

E-Safety Policy

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

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. Consequently, schools need to build in the use of these technologies in order to equip our young people with the skills to access life-long learning and employment.

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

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

At Austin Friars 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 within the law, when using the internet and related technologies.

This policy, the ICT Acceptable Use Agreement and the Social Media Policy are inclusive of fixed and mobile internet technologies provided by the school. Any visitors using their own devices within school, adhere to the schools ICT Acceptable Use Agreement and this e-safety policy.

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 pupils being taught.

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 ICT curriculum, formally as part of the EP curriculum, and at Information Evenings.

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.

The Police and other external guest speakers regularly speak to the children on the topic of e-safety.

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; i.e. parent/ teacher/ trusted staff member, or an organisation such as ChildLine/ CEOP report abuse button.

Security, Data and Confidentiality

All users read and sign an ICT 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 ICT Manager is notified, and the incident will be followed up in line with the school ICT Acceptable Use Policy. If there is a search that triggers a safeguarding concern, the Heads of School and DSL are automatically notified.

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.

Mobile Technologies

Personal Mobile devices (including phones)

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. Their usage should be minimised whilst pupils are present.

EYFS and Junior School Pupils

Mobile phones, MP3 players, iPods etc. are not permitted in the Junior School.

Senior School Pupils

Mobile devices may be brought into School but are entirely the responsibility of the owner.

All mobile phones must be switched off during the course of the day and ideally placed in a locked locker for their security.

Personal mobile devices must not be used in school with the exception of 5th and VI Form who are permitted to use their mobile devices in their respective Common Rooms (laptops and tablets may be used in the classroom with the express permission of the class teacher). We recognise that there may be situations where it is prudent/ necessary to contact parents, in that case, a pupil may use their phone in school if they have been given permission by, and are under the supervision, of a member of staff, alternatively they should go to Reception where they can make the necessary contact.

All pupils in 1st Form (September 2025) have been issued with school iPads. These are under the full control of the ICT manager, and as such, are fully filtered and monitored. Apps can only be added upon request by teaching staff. Pupils are responsible for ensuring that these are charged each day. The DH(Ac) has a supply of power banks, chargers and pencils which can be signed out by pupils when needed. Any damage/loss of the keyboard case or 'pencil' will be chargeable to parents, accidental damage of the iPad is covered by the school's own insurance scheme, however, an excess charge will be applied. Parents will be charged in full for any malicious damage.

Smart watches can be used as watches during the course of day.

Use of photograph and video functions of any mobile device is only allowed with the express permission of a member of staff. Picture messaging is not allowed.

Managing email

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

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

Staff must inform the ICT Network Manager if they receive an offensive or inappropriate e-mail.

Pupils should inform either their class teacher, form tutor or the ICT Network manager.

Social Networking

The school discourages pupils 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 pupil'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 pupil's access to the respective organisations/companies.

Staff must be aware that their roles come with particular responsibility, and they must adhere to the School's strict approach to social media, through the Staff Social Media Policy.

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. A central list is kept in the Admissions Office if staff are unsure of permissions at any time.

In accordance with the Safeguarding Policy, 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 devices must be used in this case.

Publishing pupil's images and work.

EYFS and Junior School Pupils

All parents will be asked to give permission to use their child's photographs in publicity materials or on the school website, Facebook and twitter account or mobile app.

Senior School Pupils

All senior school pupils are asked to refresh these permissions on entering senior school as per advice issued under the GDPR 2018.

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/pupils over the age of 13 may withdraw or amend permissions, in writing, at any time.

Storage of Images

Images/ films of pupils are stored securely on the school server.

Misuse and Infringements

Complaints or concerns relating to e-safety should be made to the Heads of School in the first instance, however, the DSL has overall responsibility for online safety and therefore is also available to discuss concerns.

Sanctions

Use of the ICT resources at Austin Friars is conditional upon adherence to The ICT Acceptable Use Policy. A breach of this policy may be dealt with as a disciplinary matter using the School's usual procedures and may result in a punishment commensurate with the type and seriousness of the breach.



In addition, any breach may result in the School restricting access to School IT systems, temporary or permanent exclusion of pupils or termination of employment for staff. If you become aware of a breach of this policy or the ICT Acceptable Use Policy, or you are concerned that a member of the School community is being harassed or harmed online you should report it immediately to the Designated Safeguarding Lead (or the DDSL in their absence).

In respect of mobile phone use outside of the allocated times and areas; first offence it will be confiscated until the end of the week, second offence will be confiscated until the end of the half term.

In short: pupils should not be tempted to use a mobile phone in School if it is important for them to retain it outside School hours.

Equal Opportunities

Pupils with additional needs

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 poor social understanding, careful consideration is given to group interactions when raising awareness of e-safety.

Internet activities are planned and well-managed for these pupils.

Bursar
September 2025