



## Online Safety Policy

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Date	Review Date	Responsible governor
13.05.21	Summer 1 2023	Safeguarding Governor

<b>Headteachers</b>	Mrs Sharon Harris (BIS) Mrs Debra Wade (BCIS) Mrs Alex Norton (BJS)	<b>Date:</b>	13.05.21
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### Table of review and modifications

Date reviewed	Pages	Summary of Change	Reviewed by



The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

Bilton Community Federation (made up of **Bawnmore Infant School, Bilton Infant School and Bilton C of E Junior School**) has a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills. We ensure children are taught the lifelong skills to CONDUCT themselves responsibly, develop responsible and respectful CONTACT online and protect themselves and others with the CONTENT they share and access.

Used correctly internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

Increased provision of the internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

Online Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

All pupils and other members of the school community have an entitlement to safe Internet access at all times.

### **Aims**

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet, linked to lifelong skills addressing conduct, contact and content.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Online Safety Leader to ensure all school personnel and stakeholders are aware of and comply with this policy
- responsibility for ensuring that the school complies with all equality's legislation;



- nominated a designated Safeguarding governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring resources are allocated to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand Online Safety issues and procedures;
- nominated a link governor (Safeguarding Governor) to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body.

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of this policy;
- work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place: an effective range of technological tools, clear roles and responsibilities, safe procedures and a comprehensive policy for pupils, staff and parents
- be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see Appendix 2 for flowchart for dealing with illegal Internet use);
- embed Online Safety in all aspects of the curriculum and other school activities; work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- keep a log of any Online Safety incidents, as part of Safeguarding file;
- monitor the effectiveness of this policy by: monitoring learning and teaching through observing lessons, monitoring planning and assessment and speaking with pupils, school personnel, parents and governors.

### **Role of the Online Safety Coordinator (Computing lead)**

The coordinator will:

- be responsible for promoting Online Safety across the school and run an Online Safety committee with membership from children, staff and governor (with parental links through regular contact with parents);
- undertake an annual Online safety audit;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- that the school meets required online safety technical requirements for any Local Authority Online Safety Policy / Guidance that may apply;
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed;
- ensure Online Safety is embedded in all aspects of the curriculum and other school activities;
- lead the development of this policy throughout the school;
- provide training for all staff on induction and when the need arises



### **Role of the Online Safety Governor (Safeguarding Governor)**

The Nominated Governor will:

- have regular contact (either in person or by email/ telephone) with the Online Safety Co-ordinator;
- ensure this policy and other linked policies are up to date;
- enable everyone connected with the school to be made aware of this policy;
- undertake appropriate training;
- report to the Governing Body every term, monitoring online safety incidents and filtering.

### **Role of School Personnel**

School personnel will:

- ensure they have an up to date awareness of online safety matters and of the current Online Safety Policy and practices;
- ensure they have read, understood and signed the Staff Acceptable Use Policy and Staff Code of Conduct;
- ensure they report any suspected misuse or problem to the Designated Safeguarding Lead or Online Safety Co-ordinator for investigation;
- ensure all digital communications with pupils and parents / carers should be on a professional level and only carried out using official school systems;
- ensure online safety issues are embedded in all aspects of the curriculum and other activities;
- ensure pupils understand and follow this Online Safety Policy and adhere to the Pupil Acceptable Use Agreement;
- ensure pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- ensure they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities and implement current policies with regard to these devices;
- ensure in lessons where internet use is pre-planned pupils 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;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values.

### **Role of Pupils**

Pupils will be aware of this policy and will be taught to:

- be responsible for using our school's digital technology systems in accordance with the Pupil Acceptable Use Agreement;
- use digital literacy skills to evaluate what they see online and learn how copyright laws are in place;
- 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 cyber-bullying;
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school too.

### **Role of the Online Safety Committee**

The Online Safety Committee will be involved in:

- making sure our school is up to-date with current practice, technology and key messages;
- promoting online safety within our school and our local community;
- reviewing the effectiveness of this policy and supporting documents with the Governing Body.

