

LATCHMERE
ACADEMY TRUST

Online Safety Policy

Status	Curriculum
Review Cycle	Annual
Date written/ last review	September 2019
Date of next review	September 2020

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Section A: Policy Statement

Definition

Information and communications technology (ICT) is concerned with the accessing, handling, processing, organising and delivery of information (email, internet, pictures, text, sound, graphics, tables) using any electronic device.

ICT/computing capability means teaching children the necessary skills, knowledge and attitudes in order for them to use ICT tools in the curriculum. It is also about teaching them how to adapt to and use ICT, and to become skilled, confident and critical users of ICT both in and out of school. However, this learning must be within the safe boundaries created by the school and adhered to by the students. Online safety underpins all areas of ICT and should be taught as such.

Aims of Online safety

- To enable pupils to develop attitudes, knowledge, skills and understanding in ICT/computing for use in the curriculum, society and the world of work.
- To enable pupils to become autonomous users with a positive, safe attitude towards ICT.
- To demonstrate safe practice and set clear guidelines which will be embedding into the children's future use of ICT.

Aims of this policy

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is applicable to incidents of cyber-bullying or other Online safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will inform parents / carers of incidents of inappropriate Online safety behaviour that take place out of school.

Objectives

- To teach all pupils and staff Online safety attitudes and knowledge to allow them to access and create curriculum materials appropriately.
- To have all children working at all devices do so in an Online safe environment.
- To ensure that the curriculum is structured to give all pupils the opportunity to learn about Online safety and puts its principles into practice.
- To provide suitable resources, training and support for teachers.

Section B: Impact of Online safety on Learning

Online safety:

- Improves self-esteem;
- Prepares pupils for life and work as a responsible member of society;
- Is complimentary to other learning experiences as it revolves around central concepts of Citizenship, Personal and Social welfare;
- Allows pupils to take charge of their own learning, leading to greater autonomy;
- Provides pupils with immediate feedback in a safe environment, yet teaches them of the dangers of unrestricted access to the internet;
- Allows them to work with a technology which is neutral and non-threatening;
- Builds on home experiences of Online safety embedding the main principles both in school and out;
- Provides pupils with the confidence to share their work with a wider audience, both local and world wide, in a safe way, with them being able to identify potential risks and employ strategies as a defence.

Section C: Planning and Assessment

C1: Overview

- Online safety planning fits into the existing planning methods of the school. Long term planning is broadly based on the Switched on ICT scheme of work for ICT and on the requirements of the 'Curriculum Guidance for the Foundation Stage'.
- Teachers allow for opportunities to teach Online safety skills, knowledge and understanding within each ICT/computing and curriculum unit of work.
- The Online safety Lead will support other subject leaders and year group teachers in identifying suitable tasks for activities identified in their long or medium term planning.
- It is the responsibility of each year group to plan and review their own Online safety activities.
- The Online safety Lead and the Lead teachers of the year groups will monitor teaching within each year group.
- Pupils areas of capability will be recorded on R.O A's at the end of each year in KS1 and 2.

C2: Quality of planning and assessment

Indicators that the quality of planning and assessment of Online safety is effective and is of a high standard:

- There is a comprehensive plan covering all year groups.
- Opportunities for assessment are identified in medium term plans.
- Planning ensures a minimum of adequate Online safety opportunities for every pupil in a year group across other subjects, especially PSHE.
- The curriculum provides access to Online safety for all pupils in line with the aims of this policy (see section A2 and A3).
- Assessments are used for planning future work.
- Records are kept up to date.

C3: Medium term plans

In medium term plans each year group should allow for opportunities for direct Online safety teaching but also embedding of the main principles across varied curriculum subjects. Online safety should be an ethos throughout the everyday teaching and the children are entitled to this learning in a meaningful, varied way.

C4: Short term plans (daily planner)

The daily planner, or weekly planning in the Foundation Stage, will note the lesson objectives and resources and will refer to the relevant section of the medium term plan when teaching Online safety directly. The daily planner will also identify any opportunities to re-iterate the main principles within other subjects and parts of the week.

