**Self-Evaluation of Online Safety Practice in School**

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| Reviewing your current online safeguarding practice will enable you to identify areas for development, that once managed, will ultimately lead to children and staff being better protected. It is important therefore that you complete the following as fully and honestly as possible. | | | | | | | |
| **School Name** |  | | | | | | |
| **Completed by (Name and role):** |  | **Date:** | | | | |  |
| In each section, carefully consider whether the statements apply to the current practice in your school or not.  Include as much detail and evidence in the comments section as you can; this will help to inform your final action plan. | | | | | | | |
| **Policy** | | | **Yes** | **Partly** | **No** | **Evidence and Comments** | |
| The school has a set of robust and up-to-date policies which cover the following: Online Safety; Mobile phones and personal devices; Use of Images; Social media; Bullying. *(Either as stand-alone documents or incorporated within other key policies)* | | |  |  |  |  | |
| All online safety policies are easily accessible to staff, pupils and parents. | | |  |  |  |  | |
| The online safety policies have been adapted to incorporate the individual and specific needs and requirements of the school. | | |  |  |  |  | |
| Staff, parents and pupils are consulted and actively involved in the development of the online safety policy. | | |  |  |  |  | |
| The policies have been reviewed and approved by Leadership and the Governing Body. | | |  |  |  |  | |
| There is a nominated member of the Governing Body who has strategic oversight of online safety. | | |  |  |  |  | |
| Online safety policies are updated regularly to reflect changes in technology and national guidance *(at least annually).* Policies are also revisited following online safety incidents to implement any lessons learnt. | | |  |  |  |  | |
| The school has a clear “Acceptable Use Policy” which outlines expectations for staff, parents, pupils and visitors regarding the use of technology in the school. | | |  |  |  |  | |
| All members of the school community are made aware of the “Acceptable Use Policy”; they understand and abide by it. | | |  |  |  |  | |
| There are effective sanctions in place for anyone breaching the school’s policies. | | |  |  |  |  | |
| The school regularly monitors and evaluates online safety approaches (*such as self-evaluations or* [*360 safe*](https://360safe.org.uk/)) and there are mechanisms in place to ensure the policy is consistently applied. | | |  |  |  |  | |
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| **Responding to incidents** | | | **Yes** | **Partly** | **No** | **Evidence and Comments** | |
| Online safety is clearly identified by the school as a safeguarding issue; concerns are managed in the same manner as other safeguarding issues. | | |  |  |  |  | |
| The Designated Safeguarding Lead (DSL) takes lead responsibility for online safety concerns that occur in the school. | | |  |  |  |  | |
| There are clear reporting mechanisms for pupils, parents/carers and staff, who have online safeguarding concerns. *All online safety incidents should be reported to the DSL* | | |  |  |  |  | |
| There are specific procedures for responding to incidents of peer-on-peer abuse in accordance with Keeping Children Safe in Education (KCSIE) 2018, including Online Sexual harassment and violence, Youth Produced Sexual Imagery (sexting) and cyberbullying. | | |  |  |  |  | |
| Online safety incidents are recorded and monitored by the DSL. | | |  |  |  |  | |
| Appropriate steps are taken to identify and protect vulnerable members of the community such as: looked after children, pupils with special educational needs or disabilities. | | |  |  |  |  | |
| All members of the wider community are aware of the process for reporting escalating concerns externally; all staff understand the school’s whistleblowing procedure if they feel their concerns are not being managed appropriately. | | |  |  |  |  | |
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| **Infrastructure** | | | **Yes** | **Partly** | **No** | **Evidence and Comments** | |
| Access to the internet and school’s network is secure.  *e.g. Appropriate encryption for personal information, strong passwords, screen locks and data security.* | | |  |  |  |  | |
| The school uses an appropriate internet service provider and implements appropriate filtering (which includes the Internet Watch Foundation block list). | | |  |  |  |  | |
| The use of school owned devices is appropriately monitored; there are robust procedures in place for responding to any concerns that are identified, in accordance with KCSIE 2018 and Prevent Duty. | | |  |  |  |  | |
| Decisions regarding filtering and monitoring are made in collaboration with Leadership and the Governing Body, following a robust risk assessment, with both technical and safeguarding perspectives. | | |  |  |  |  | |
| Personal data is managed securely online, in accordance with the statutory requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR). | | |  |  |  |  | |
| All staff have due regard for data protection and understand the impact of data security when using technology. *e.g. Written parental consent for photos, encrypted emails/devices, locking systems, not sharing passwords etc.* | | |  |  |  |  | |
| The school provides dedicated devices for taking photographs and making/receiving business communications *e.g. emails, phone calls, etc.* | | |  |  |  |  | |
| Members of staff do not use personal devices for business related activity. Emails, calls and other business-related activity *(such as official social networking)* is done using the school’s dedicated devices. | | |  |  |  |  | |
| All technology, apps and devices are subject to risk assessments prior to being introduced to pupils. | | |  |  |  |  | |
| Photographs or videos taken by the school are only shared with parents/carers, following a risk assessment by the Designated Safeguarding Lead, and in accordance with the school’s Image Use Policy. | | |  |  |  |  | |

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| **Education and Training** | **Yes** | **Partly** | **No** | **Evidence and Comments** |
| The DSL has accessed training/information to ensure they understand the unique risks associated with online safety, can recognise the additional risks that children with Special Educational Needs and Disabilities (SEND) face online, and have the relevant knowledge and up to date capability required to keep children safe whilst they are online, in line with KCSIE 2018. |  |  |  |  |
| All members of staff *(including support staff)* receive regular and up-to-date online safety training. *(Either stand-alone or incorporated within general safeguarding training)* |  |  |  |  |
| Members of staff receive regular updates regarding changes to policy and guidance or emerging online safety concerns. *(This could be in the form of team meetings, training, newsletters etc.)* |  |  |  |  |
| Staff induction training includes explicit reference to online safety, with regards to classroom management, professional conduct and online reputation. |  |  |  |  |
| Staff role-model positive behaviours online by maintaining clear professional boundaries with parents and pupils i.e. keeping social network accounts private and not accepting pupils/parents as ‘friends’. |  |  |  |  |
| Pupils receive age appropriate, progressive and embedded online safety education throughout the curriculum. Assemblies and sessions from external visitors are used to reinforce and complement this approach. |  |  |  |  |
| Pupils considered to be at increased risk online (*such as children in care, children with SEND, children experiencing loss or trauma or children with mental health concerns*) are provided with targeted or differentiated online safety education. |  |  |  |  |
| The school has considered a range of strategies to support pupils in developing their own understanding of online safety and how to keep themselves and others safe. *For example, peer education.* |  |  |  |  |
| The school engages with local and national events to promote positive online behaviour. *For example, Safer internet day and Anti-bullying week.* |  |  |  |  |
| The school actively works to engage parents in their children’s online safety education and signposts to support outside the school. |  |  |  |  |
| The school website includes online safety advice for pupils and parents and links to other organisations. There are links to relevant policies and contact details of the Designated Safeguarding Lead. |  |  |  |  |
| The school offers support for parents and carers to ensure they understand online safety risks and their roles in safeguarding their children at home. |  |  |  |  |

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| **Action Plan**  Use your answers above and the table below to develop an action plan to improve your future practice.  Consider which areas are most in need of attention and what resources or activities are required to achieve this. | | | | |
| **Key area for development** | | **Resources, support or activity required** | **Date Completed** | **Signed** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |