and Monitoring Standards for Schools and Colleges
- Cyber Security Standards for Schools and Colleges

4. WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

- appointing an online safety coordinator (Designated Safeguarding Lead)
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults, safeguarding policy, staff acceptable use agreement and guidance on appropriate conduct with students
 - supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
 - developing an online safety policy and acceptable use agreement for use with young people
 - developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
 - reviewing and updating the security of our information systems regularly
 - implementing an effective filtering and monitoring system across all devices using the BCA network and WIFI.
- completing an online safety risk assessment annually to test filtering and monitoring systems across all BCA devices.
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- providing supervision, support and training for staff and volunteers about online safety



- examining and risk assessing any social media platforms and new technologies before they
- are used within the organisation.
- providing opportunity for students to learn about online safety, including risks such as: cyber-security, scams and online grooming through our wellbeing program.

5. REDUCING ONLINE RISKS:

5.1 Big Creative Academy is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.

5.2 Emerging technologies will be examined for educational benefit and Big Creative Academy leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.

5.3 Big Creative Academy will ensure that appropriate filtering and monitoring systems are in place to prevent staff and learners from accessing unsuitable or illegal content (please see the IT Security Policy for details).

5.4 Big Creative Academy will take all reasonable precautions to ensure that users access only appropriate material.

5.5 Big Creative Academy provides education of online safety and risks that individuals may face when using the internet, these sessions are delivered via our wellbeing program.

5.6 Big Creative Academy will audit technology use to establish if the Online Safety Policy is adequate and that the implementation of the policy is appropriate.

5.7 Methods to identify, assess and minimise online risks will be reviewed regularly by Big Creative Academy's SLT.

5.8 Staff will not use personal devices, mobile numbers or email addresses when using remote education.

5.9. The governing body, Designated Safeguarding Lead and IT Manager will ensure the Academy has appropriate filters and monitoring systems in place and regularly review their effectiveness. They will ensure that the leadership team and all staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. The governing body will consider the age range of the Academy's students, the number of students, how often they access the IT system and the proportionality of costs verses safeguarding risks.

5.10 Big Creative Academy currently use a web filtering application enabling us to restrict what websites a user can and cannot access over the internet.

5.11 Big Creative Academy loaned laptops to all users also contain the web filtering application, again restricting the type of website can and cannot access, this filtering application can also be implemented when the device is being used at home.

5.12 "Keyword and Content" filters have been implemented within our web filtering application. Keyword and content filters will filter out websites that contain specific keywords or predefined content (such as pornography, for example). When a user types in a search query, the software determines, via the use of keywords or through access to previously databased information, what is contained on the site.



5.13 SLT will ensure that Big Creative Academy has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit children's exposure to online risks.

5.14 Big Creative Academy's internet access strategy will be dependent on the need and requirements of the Academy and will therefore be designed to suit the age and curriculum requirements of our learners, with advice from technical, educational and safeguarding staff.

5.15 All monitoring of Academy owned/provided systems will take place to safeguard members of the Academy.

5.16 All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

5.17 Big Creative Academy uses Lightspeed filtering system which blocks websites that fall into categories such as pornography, racial hatred, extremism, gaming, sites of an illegal nature, suicide/self-harm etc.

5.18 Big Creative Academy has a clear procedure for reporting breaches of filtering which all members of Big Creative Academy (all staff and all learners) are made aware of.

5.19 Lightspeed monitors staff and learners when using the Internet and captures and blocks those websites as well as any searches that are deemed to be unsuitable content via the Lightspeed Monitoring Application.

5.20 Designated Safeguarding Leads will review the filtering and monitoring system reports regularly. The report will provide details on users (staff and students) who have been blocked from accessing online content, websites that have been blocked, inappropriate searches and inappropriate/harmful keywords across the network. Details on any concerns from these reports will be logged by the Designated Safeguarding Leads. Concerns relating to the use of internet by students will be shared with the safeguarding team and student in question (if appropriate). Concerns relating to a staff member's online use will be reported to the Senior Leadership Team.

5.21 If a staff member requests a certain site to be unblocked for the duration of their lesson, then they must raise a Helpdesk call to ICT for the relevant site to be unblocked for the duration of their lesson. If this is required for a longer timeframe, the staff member must advise ICT on how long the site is required for. The site will then be blocked again once the lesson is over, or required timeframe has passed.

5.22 If staff or learners discover unsuitable sites, the URL will be reported to Big Creative Academy DSL and will then be recorded and escalated as appropriate.

5.23 SLT will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.

5.24 Any material that Big Creative Academy believes is illegal will be reported to appropriate agencies such the police and local authority.

6. RESPONDING TO ONLINE INCIDENTS AND SAFEGUARDING CONCERNS:

If online abuse occurs, Big Creative Academy 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/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation 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.
- In addition to the above, Big Creative Academy will also ensure that:
- all members of the Academy will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for learners.
- the DSL will be informed of any online safety incidents involving child protection concerns, which will then be recorded and reviewed.
- the DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Safeguarding Children Board thresholds and procedures
- any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- staff will be informed of the complaints and whistleblowing procedure.
- all members of Big Creative Academy will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of Big Creative Academy community.
- Big Creative Academy will inform parents/carers of any incidents of concerns as and when required.
- after any investigations are completed, Big Creative Academy will debrief, identify lessons learnt and implement any changes as required.
- where there is cause for concern or fear that illegal activity has taken place or is taking place then Big Creative Academy will contact the Education Safeguarding Team or Police via 101 or Schools police officer or 999 if there is immediate danger or risk of harm.
- the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Police.
- if Big Creative Academy is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- parents and young people will need to work in partnership with Big Creative Academy to resolve issues.

7. CONTACT DETAILS:

Designated Safeguarding Leads/Online Safety Leads:

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