C5: Planning to support other subject areas

Online safety is embedding into current ICT medium term plans. Task descriptions should indicate which other subject area is to be supported. Medium term plans in other subject areas should identify where ICT support is to take place and the Online safety principle being maintained. ICT medium term plans do not need to show objectives for other subject areas except where this forms part of the description of a task.

C6: Record Keeping

Teachers will monitor pupils' progress, alongside their progress within ICT, and will encourage pupils to undertake self-assessments against given criteria. Teachers will record assessments and update assessment records regularly. Records will be passed on to the next teacher at the end of the year.

C7: Differentiation

Tasks should be differentiated to allow for varying levels of attainment and age of the child. Teachers should refer to record keeping sheets, annotations and their own observations to judge which pupils will need additional support to raise their level of attainment. Teachers should identify children who may be more at risk online due to their home circumstance and their accessibility to online technologies.

C8: Pupil self-assessment

From the earliest opportunity pupils will be involved in self-assessment. Each pupil will be given their own directory / folders on the server into which to save their work. This will form part of a pupil's personal portfolio of work. Children should be given opportunities to consider the online world and other technologies with regards to the risks involved. They should be allowed to explore technology in a safe way and gauge their own readiness to experience different learning environments.

C9: Reporting to parents

The annual record of achievements sent out to parents each year details pupil progress in general ICT with Online safety being one facet of this overall area. Teachers may also like to inform parents on a half-termly basis of the topics / areas to be covered so that parents may assist children's development in key skills at home. Teachers should discuss any concerns they may have about a child's Online safety with their parents. This should be completed in a sensitive manner and with an open mind. The Online safety Co-ordinator can be present to help guide the discussion.

C10: Level descriptors

The ICT level descriptors describe the types and ranges of performance that pupils working at a particular level should characteristically demonstrate. There is no requirement for pupils to be at a particular level at the end of a year. With regards to Online safety the children's requirement to learn specific information will depend on both their age and their access to online technologies.

C11: Progression

Progression may be demonstrated by:

- Carrying out more complex tasks.
- Moving from a familiar problem to an unfamiliar one being able to transfer knowledge of Online safety principles between different experiences.
- Applying more advanced skills.
- Becoming more independent and confident in the use of Online safety principles.

Section D: Quality of Learning and Teaching

D1: Overview

There are a number of factors that affect the quality of teaching and learning of Online safety.

These include:

- Quality and deployment of resources.
- Management of Online safety curriculum.
- The role of the subject leader.
- The skills knowledge and enthusiasm of the teachers.
- Long and medium term planning and assessment that ensures progression and matches appropriate tasks to the capability and readiness of each pupil.

Due to ICT being seen as a 'Core Skill' that enhances and has an impact on other subjects across the curriculum, it is essential that all teachers develop a firm grasp of Online safety so that they are able to support the children following the main Online safety principles.

D2: Use of software

Use of software will be shown in medium term planning. The Online safety Lead may replace software as part of the ongoing process of upgrading software and resources. New software may be purchased either from ICT budgets or from other subject area budgets. Many Online safety resources are online through CEOP and affiliated sites. These will be updated if required.

D3: Planning

All year groups must be in possession of a full set of up to date medium term plans prior to the onset of teaching a unit of work. See Section C on planning. Year groups are responsible for their own medium term planning. Online safety should be embedded into the ICT planning and also be a part of the PSHE planning.

D4: Monitoring:

The ICT subject leader/ Online safety lead will check all plans to ensure they are complete and comprehensive. The ICT subject leader/ Online safety lead needs to monitor achievement within and between year groups to ensure that progression and attainment is consistent.

D5: Standards of achievement

Indicators of a good standard of achievement are:

- Pupils demonstrate increasing Online safety capability from year to year.
- Pupils are able to apply acquired Online safety skills and knowledge to new contexts successfully.

D6: Quality of learning

Indicators that the quality of learning is good are:

- Pupils respond with enthusiasm and commitment to the Online safety principles.
- Pupils make informed and balanced choices in regard to the Online safety principles.

