



DANESMEAD, FULFORD CROSS, YORK YO10 4PB  
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# YORK STEINER SCHOOL

## E-SAFETY POLICY

Approved by:	Board of Trustees	Date: July 2021
Last reviewed on:	November 2022	
Next review due by:	November 2023	

## REPORTING INCIDENTS - KEY CONTACTS WITHIN THE SCHOOL

**Designated Safeguarding Lead:** Ruth Crabtree (Headteacher)

[ruth.crabtree@yorksteinerschool.org](mailto:ruth.crabtree@yorksteinerschool.org)

Should the Designated Lead be absent please speak with another member of the Safeguarding Team or the designated person on the Board of Trustees:

**Deputy Safeguarding Lead & Main School Lead:** Tracey Lucas

[tracey@yorksteinerschool.org](mailto:tracey@yorksteinerschool.org)

**Deputy Safeguarding Lead & Early Years Lead:** Karen Foster

[karen@yorksteinerschool.org](mailto:karen@yorksteinerschool.org)

**Deputy Safeguarding Lead (SEND):** Kirsty Mills (SENDCo)

[kirsty.mills@yorksteinerschool.org](mailto:kirsty.mills@yorksteinerschool.org)

**Deputy Safeguarding Lead (Behaviour):** Tracey Lucas

[tracey@yorksteinerschool.org](mailto:tracey@yorksteinerschool.org)

**Trustee responsible for Child Protection  
& Safeguarding:**

**Katie Westoll**

[katie.westoll@yorksteinerschool.org](mailto:katie.westoll@yorksteinerschool.org)

**Daytime School contact number:**

**01904 654 983**

**Out of Hours School contact Number:**

**07910 128 801**

If any of the team are not available and you believe a child or young person to be in danger of serious and imminent harm you must inform:

### CHILDREN'S FRONT DOOR

By phone – 01904 551900

By email – one email address: [mash@york.gov.uk](mailto:mash@york.gov.uk)

By letter – Multi Agency Safeguarding Hub (MASH), West Offices, Station Rise, York,  
YO1 6GA

Further information is available on the City of York Safeguarding Children partnership website

<https://www.york.gov.uk/ChildProtection>

York Steiner School is dedicated to nurturing each child's capacity for creative imagination, independent thinking and positive action. The School aims to keep all children safe within its care and this extends to providing both parents and children with the necessary information to remain safe in a digital world.

This is a very rapidly developing environment and it is difficult to stay up to date, we therefore encourage a collaborative approach to child safety via education of staff, parents and pupils. If children are taught and encouraged how to remain safe online they are less likely to be the victims of cyber-bullying, grooming, issues around social media or engaging in youth produced sexual imagery, also referred to as sexting.

York Steiner School recommends limited computer access for younger children and closely monitored, if necessary, for classes 6-8. As part of the PHSE curriculum, e-safety will be discussed with all classes at age appropriate levels.

We acknowledge that working with parents is a key part of our strategy. The School asks that parents' guide their children in the appropriate uses of electronic media outside of the School environment. We encourage parents to keep an open dialogue with their children, other class parents and teachers to work out viable approaches.

### **Access to the Internet**

At York Steiner School classes 4-8 may be allowed supervised internet access in School at the discretion and direction of the teacher or SENDCO to help with research for projects and for Learning Support purposes. All of our devices are set to use the Swiggle search engine which limits access to the internet to child appropriate content, and have appropriate further controls on them. We are aware that many students of all ages will have access to the internet at home.

The use of the internet can put young people at risk both within and outside of school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to / loss of / sharing of personal information;

- The risk of being subject to grooming by those with whom they make contact on the internet;
- The sharing/distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/contact with others, including strangers;
- Cybersquatting;
- Cyberbullying;
- Access to unsuitable online games;
- An inability to evaluate the quality, accuracy and relevance of information on the internet;
- Plagiarism and copyright infringement;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

When children are using computers in school they will be situated in areas of high visibility to allow close supervision.

### ***Control Measures***

The following control measures will be put in place which will manage internet access and minimise risk:

- Secure broadband or wireless access;
- A secure, filtered, managed internet service provider and/ or learning platform;
- Secure email accounts;
- Regularly monitored and updated virus protection;
- A secure password system;
- An agreed list of assigned authorised users with controlled access;
- Clear Acceptable Use;
- Effective audit, monitoring and review procedures.

### **Keeping Children Safe Online - information for parents**

The most effective way to keep children safe is via education. The school implements a detailed e-safety curriculum from Kindergarten upwards to help educate the children. As a secondary means of protection, the list below may be helpful:

- Use filtering technology. Most routers have parental controls; some internet service providers may also offer this service;
- Internet or Web filtering software can prove very effective and give you significant control over which websites are accessible e.g. Swiggle;
- Use the privacy setting within each social media app. Make sure you understand the default settings of each social media platform your child uses and ensure the necessary privacy settings are switched 'on';
- Encourage a culture of openness and sharing. Talk with your child and let them know you will be checking their history. Don't check every day and become a kind of policeman - this can be counterproductive. It is more effective to check occasionally, showing your child that you trust them however, when you do check, look carefully in case there is something that requires closer scrutiny and more frequent observation;
- Only let your child use computers where you can see them. We would actively discourage parents from allowing their children to disappear into the bedroom with unsupervised internet access;
- Show an interest in the social media apps used and try to understand what each is used for;
- If your child does have social media discuss with them the concept of 'friends' and only approving requests from people they actually know. Check their friends list occasionally, remember that York Steiner School along with all other schools do not allow staff to be friends with pupils.