### **Role of 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. We will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature.

Parents and carers will be encouraged to support the school in promoting good online safety practice;

- Follow guidelines on the appropriate use of digital and video images taken at school events
- By access to our school websites;
- By encouraging their child to follow our school online safety rules by signing the Pupil Acceptable Use Agreement;
- By taking the opportunity to attend events run by the school to raise awareness of the importance of online safety.

### **Education and Training**

#### **Pupils**

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum.

The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited;
- Key online safety messages should be reinforced as part of a planned programme of assemblies. These assemblies should every half term to reinforce on a consistent basis;



- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information. Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet;
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making;
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school;
- Staff should act as good role models in their use of digital technologies the internet and mobile devices.

### **Parents/Carers**

Parents and carers play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. The school will therefore seek to provide information and awareness to parents and carers, to enable them to have the most up to date advice through:

- Curriculum activities
- Letters, newsletters, web site, online safety guidance booklets
- Parents / Carers workshops
- High profile events e.g. Safer Internet Day / Online Safety Week
- Reference to relevant web sites / publications

### **The Wider Community**

Our Federation will provide opportunities for local members of the community to gain from the school's online safety knowledge and experience. This may be offered through the following:

- The school websites will provide online safety information for the wider community.

### **Staff and Volunteers**

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Agreements. The Online Safety Co-ordinator will ensure this is carried out.
- The Online Safety Coordinator will receive regular updates through attendance at external training events (e.g. from SWGfL/LA/ other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This Online Safety Policy and its updates will be presented to and discussed by staff in staff meetings to help monitor and review its effectiveness.



- The Online Safety Coordinator will provide advice, guidance and training to individuals as required.

### **Governors**

Governors should take part in online safety awareness sessions, with particular importance for the Online Safety Governor (Safeguarding Governor). This may be offered in a number of ways:

- Attendance at training provided by the Local Authority, National Governors Association or other relevant organisation (e.g. SWGfL).
- Participation in school training or information sessions for staff or parents (this could include attendance in relevant assemblies or lessons).

### **Technical – infrastructure, equipment, filtering and monitoring**

Each school is responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. Further information can be found in our Security Policy.

### **Internet Use**

School Internet access will:

- be designed for age appropriate pupil use;
- include school filtering configuration and monitoring usage provided and approved by the LA which is designed to protect pupils.

### **Authorising Internet Access**

- All pupils must read and sign our Pupil Acceptable Use Agreement
- All staff must read and sign the school's "Staff Code of Conduct" and "Acceptable Use Policy"
- Parents must read and sign our Pupil Acceptable Use Agreement. These will be reviewed annually.

### **E-mail**

Pupils, staff and governors **must**:

- only use approved e-mail accounts (Governors and infant school staff will use welearn365 accounts, junior school staff will use @biltonjuniorschool accounts);
- report receiving any offensive e-mails;
- not divulge their own or others' personal details;
- pupils must seek authorisation from a member of school staff to send a formal e-mail to an external organisation.

### **School Websites**

Contact details published on the website will be:

- the school addresses
- e-mail addresses
- telephone numbers



The school websites will not publish:

- pupils' contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown in images;

### **Social Networking and Personal Publishing**

Pupils will not be allowed access to:

- social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved by Staff / Parents / Governors:

Pupils will:

- follow guidance set out in the and "Acceptable Use Policy" and if not, action will be taken as outlined in those documents.

### **Inappropriate Material**

Any inappropriate websites or material found by pupils or school personnel will be reported to the Online Safety Coordinator who in turn will report to the Internet Service Provider.

- See Appendix 2 for examples of inappropriate use.
- The "Behaviour Policy", "Anti-Bullying Policy" and "Child Protection and Safeguarding Policy" outline the process for staff and /or pupils to follow should they receive inappropriate or bullying messages / information.