D7: Quality of teaching

- The quality of teaching for ICT/Online safety is the same as for other subjects.
- Good teaching will show clear aims and objectives, progression, pace, challenge, differentiation and full participation for both ICT/Online safety and the subject being delivered.
- The use of ICT/Online safety will be appropriate and will enhance learning.
- Pupils' previous experiences in ICT/Online safety and in other contexts will be recognised in planning, so that differentiation is an integral part of the activity.
- There will be regular monitoring of pupils' progress.
- Lesson objectives should be clear and drawn from the QCA and NC objectives.
- Activities should be clearly focused and match the objectives.
- Teachers will exploit the power of ICT/Online safety to motivate learning and sustain pupils' interest.
- Teachers with limited ICT/Online safety experience will not allow this to limit the opportunities that they provide to pupils, and all teachers will make the most of pupils with extended skills.
- Available support, internal or external, will be utilised by the class teacher and subject leader to best effect.

Section E: Acceptable Use of the Internet Access and E-mail

E1: Overview

Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils will have access to websites world wide offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world wide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and other educational bodies; receive up-to-date information and participate in government initiatives such as LGfL and the Virtual Teacher Centre. In the longer term the internet may also be used to enhance school management, information and administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff and any other adults involved in supervising children accessing the internet will be shown this section of the policy on internet access and will have its importance explained to them. Parents' attention will be drawn to this section by letter in the first instance and thereafter in the school prospectus.

All staff, children and parents will declare their dedication to Online safety through signing of an Online safety Rules document.

E2: Ensuring internet access is appropriate and safe:

The internet is readily available to any person wishing to send email or publish a website. In common with other media such as books, magazines and videotapes, some material on the internet is unsuitable for pupils. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- e-mail

- Instant messaging <https://www.skype.com/en/> for example, often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Popular www.myspace.com, www.piczo.com, www.bebo.com, <http://www.hi5.com>, <http://www.facebook.com>)
- Video broadcasting sites (Popular: <http://www.youtube.com/>)
- Chat Rooms (Popular www.teenchat.com, www.habbohotel.co.uk)
- Gaming Sites (Popular www.neopets.com, <http://www.miniclip.com/games/en/>, <http://www.runescape.com/>)
- Music download sites (Popular <http://www.apple.com/itunes/>, <http://www.napster.co.uk/>, <http://www-kazaa.com/>, <http://www-livewire.com/>)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are 'internet ready'. Smart phones with e-mail, web functionality and cut down 'Office' applications.

Pupils in school are unlikely to see inappropriate content in books due to selection by the publisher, and the school and teachers will take every practical measure to ensure that children do not encounter upsetting, inappropriate or offensive material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is purchased from Kingston LEA which provides a service designed for pupils, including a 'firewall' filtering system intended to prevent access to material inappropriate for children;
- Securus software is installed on all class computers to monitor that pupils use the equipment responsibly and in coherence of the Fair Use Agreement.
- Children working on the internet will normally be working in the ICT rooms, or in the classroom during lesson time and will be supervised by the class teacher or another responsible adult at all times;
- Staff will check that any sites selected for pupil use are appropriate to the age and maturity of the pupils;

- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following an agreed search plan;
- Pupils will be taught to use email and the internet responsibly in order to reduce the risk to themselves and others;
- Rules for responsible internet use will be posted on a display board in the ICT room and in all classrooms;
- The Online safety Lead will monitor the effectiveness of internet access strategies;
- The use of videos and pictures during whole class teaching will be done so with due consideration to the children, especially the use of You Tube. Consideration should be given to adverts and 'next video' sections of this website.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *Neither the school nor Kingston LEA can accept liability for the material accessed, or any consequences thereof.*

A most important element of our Rules for Appropriate Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels.

- Responsibility for handling incidents involving children will be taken by the class teacher in consultation with the Head Teacher and Online safety Co-ordinator.
- All other staff will be made aware of the incident at a staff meeting, if appropriate.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support.
- The pupil's parents / carers will be informed and given an explanation of the course of action the school has taken. The school will work with the parents / carers to resolve any issue.
- If staff or pupils discover unsuitable sites, the Online safety Lead or the ICT Technician will be informed. They will report the URL (site address) and content to the LEA. If it is felt that the material is illegal the site will be reported by the LEA to the Internet Watch Foundation and the police.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules for Responsible Internet Use, which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of internet access or use of email by failing to follow rules or by not keeping to agreed search plans, then sanctions will be applied to them. This may involve informing parents / carers, or withdrawal of access to the internet for a period of time.

