

# Banks Lane Infant and Nursery School

Working together, nurturing excellence

# Online Safety Policy



**October 2025**

Review date: October 2027

At Banks Lane Infant and Nursery school computing and the use of digital devices is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. We do however recognise that despite the opportunities the online world provides, it can also present some risks and challenges. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. 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.

Computing and ICT covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society as a whole. Currently the apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia
- Social Media

Whilst exciting and beneficial all users need to be aware of the range of risks associated with the use of these technologies.

At Banks Lane Infant and Nursery School we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of fixed and mobile internet technologies provided by the school. Any visitors using their own devices within school, adhere to the schools Acceptable Use Agreement and this e-safety policy.

## **Roles and Responsibilities**

As e-safety is an important aspect of strategic leadership within the school, the Head Teacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-safety co-ordinators at Banks Lane Infant and Nursery School are Computing Subject Lead Lucy Mobbs and ICT Manager Alex Gauld.

This policy, supported by the school's acceptable use agreement, is to protect the interests and safety of the whole school community. It is linked to the following school

policies: computing, child protection, behaviour, health and safety, anti-bullying and PHSE.

### **Managing the school e-safety messages**

We endeavour to embed e-safety messages across the curriculum whenever the internet and/or related technologies are used. These messages will be appropriate to the age of the children being taught.

E-safety guidelines and the SMART rules will be prominently displayed around the school.

As a school, each year, we also participate in e-safety activities during Safer Internet Day.

### **E-safety in the Curriculum**

The school provides opportunities within a range of curriculum areas to teach about e-safety.

Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the e-safety curriculum.

The teaching of e-safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies.

### **Home Learning**

At Banks Lane Infant and Nursery School, we use 'Seesaw' to facilitate home learning. This website is GDPR compliant and uses the latest industry security best practices. None of the content added to Seesaw is owned by Seesaw and all student posts are private to their classroom by default. Parents are given individual logins, specific to their child which allow them to see their child's work only. Pupil logins will only allow the pupil to access activities which are assigned to them and they cannot see work, images or videos produced by any other children. There is no advertising whatsoever within Seesaw.

In conjunction to SeeSaw, we use 'DoodleLearning' to promote further learning at home and in school. Doodle Learning uses a personalised, AI-driven (see AI policy) approach to education, focusing on short, consistent daily practice that aligns with the National Curriculum. Discovery Education Europe Limited are responsible for the collection and use of data. They are fully GDPR compliant. Children have their own unique log in code which allows them to access both personalised tasks and tasks set by the teacher.

As a school we also use 'Monster Phonics' (phonics scheme) to assess children and to allow them to access e-books at home. Monster phonics is fully GDPR compliant.

## **Security, Data and Confidentiality**

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's E-safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

## **Managing the Internet**

All internet activity within school is monitored and filtered. Whenever any inappropriate use is detected, the Designated Safeguarding Lead is notified and the incident will be followed up in line with the school Acceptable Use Policy.

The school maintains students will have supervised access to Internet resources (where reasonable) through the school's digital devices.

If internet research is set for homework, staff will remind students of their e-safety training. Parents are encouraged to support and supervise any further research.

## **Infrastructure**

Staff and students are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers, Computing Subject Lead or the ICT Manager.

## **Mobile Technologies**

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present (see mobile phones policy).

Any personal mobile devices do not have access to the internet via the schools WiFi network.

Smart Watches can be worn during the school day but the any

recording or internet facilities such as the camera, messaging and call services must be disabled.

The school is not responsible for the loss, damage or theft of any personal mobile device.

### **Managing email**

The use of email within school is an essential means of communication for staff.

Pupils currently do not access individual email accounts within school.

Staff must use the school's approved email system for any school business.

Staff must inform (the Computing Subject Lead / Head Teacher / ICT Manager) if they receive an offensive or inappropriate e-mail.

### **Social Networking**

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day (exception to DoodleLearning).

The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organisations/companies.

### **Official use of social media**

Banks Lane Infant and Nursery School official social media channels are Facebook (page – 'Banks Lane Infant and Nursery School' and profile – 'Banks Lane Infants') and X (@bankslaneinf).

The official use of social media sites by Banks Lane Infant and Nursery School only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been formally risk assessed and approved by the headteacher/safeguard lead/ computing lead prior to use.

Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.

Staff use setting provided email addresses to register for and manage official social media channels.

Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.

All public communications on official social media platforms by staff on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.

Children's images will not be used on any social media platform (with the exception of SeeSaw- see above).

Messaging services and comments will be turned off on official accounts.

### **Safe Use of Images**

Creation of videos and photographs with the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes field trips. School's own camera devices must be used in this case. When on a field trip any school devices must be password protected.

### **Publishing pupil's images and work**

All parents/guardians will be asked to give permission to use their child's work/photos in publicity materials or on the school website, Seesaw, twitter account or mobile app.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

Parents/ carers may withdraw or amend permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa on the school website, x (formerly known as twitter) account, Facebook account, mobile app or any other school based publicity materials.

### **Storage of Images**

Images/ films of children are stored securely on the school server and / or teacher's individual school laptops/ipads.

### **Misuse and Infringements**

Complaints or concerns relating to e-safety should be made to the Head Teacher.

### **Inappropriate material**

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Head Teacher. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

### **Equal Opportunities**

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools' e-safety rules.

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues.

Where a pupil has limited social understanding, careful consideration is given to group interactions when raising awareness of e-safety.

Internet activities are planned and well-managed for these children and young people.