### **Internet System Security**

- New programs will be installed onto the network or stand-alone machines by LAUNCH or LA technicians
- Own personal data record devices may not be used in school; only school issued encrypted memory sticks.
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

### **Complaints of Internet Misuse**

- The Headteacher will deal with all complaints of Internet misuse by school personnel, pupils or visitors to our school.
- Parents will be informed if their child has misused the Internet.
- Any issues of Cyber-bullying will be dealt with as outlined in both the "Behaviour Policy" and "Anti-Bullying Policy".



### **Acknowledgements**

Copyright of the template policy held by SWGFL. Free use has been granted for the purpose of development of our Federation Online Safety Policy.



## APPENDIX 1 - Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities. The Federation believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in / or outside the school when using school equipment or systems. The federation policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	

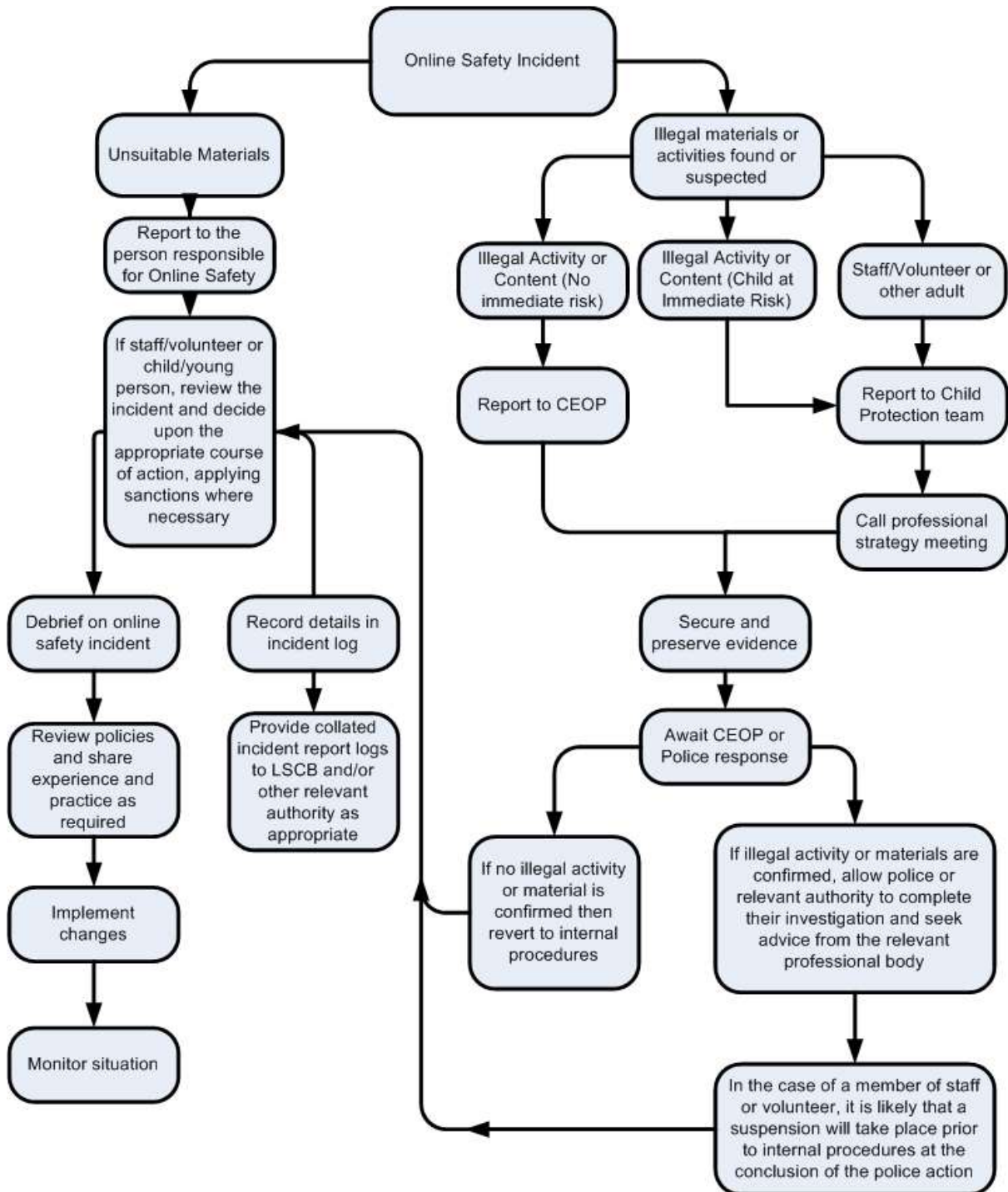


Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X
Using school systems to run a private business				X
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school				X
Infringing copyright				X
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)				X
Creating or propagating computer viruses or other harmful files				X
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X
On-line gaming (educational)		X		
On-line gaming (non-educational)		X		
On-line gambling				X
On-line shopping / commerce		X		
File sharing			X	
Use of social media		X		
Use of messaging apps		X		
Use of video broadcasting e.g. YouTube		X		



## Appendix 2 - 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 right-hand side of the Flowchart (below) for responding to online safety incidents and report immediately to the police.





## Appendix 3

# Pupil Acceptable Use Policy



**R  
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T**

I am **responsible** using online equipment.

I make sure I have finished eating or drinking before I **enjoy** using online equipment.

I keep my personal information **safe** and **secure**, including passwords to devices.