E4: Using the internet to enhance learning

Pupils learn how to use a web browser and older pupils are taught to use suitable search engines. Access to the internet is integrated into the year group schemes of work to enrich and extend learning activities.

Pupils accessing the internet will be supervised by their teacher or other responsible adult at all times. Teachers will endeavour to ensure that the Rules for Responsible Internet Use remain uppermost in children's minds as they access the internet.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the internet may be by teacher demonstration using the network management software e.g. 'Remote Desktop' on Apple computers
- Pupils may access teacher prepared materials via Learning On Demand (LOD), the learning platform, rather than the open internet;
- Pupils may be given a suitable web page or a single site to access;
- Pupils may be provided with lists of relevant and suitable web sites which they may access;
- Older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with the teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that the teacher may well monitor their work through use of network management software e.g. 'Remote Desktop'.

E5: Using information from the internet

In order to use information from the internet effectively pupils will be taught to recognise that most material is primarily intended for an adult audience, most of it is not properly edited and most of it is copyright material. Therefore, pupils will need to be taught to:

- Expect a wide range of content;
- Validate information before accepting it as true;
- Observe copyright when copying material;
- Understand that the writer of an email or the author of a web page may not be the person claimed;
- Select only relevant material and adapt this to the requirements of their task.

E6: Using email

Pupils will learn to use an email application and conventions. Communications will be properly managed to ensure appropriate educational use and that the good name of the school is maintained.

- Pupils will only be allowed to use email when they have been taught the rules and the reasons for these rules;
- Teachers will endeavour to ensure that these rules remain uppermost in children's minds as they monitor children using email;
- Pupils will not be permitted to use email at school to arrange to meet someone outside school hours.

E7: Managing equipment

- The use of videos and pictures during whole class teaching will be done so with due consideration to the children, especially the use of You Tube. Consideration should be given to adverts and 'next video' sections of this website. The staff member will ensure they follow the guidelines for acceptable use of You Tube.
- Mobile phones should not be used as a medium to share video or pictures with the children. Neither should mobile phones be used to record or take pictures of the children. This is due to the mobility of this technology and the likelihood of such material leaving the school site.

E8: Latchmere School web site

Our school web site is intended to:

- Provide accurate up-to-date information and news about our school;
- Enable pupils to publish high quality work for a wider audience including pupils, staff, parents, governors, members of the local community and others;
- Celebrate good work;
- Promote the school.

All classes provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly the author's identity / status. The School Administration Manager is responsible for the school web site alongside the ICT Technician, ensuring that the links work and are up to date. Teachers, year teams and subject coordinators share the responsibility for keeping the web site up to date and relevant, with particular emphasis on ensuring that Year or Class pages are maintained.

The point of contact on the web site will be the school address, telephone number and email address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual email addresses will not be published. Staff will be identified by their full name unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

E9: Internet access and home / school links

Parents will be informed in our school prospectus that pupils are provided with supervised internet access as part of their lessons. We will keep parents informed of future ICT developments by letter or newsletter.

Internet use in pupil's homes is rapidly increasing therefore the school will endeavour to provide advice and guidance to parents with regard to safe access for children.

Section F: Management of Online safety

F1: The role of the subject leader

- takes day to day responsibility for Online safety issues and has a leading role in establishing and reviewing the school Online safety policies / documents
- Ensures that all relevant staff members are aware of the procedures that need to be followed in the event of an Online safety incident taking place.
- provides training and advice for staff
- liaises with school ICT technical staff and ICT subject leader
- reports regularly to Senior Leadership Team
- Enthusiastically promote Online safety throughout the school;
- Have an enthusiasm and interest in the subject and keep up-to-date with new developments;
- Be willing to learn and be able to ask for help when needed;
- Monitor delivery of the Online safety curriculum.
- Attend INSET to enhance skills and knowledge in Online safety.
- Prepare a development plan for the future;
- Run a budget (with-in ICT budget) and make purchase decisions, in conjunction with other subject leaders;
- Identify needs, plan and run / arrange INSET for themselves and other staff.
- Provide opportunities for parent training.

