

## Online Safety Induction Booklet

### Introduction

The purpose of this online-safety booklet is to support you in your new role. Its aim is to help you know what your role and responsibilities are and what to do if you have any concerns regarding a child or young adult.

Here at Carlton Colville Primary School we take Online-Safety very seriously. All members of staff complete annual online-safety training. If you are not sure what to do or feel anxious when dealing with any safeguarding issues, remember you can speak to Mr Head (Online-Safety Lead) the Designated Safeguarding Lead (Ben Axon) or to the Alternate DSLs (Jane Carruthers or Karen Easter.

This booklet should be read in conjunction with the Suffolk County Council Safeguarding Induction Handbook which the DSL will review with you.

### What is online safety?

Online safety can be defined in many ways however here at Carlton Colville we define Online Safety as: teaching both children and adults how to stay safe whilst using internet enabled technology.

### The types of recognised online safety incident?

**Cyberbullying** - Online bullying through chatrooms, social media, texting app etc.

**Sexting/Inappropriate photos/Self-Generated Indecent Images** - Sent, received or stored.

**Validation** - The need for online validation, a possible sign of neglect and can also identify children at risk of grooming/exploitation.

**Exploitation** - Children being persuaded or blackmailed into doing something.  
This often begins with the giving of gifts; building a relationship.

**Radicalisation** - The adoption of extreme radical views often political or religious.

**Reputation** - The comments and general reputation and behaviour of a child online i.e. swearing, name calling etc. This can often give an indication of further issues.

**Grooming** - The building of an online relationship/emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

**Inappropriate apps and website history** - Accessing inappropriate websites i.e. pornography, non-age appropriate games, accessing inappropriate youtube clips etc.

### What we do here at CCPS?

At Carlton Colville we have a progressive online-safety curriculum with specific lessons children complete each half-term. In addition to the curriculum, year groups often complete stand-alone lessons which review any issues that have arisen during the year. Each year-group also completes a Learning Together session during the year.

Across the school, all children sign the CCPS user agreement each year before they are given access to the school network, whereby they agree to follow the SMART rules for online safety.



ambassadors, complete half-termly tasks based on online-safety and send their work off for external assessment.

## What to do if you have any concerns

If a child comes to you regarding an online-safety issue, record the incident on the pink disclosure form and secure any evidence. I.e. If the evidence is on a phone etc secure the phone by placing it in a safe place. **Do not take pictures of it and do not investigate yourself. Give the completed pink form directly to Mr Head.**

## Managing your own digital reputation

See acceptable use and online safety policies.

### Remember

Key points:

Ensure any social media accounts you own are private.

Do not refer to your place of employment.

Think carefully about your online footprint:

- Posts by you
  - Historical online activity
- Posts by others about you or linked to you
  - Posts by others pretending to be you
    - Social networks & News articles
      - Tweets by you
    - Re-Tweets by you

The Online Safety Induction Booklet will be reviewed annually in line with current guidelines.