I ask **permission** before going online.

I **end** what I am doing when I am asked or if I see something that gives me a worried feeling.

I **choose** games and activities I play **carefully**, with help from adults, so that I keep myself safe.

I **tell** a trusted adult if I get a worried feeling and keep telling until the worried feeling stops.

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I agree to follow these rules set out above.  
I know that if I break any of these rules my parents / carers may be told.

Name \_\_\_\_\_

Date \_\_\_\_\_

Class \_\_\_\_\_



*This document has been developed in consultation with our Online Safety Rangers, Staff, Parents and Governors to help you understand the rules of using any online devices. You should always follow the rules set out in this policy because these rules will help keep you safe online both in school and at home.*



#### Appendix 4



### **Bawnmore Community Infant School**

### **Rules for staying safe on the computers**

- We will ALWAYS ask an adult first if we can go on the internet or a computer
- We will tell an adult if anything strange comes up on the screen
- We will ALWAYS ask an adult if we can change the activity we are using
- We will not give people our phone number or address
- We will not send photographs of ourselves to people that we do not know
- We will take care of the computers and always use them properly

Child signature.....

Parent/carer signature .....

Date.....

**This Acceptable Use Policy was developed in consultation with pupils, staff, parents and governors in order to keep everyone safe when working online.**



## **Bilton C of E Junior School Pupil Acceptable Usage Policy**

- I will only access computing equipment with permission.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure.
- I will never share mine or others personal information, such as telephone numbers, addresses and names or photographs.
- I will use my own username and password to access the school equipment.
- I'm aware school monitors my online use.
- I will respect computing equipment.
- I will use all communication tools such as emails carefully.

I understand this agreement and understand my parents /carers will be notified if I break the rules.

My Name.....

Child signature.....

Class.....

Parent / Carer Signature.....

Date.....