Involvement of Technical Staff:

ICT Technician is responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets the Online safety technical requirements outlined in any relevant Local Authority Online Safety Policy and guidance.
- That users may only access the school's networks through a password protection policy, in which passwords are regularly changed.

- that the use of the network / Virtual Learning Environment (VLE) / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Online safety Co-ordinator / Officer / Headteacher / Senior Leader / Head of ICT / ICT Co-ordinator / Class teacher / Head of Year (as in the section above) for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in school policies
- the school's filtering policy (Securus), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person (see appendix "Filtering Policy Template" for good practice document)
- that he / she keeps up to date with Online safety technical information in order to effectively carry out their Online safety role and to inform and update others as relevant

F2: Budgets

Factors influencing the annual ICT budget are:

- Planning a long-term programme of Online safety
- The LEA central purchasing scheme arrangements.
- Sponsorship schemes.

The budget for Online safety is apart of the overall ICT budget. Therefore, discussion should be held between all members of the ICT Team to establish the best use of the budget with regards to the progression of the school, with regards to keeping up with modern developments and with maintaining the level of resourcing currently in place.

F3: INSET

As part of the school policy on professional development the ICT subject leader is responsible for overseeing the training of staff and classroom assistants in ICT capability. The Online safety Coordinator will take on board the training of all staff in areas related to Online safety. This will include:

- Identifying training needs of individuals and whole staff.

- Planning and organising INSET on a regular basis.



Latchmere School Rules for Acceptable Use of ICT and the Internet by Early Years & KS1 Pupils

In school:

- I will ask an adult before I use a computer or other digital technologies.
- I will use the computers, Internet, email, Learning Platform and other digital technologies in a safe and responsible way.
- I understand that the adults in school can check my files, emails and websites I have visited.
- If the adults in school have concerns about my safety they may contact my parents/guardians.
- I understand that these rules are there to help me, my friends and my family feel safe. I agree to follow these rules. If I break any of these rules, I may not be able to use the computer or any digital technologies until I can show that I am ready to follow the rules.





Latchmere School Rules for Acceptable Use of ICT and the Internet by KS2 Pupils

In school I have access to computers, the Internet, the Learning Platform, online forums and digital technologies. I will use these in line with the following rules which will help to keep me safe and help me to be fair to others.

- I will only use the school's computers for school work and homework.
- I will not look at or change other people's files without their permission and I will only delete my own files.
- I will keep my login and password a secret from others except my parents and teachers. I must not use anyone else's login and password or use computers left logged in by someone else.
- I must not use computers in a way which prevents others from using them including removing any accessories, such as headphones.
- I will ask permission from an adult in school or my parents before using the Internet.
- I am aware that some websites/social networks are not appropriate at my age and that I should not visit these within school.
- I will only email people I know or that my teacher or parent has approved.
- The messages I send, or information I upload, will always be polite and sensible. I must not write anything that might upset others.
- I understand that adults in the school may check messages, files and websites that I have used and may contact my parents/guardians if they are concerned about my safety.
- I will not open an attachment, or download a file, unless I have permission or I know the person who has sent it.
- I will not give any personal details, such as my home address, phone number, photograph or any other personal information which may be used to

identify me, my friends or my family, unless an adult in school has given me permission.

- I will never arrange to meet someone I have only ever previously met on the Internet, by email, in a chatroom or forum, unless my parent, guardian or teacher has given me permission and I have a responsible adult with me.
- If I see anything I am unhappy with, visit a website that makes me feel uncomfortable or receive a message I do not like, I will not respond to it but I will tell an adult in school or my parents.
- I will use mobiles and mobile technologies in a safe way in line with the above guidance.

I have read and understand these rules and I agree to them. If I break these rules, I may have my computer use restricted until I can show that I understand the importance of the above rules.

