

Tarbiyyah Primary School

E-Safety Policy

Date: September 2026

Prepared by: Headteacher

Agreed with: Chair of Trustees

To be reviewed and updated: September 2027

E- Safety Policy

At TPS, we recognise the internet and other digital technologies provide a vast opportunity for children and young people to learn. Unlike any other mode of technology, the internet and digital technologies allow all those involved in the education of children to promote creativity, stimulate awareness and enhance learning.

As part of our commitment to learning and achievement we at TPS want to ensure that the internet and other digital technologies are used to:

- Raise educational standards and promote pupil achievement.
- Develop the curriculum and make learning exciting and purposeful.
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security.

Aims

- To ensure that there are clear guidelines for what is acceptable and what is not when using Internet devices.
- To safeguard all school personnel against dangers of the internet and social media

Roles and Responsibilities

The Early Years Manager and Trustees have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

The Facilities Manager is the School E-safety coordinator.

Use of internet facilities and digital technology onsite

TPS expects all school personnel and pupils to use the internet and digital technologies responsibly and strictly according to the conditions outlined below. Users shall not visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images of children
- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Any other information which may be offensive to peers or colleagues.

Safeguarding Pupils

TPS aims to ensure that the following elements are in place as part of its safeguarding responsibilities to pupils:

- a range of policies including acceptable use policies that are frequently reviewed and updated;

- information to parents that highlights safe practice for children and young people when using the internet and other digital technologies;
- adequate training for staff
- adequate supervision of pupils when using the internet and digital technologies;
- education that is aimed at ensuring safe use of internet and digital technologies;
- a reporting procedure for abuse and misuse.
- Students are safeguarding using filters provided by Impero Software on all Chromebooks and laptops. All Learnpads are lockdown so browsers and social media are not available.

See also: Internet Content Filter Policy

Managing the Internet

- The school provides pupils with supervised access to Internet resources (where reasonable) through the school's internet connectivity
- Staff must ensure that they preview any recommended sites, online services, software and apps before use
- Searching for images through open search engines is discouraged when working with pupils
- If Internet research is set for homework, specific sites should be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience
- Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application
- On-line gambling or gaming is not allowed

Social Media, including Twitter and Whatsapp

- TPS uses Twitter to communicate with parents and carers. A member of the SLT is responsible for all postings on these technologies and monitors responses from others

- Staff are not permitted to access their personal social media accounts using school equipment during school hours
- The school has set up a teachers Whats App forum in order to be able to share, ask and answer questions about school related matters.
- Pupils are not permitted to access their social media accounts whilst at school
- Staff, trustees, pupils, parents and carers are provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others
- Staff, trustees, pupils, parents and carers should be aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever
- Staff, trustees, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law

Monitoring

- TPS will ensure that children do not have unsupervised access to the internet.
- Regular inspections will be carried out on internet devices owned by the school to ensure that practices are effective and that the risk of harm to pupils through digital technologies is minimised

Working with Parents/Carers

- TPS is committed to working in partnership with parents/carers and understand the key role they play in the internet safety of their children, through promoting internet safety at home and elsewhere.
- Parents who are concerned about the use of the internet, email and other digital technologies in the school are welcome to discuss their concerns and agree upon a series of alternatives that will allow their child to fully access the curriculum, whilst remaining safe.

Handling E-Safety Complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Early Years Manager. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure (see schools complaints policy)

Pupils and parents will be informed of consequences for pupils misusing the Internet (see behaviour policy and anti-bullying policy)

Monitoring the Effectiveness of the Policy

Annually, the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the trustees.

APPENDIX 1

Useful resources for teachers

BBC Stay Safe www.bbc.co.uk/cbbc/help/safesurfing/

Becta <http://schools.becta.org.uk/index.php?section=is>

Chat Danger www.chatdanger.com/

Child Exploitation and Online Protection Centre www.ceop.gov.uk/

Childnet www.childnet-int.org/

Cyber Café http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx

Kidsmart www.kidsmart.org.uk/

Think U Know www.thinkuknow.co.uk/

Safer Children in the Digital World www.dfes.gov.uk/byronreview/

Useful resources for parents

Care for the family

www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute www.fosi.org

Internet Watch Foundation www.iwf.org.uk

Parents Centre www.parentscentre.gov.uk

Internet Safety Zone www.internetsafetyzone.com

Child Exploitation and Online Protection Centre www.ceop.gov.uk

Acceptable Use Agreement: Code of Conduct for Staff, Trustees and Visitors

- I will only use the school's email / Internet / Server / Whats App group and any related technologies for professional purposes

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure email system(s) for any school business
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without permission of the facilities manager
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request by the SLT
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.00am and 3.30pm, except in the staff room for emergencies with the permission of the Early Years Manager
- I understand this forms part of the terms and conditions set out in my contract of employment (if applicable)

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature Date

Full NameJob title

Acceptable Use Agreement: Pupils Agreement and E-Safety Rules
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- I will only use ICT in school for school purposes

- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address.
- I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online service

E-Safety Audit

To be completed by the E-Safety Coordinator.

		Comment
The E-Safety Policy is available for all staff in the staff room	Y/N	
The E-Safety Parents Leaflet is available on the schools website	Y/N	
The responsible person for E-Safety is:		
The Designated Child Protection Officer is:		
Has E-Safety training been provided for both pupils and staff?	Y/N	
Do all staff sign a code of conduct for ICT on appointment?	Y/N	
Are all pupils aware of the School's e-Safety Rules?	Y/N	
Are e-safety rules displayed in all rooms where computers are used?	Y/N	
Has an ICT security audit been initiated by SLT, possibly using external expertise?	Y/N	
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N	
Are internet filters designed to reflect educational objectives?	Y/N	

Date: _____

Signature: _____