## Appendix 6

# Bilton Community Federation

## Staff & Governor use of Social Networking and Internet Sites

### 1. Introduction

- 1.1. Social media includes online social forums such as Facebook, Twitter, Instagram and LinkedIn and websites such as YouTube and Flickr. This type of media which is now widely used allows people to communicate instantly and share data in a public forum.
- 1.2. This Policy sets out the School's approach to staff use of social media and internet sites and action that may be taken when it is considered a member of staff may have breached this Policy.
- 1.3. There are many more examples of social media than can be listed here and this is a constantly changing area. Staff should comply with this Policy in relation to any social media that they use.
- 1.4. The term "staff" in this document, should also be read to include any contractors or volunteers at the school. There is a separate section in relation to school governors towards the end of this document.
- 1.5. In using social networking and internet sites, clear and explicit professional boundaries will be adhered to as outlined in Section 12 of 'Guidance for Safer Working Practice for those working with Children and Young People in Education Settings' (Safer Recruitment Consortium 2015), which can be found at the following link <http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

### 2. Objectives

- 2.1. Clarify what the School considers to be appropriate and inappropriate use of social networking and internet sites by staff;
- 2.2. Encourage social networking/internet sites to be used in a beneficial and positive way;
- 2.3. Safeguard staff, pupils, parents and members of the public from abuse on social networking sites;
- 2.4. Safeguard the reputation of this School; other schools; the Local Authority and other organisations, from unwarranted abuse on social networking sites;
- 2.5. Set out the procedures that will be followed where it is considered that staff have inappropriately or unlawfully used social networking/internet site.



### **3. Personal use of social media at work**

- 3.1. Staff are not allowed to access social media websites from the School's computers or devices at any time. This includes laptop computers or mobile devices distributed by the School for work purposes.
- 3.2. The School has specifically blocked use of Twitter/Facebook/other social media websites on its computers and may at its discretion block further sites.
- 3.3. The School understands that staff may wish to use their own computers or devices, such as laptops and palm-top and hand-held devices, to access social media websites while they are at work. Staff must limit their use of social media on their own equipment to their official rest breaks (such as their lunch break) and must still ensure that they continue to follow the requirements set out in this Policy.
- 3.4. If it is believed a member of staff has engaged in unlawful activity on a social media site or activity in breach of this Policy and the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, Section 12, communication with pupils (see link in 1.5) an investigation will be instigated which may result in disciplinary action and potentially dismissal. The School's disciplinary policy will be followed.

### **4. Use of social media and the internet for work purposes**

In specific circumstances it may be appropriate for a member of staff to use social media as part of their work. This should only take place with the approval of the head teacher, *Deputy or E-Safety leader*. In such circumstances while contributing to the School's social media activities the same safeguards must be adhered to as would be with any other form of communication about the School in the public domain. Any communications made in a professional capacity through social media must not either knowingly or recklessly:

- 4.1. Place a child or young person at risk of harm;
- 4.2. bring the School into disrepute;
- 4.3. breach confidentiality;
- 4.4. breach copyright;
- 4.5. breach data protection legislation; or
- 4.6. do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
  - 4.6.1. making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
  - 4.6.2. using social media to bully another individual; or



4.6.3. posting images that are discriminatory or offensive or links to such content.

## **5. Excessive use of social media/internet at work**

Staff must not spend an excessive amount of time while at the School on personal use of social media or internet sites. They must ensure that use of social media/internet does not interfere with their duties.

## **6. Monitoring use of social media/internet on school equipment during work time**

The School reserves the right to monitor staff internet usage. The School considers that valid reasons for checking internet usage include concerns that social media/internet sites have been accessed in breach of this Policy.

## **7. Inappropriate use of social media/internet**

The following list gives examples of use of social media/internet sites that the school may consider to be inappropriate:

- 7.1. Publishing defamatory; discriminatory; illegal; sexual; racist or other offensive material;
- 7.2. Publishing any material which is confidential or would breach copyright or data protection principles;
- 7.3. Promoting personal financial interests, commercial ventures or personal campaigns in school time;
- 7.4. Publishing anything of an abusive or harassing nature;
- 7.5. Using social media/internet sites in a manner that would put staff/governors in breach of school codes of conduct or existing policies;
- 7.6. Discussing matters relating to school, staff, pupils or parents/carers for which the social media is not considered to be an appropriate forum;
- 7.7. Inappropriately holding yourself out as, or implying that you are, a representative of the school when using social media/internet sites in a private context;
- 7.8. Interacting with pupils via social media/internet sites.
  - 7.8.1. Interacting with parents/carers of pupils via social media/internet sites.
- 7.9. Interacting with any ex-student who is under the age of 18 (staff should exercise extreme caution in interacting with any ex-pupils regardless of age);
- 7.10. Actively providing false or misleading information about the school, its staff or pupils;
- 7.11. Cyber-bullying;
- 7.12. Inappropriately referencing other staff members, governors, students, parents or school activities/events - unless it is a legitimate part of the staff member's role;