## **Pupil Education**

As with all other risks, it is impossible to eliminate the risks completely. It is therefore essential, through good educational provision, to build students' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with them.

York Steiner School will ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks.

Staff, alongside parents and carers, should consider it to be their duty to make children and young people aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

‘E-safety’ will be taught to all children across the whole school from Kindergarten through to Class 8 and will be embedded into the curriculum, delivered in a variety of ways depending upon the age of the child and/or the needs of the class. The E-safety curriculum covers the following 8 themes:

1. Self-Image and Identity;
2. Online relationships;
3. Online reputation;
4. Online bullying;
5. Managing information;
6. Health, Wellbeing and lifestyle;
7. Privacy and security;
8. Copyright and ownership.

## Kindergarten

In Kindergarten we focus on children’s strength and emotional resilience to give them balanced social interactions and the opportunity to **connect, be active, give to others, get creative and be mindful**. The Kindergarten environment gives us a lot of opportunities to strengthen children’s resilience in this way and we can connect with staff and parents in other parts of the school to support appropriate programmes. Similarly, by developing children’s creativity, love of the outdoors, handwork, freedom of speech and a sense of awe and wonder we create a counter-balance to the technological culture we live in.

Children frequently talk about using technology at home and/or watching programmes online. As teachers we use these opportunities to emphasise the message that their parents should know what they are watching, that they shouldn’t watch anything else and that if they see something that upsets them to tell their parents or teacher. We record incidents on CPOMS where children have reported watching inappropriate material and where there may be safeguarding concerns. Action will be taken in line with advice from the Safeguarding team. We recognise that parent education is key in protecting kindergarten aged children online and

so we hold parents' evenings to discuss this, provide information regularly and it is one of our topics for discussion at our one to one parent meetings.

***Government Policy States that Children over the age of 5 Need to Know:***

- What it means to be responsible online;
- How to protect your rights online and respect others rights;
- How to disengage as well as engage with the digital world.

**Staff and Parent Education**

All staff are encouraged to take the Educare Online Safety course. In addition, the Designated Safeguarding Lead (DSL) will circulate new and relevant information to staff on an ongoing basis during the year.

We are committed to working together with parents on this issue. We invite the Police into school to inform parents about the potential dangers online and we raise parents' awareness of e-safety at parents' evenings. Parents build a good relationship with their child's teacher over their eight-year journey and are able to talk openly or raise concerns.

We offer an e-safety training and awareness evening for parents on an annual basis, as well as the topic being discussed during parent's evenings on a regular basis.

***Social Networking***

It is to be recognised that staff are also likely to use social networking sites in their recreational time on their own personal computers.

This form of activity is not to be discouraged, however staff must agree and adhere to a 'professional conduct agreement'. It must be ensured that the use of such sites will not compromise professional integrity or bring the school into disrepute. See the School's Staff & Parental Social Media policies for full details.

It must be recognised that social networking sites and mobile technologies can be used for negative and anti-social purposes. Cyberbullying, for example, is to be considered as unacceptable as any other form of bullying and effective sanctions must be in place to deal with such concerns. Any known or suspected incidents must be reported immediately to the Designated Safeguarding Lead (DSL).

Staff must not have a pupil as a 'friend' or contact on any social networking medium.

***Advice for students:***

- Don't publish identifying information;
- Pick a user name that doesn't include any personal information;
- Set up a separate email account that doesn't use your real name and use that to register and receive mail from the site. That way if you want to shut down your connection, you can simply stop using that mail account;
- Use a strong password (at least 8 characters; mixture of lower-case letters, upper case letters, numbers and symbols);
- Keep passwords safe, and change them regularly;
- Keep your profile closed;
- Only allow friends to view your profile;
- What goes online stays online. Don't say anything or publish pictures that might cause you embarrassment later. If you wouldn't say it to your parents, don't say it online!
- Be on your guard;
- Talk to parents/carers if you feel uncomfortable;
- Save or print evidence.

***Advice for parents:***

- Set ground rules. Discuss. Continue to talk;
- Limit the amount of time online;
- Use ISP filtering;
- Set up a family e-mail account for registering on websites, competitions etc;
- Monitor online activity (to view recently visited sites, click the History button);
- Software for filtering isn't foolproof - combine with direct supervision of your children;



- Check temporary files (open Internet Explorer and select Internet Options, on the General tab under Temporary Internet Files, click the Settings button and then click View Files);
- Contact CEOP or the police if you suspect grooming.

[CEOP \(Child Exploitation & Online Protection\)](#) is dedicated to eradicating the sexual abuse of children, and is affiliated to the [Serious Organised Crime Agency \(SOCA\)](#).

### ***Safer search engines***

Information on safe search engines can be obtained from the NSPCC: [0808 800 5002](#)

### **Further information and advice:**

- [childnet.com](#) (select 'Know It All' for a wide range of links to other sites)
- [NSPCC.org.uk](#)
- [getsafeonline.org](#)
- [kidscape.org.uk](#)
- <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

### **Links with other Policies**

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other School policies including the Behaviour, Anti-bullying & Harassment and Safeguarding & Child Protection policies.

Any incidents of cyber bullying or other e-safety incidents listed in this policy which occur outside of school will be dealt with in school in line with other policies such as the Behaviour policy, Anti-bullying & Harassment and Safeguarding & Child Protection policies. Parent/carers will be informed of such behaviour even if it is outside of school.