Class name:



ZIP IT

Keep your personal stuff private and think about what you say and do online.



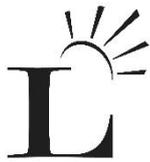
BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.



Latchmere School

Whole School Permission / Data Form

Child's First Name..... Surname..... Class (19/20)

Please complete all sections of this form as appropriate and return it to the school office. The other documents are for you to read and keep. We will use these permissions for the whole of your child's time at Latchmere School. Please remember to notify us if any of your preferences change. Thank you.

Home School Agreement (please see attached)

I confirm that I have read and understood the terms of the Home School Agreement

Acceptable Use of ICT and Internet (please see attached)

I confirm I have read and understood the terms of the Acceptable Use of ICT and Internet statement

Photo Permission (please tick where applicable)

I give permission for my child's photograph to be used for the following:

- press and publicity
- newsletters
- out of school competitions (e.g. sports and art)
- displays and films within school
- Latchmere website

School Local and Day Visits (A separate form will be provided for residential visits)

You will be given information in advance of the various school visits and in-school workshops your child will be taking part in. This will give you the opportunity to sign up to help on the visits, book packed lunches from school and will provide you with the information about how to make a payment via 'ParentPay'.

I give permission for my child to leave the school premises on supervised visits within the local area and outside the local area by coach (with seat belts), bus, train or walking.

I acknowledge the need for my child to behave in a responsible manner during any school visit.

In the event that my child needs to return to school early from a visit, I give permission for him / her to travel in a vehicle with an insured driver who is a member of staff accompanied by another member of staff as an escort.

Please tick if your child suffers from travel sickness (specifically on coach journeys).

Signed..... Date.....

Print name.....



LATCHMERE SCHOOL

GDPR Privacy Notice regarding Pupil Data

Who processes your information?

Latchmere School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Julie Ritchie acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 020 8546 7181 or office@latchmereschool.org.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Latchmere School upholds are imposed on the processor.

Satswana Ltd is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via the school office on 020 8546 7181 or office@latchmereschool.org

Why do we collect and use your information?

Latchmere School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Latchmere School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Latchmere School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Latchmere School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA (Achieving for Children)
- The NHS
- The DfE

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Latchmere School uses your personal data.
- Request access to the personal data that Latchmere School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Latchmere School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.latchmereschool.org or download our GDPR Data Protection Policy.

Keeping your child safe on the internet: websites for advice

Here are some online resources to help you to keep your child safe online.

General advice:

<http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.htm>

<http://www.lgfl.net/esafety/Pages/ESafetyHome.aspx>

<https://www.thinkuknow.co.uk/parents/>

<http://www.rbksch.org/esafety/parent-es.htm>

<http://www.kidscape.org.uk/childrenteens/cyberbullying.shtml>

<http://www.bbc.co.uk/cbbc/help/web/staysafe>

<http://www.childnet.com/young-people/secondary>

<http://www.kidsmart.org.uk/>

<http://www.childnet.com/kia/primary/>

<http://ctech.link/child-privacy>

Online Gaming:

<http://www.common sense media.org/advice-for-parents/online-gaming-tips>

<http://www.safenetwork.org.uk/help-and-advice/best-safeguarding-practice/Pages/safe-online-gaming-tips-parents.aspx>

Mobile phones:

With many children having access to mobile technology at home you may want to teach your child to be safe when text messaging and Instant Messaging.

http://www.t-mobile.co.uk/help-and-advice/advice-for-parents/?WT.mc_id=adviceforparents

Latchmere School – YouTube Policy

Videos on the file-sharing website YouTube can be used to effectively support many areas of the curriculum. The popular site contains a selection of videos which cover the range of topics focused on at Latchmere – most noticeably, Science and History topics. Additionally, there is a variety of music, song and dance performances appropriate for children. When these videos are used safely and appropriately, they can be an extremely beneficial resource for Class Teachers and Support Staff.