- 7.13. Using social media/internet sites to raise complaints/grievances – any issues should be raised via the appropriate channels (e.g. school complaints procedure).

The above is a non-exhaustive list. It is intended to provide some examples of what the School considers to be inappropriate. Each matter will be dealt with based on its own facts. School policies will be followed where relevant (e.g. the School's disciplinary/bullying /complaints policy etc). The School will contact the Police where it is necessary to do so.

## 8. Social media in your personal life

- 8.1 The School recognises that many people make use of social media in a personal capacity. While they are not acting on behalf of the School, staff must be aware of the potential damage that could be caused to the School if they are recognised as being a member of staff.
- 8.2 Staff may say that they work for the School but their online profile (for example, the name of a blog or a Twitter name) must not contain the School's name.
- 8.3 If staff do discuss their work on social media (for example, giving opinions on their specialism or the sector in which the School operates), where appropriate they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of the School."
- 8.4 Any communications that staff make in a personal capacity through social media must not bring the School into disrepute.

## 9. Disciplinary action over social media use

- 9.1 All staff are required to adhere to this policy. Staff should note that any breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the School, may constitute gross misconduct and lead to summary dismissal.
- 9.2 Similarly, where there is a serious breach of this policy, action may be taken in respect of other members of staff who are not employees which may result in the termination of their appointment.
- 9.3 Staff have a duty to report abuses of this policy in accordance with the school's whistleblowing policy.

## 10. Child protection guidance

- 10.1 If the head teacher (or *Designated Safeguarding Leads*) receives a disclosure that a member of the School's staff is using a social networking/internet site in a way that may put a child at risk, this should be recorded in line with the School's child protection policy and whistleblowing policy as an allegation. In accordance with *the Department for Education's (DfE) Working Together to Safeguard Young People (2018)*, the head teacher will refer all allegations of a safeguarding nature to the Designated Officer (DO) in the Local Authority before undertaking any internal investigations.

*Designated Officer on 01926 745376 or email [lado@warwickshire.gov.uk](mailto:lado@warwickshire.gov.uk)*



## **11. Staff/governors interacting with each other online**

- 11.1 Governors are advised not to be “friends” with members of staff online. Reasons for this include:
  - 11.1.1 Potential for a conflict of interest where a governor is on a selection panel/disciplinary panel where a “friend” is involved;
  - 11.1.2 Due to the role of the governing body and its general responsibility for the conduct of the school, it is sensible to maintain a certain level of separation between governors and staff.
- 11.2 Teachers and other staff members should also exercise caution when considering inviting work colleagues to be ‘friends’ on social networking sites, as this may create a conflict/difficult situation in the future.

## **12. Application of this Policy to school governors**

- 12.1 Whilst some aspects of this Policy are clearly more targeted at school staff, many have equal application to governors. For example, section 7 of the Policy provides guidance for all on what is considered to be inappropriate use of social media/internet sites. All governors should ensure that they comply with the spirit of the Policy.
- 12.2 Though governors would not be subject to the same disciplinary process as staff, there are still forms of redress available where a governor behaves in an inappropriate manner. The appropriate procedures would be followed in such cases.

## **13. Involvement with the Parent/Teacher Associations**

This policy will continue to apply to members of staff who are acting in their capacity as a member of the school parent/teacher association. Therefore, they should ensure that they are acting in the spirit of this policy when acting in this capacity.