However, there are potential risks when working with YouTube that staff should be aware of. For example, despite a filter/flagging policy being in use on YouTube, inappropriate images, unsuitable written comments, or bad language can still all be accidentally revealed to the children. In order to prevent this from happening, the following precautions should be taken:

Finding suitable videos

- Searches, or first observations of a potential video, should not be carried out with any child in the class room.
- Before showing a video to the class, the video should be watched and listened to carefully by the Class Teacher or TA, who should look out for inappropriate content material along with any inappropriate comments that appear underneath the video.
- It is the class teacher's responsibility to make the final approval of a video.

Playing the video for the children

- Using the remote control, the Smartboard should be frozen, stilled or muted (depending on the option available on your remote) prior to Full Screen mode being selected for the video. (This is so that no comments or any other videos can be seen by the children). When the video is ready, the Smartboard can be unfrozen and the video watched.

- Before the end of the video, pause it so 'recommended' videos, that might potentially contain inappropriate language, are not revealed.
- When the video is finished, the Smartboard should once again be frozen, stilled or muted (or even turned off) so that the video can be exited and the YouTube window closed safely.

Guidelines for Facebook Class Groups

Due to the advent of parents setting up Facebook groups for their class here are some guidelines that the school feel will keep parents, children and staff safe.

Group information and members

- Ensure the group is 'secret' which means that people can only join the group through an administrator invite. This will prevent non-parent users accessing the group.
- Only parents of the children should be members.
- The group information/wall posts/files must not include the school name or contact details.

Photographs

- Only post photographs of your own child or with the parental permission of other children in the photo.
- Do not post photos of children whose parents are not members of the group.
- Ensure that the photos are not on school property or that they identify the school in any way e.g. school uniform.

Posts/files

- The names of members of staff, children or parents who are not members of the group must not be mentioned in any posts or files,
- Letters sent via parentmail or through the children must not be posted.
- It is advised that the group not use a 'wall' and that all communication is completed through the messaging system.
- The group must not 'like' pages or link websites/other profiles via posts as this can negate the privacy settings.

We request that any inappropriate posts be reported to the school so that necessary actions can take place. If any abuse of this group is reported, the school will request Facebook remove the group and the police will be contacted if the abuse is of a serious nature.

The school are not in support of parents creating class groups and as such will not participate in any mediation. All members of such groups are posting at their own risk.

Latchmere School Social Networking Policy for Parents

Social networking can be a fun way to connect with your friends, family and community. However, we all have a duty to ensure that our online behaviour is respectful towards others.

Here are some guidelines for your social networking behaviour that the school consider essential in keeping your/other children safe.

Photographs

- Only post photographs of your own child or with the parental permission of other children in the photograph.
- You should crop photographs of large groups to include only your own child or children for whom you have permission to post photographs of. Even if you do not 'tag' people in the photograph you should not post it without permission from all involved.
- Photographs of large groups of children should not be posted (e.g. concert wide shot photographs)
- Set your photographs to 'friends only', not 'friends of friends'.
- Ensure that the photographs do not identify the school in any way e.g. by school uniform.
- No photographs of any members of staff should be posted without their permission (these will be reported to the social network and removed).

Posts/files

- Wall posts/files must not include the school name or contact details.
- The names of members of staff, children or parents who are not 'friends' should not be mentioned in any posts or files.
- Letters sent via parentmail or through the children must not be posted.

Reporting/removing offensive or inappropriate posts/photographs

The school often receives reports of comments/status updates/photographs that users have found offensive. There are actions that need to be taken to help remove/report these posts:

- Ask the person who has made the post to remove the post/photograph.
- If the post is not removed, then report the post/photograph to the social network.

Facebook

You can request a photograph be removed by Facebook by clicking on the photograph 'options', then 'report/remove tag' then choose the option that best suits your complaint.

You can request a post be removed by clicking on the 'x' in the corner then click 'report abuse'.

The school can request Facebook remove posts/photographs that are risking the safety of the children and the police will be contacted if the abuse is of a serious nature. For more information on your child's safety through the use of social networks watch this video produced by CEOP:

[http://www.youtube.com/watch?v= o8auwnJtqE&feature=related](http://www.youtube.com/watch?v=o8auwnJtqE&feature=related)