E-Safety Policy

2023

Approved by: Karen Pickles
Designated Safeguarding Lead
Date: 15th September 2023

POLICY REVISION RECORD (annual reviews)

Date	Section	Revision	Updated by
12/07/2022	update KCSIE 2022	New policy in place	Karen Pickles
09/09/2023	Re-written policy	Re-styled to include all above as required and KCSIE 2023	Karen Pickles

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Aims and Objectives:

Whilst we would encourage all homestays to understand our aims and objectives; we also understand that Berkeley Guardians is not in place to educate the pupils in our care as a school is in place to do. What we aim to do is have an overall support for the pupils whilst they are in our care and the homestays to have an understanding as to how they can encourage positive use of devices and the internet.

- To protect and safeguard pupils in their use of ICT and e-technology
- To ensure pupils avoid infringing copyright, plagiarism or illegal downloading of music or video files
- To ensure pupils understand about unauthorised access to/loss of/sharing of personal information including personal data and images
- To raise awareness of and counter instances of cyberbullying. This includes bullying via text message, via instant-messenger services and social network sites, via email, and via images or videos posted on the internet or spread via mobile phone. It can take the form of any of the previously discussed types of bullying, i.e. technology can be used to bully for reasons of race, religion, sexuality, disability, etc.
- To encourage appropriate and very careful use of social networking sites or personal web pages and to know who to turn to report a concern
- To raise concerns regarding social media which are geared towards children. Whilst these are great platforms for communication they are also known for sharing of inappropriate personal data, explicit sexual talk/obscene language and this is likely to encourage inappropriate on-line contact with adults/strangers and potential or actual grooming from online predators. Internet offenders manipulate and target young people into criminal sexual activity.
- To ensure pupils using the internet in the homestay understand that excessive use may impact on the social and emotional development and learning of a young person.
- To ensure pupils online reputation is creditable and their digital footprint is viewed in a positive light.
- To ensure that pupils are aware of what 'Radicalisation' means and how pupils could be exposed to extremist material by accident, purposefully or by being targeted as stated in the Prevent Duty (2023)

Berkeley Guardians encourages pupils to use new and emerging technologies; which includes electronic tools or other such electronic devices, both fixed and mobile SMART devices, as they have important educational and social benefits.

Although pupils may be trusted by their parents regarding private internet use, Berkeley Guardians has a legal obligation to safeguard all pupils wherever possible when they are staying in our host families. We understand that their school will also do its utmost to prevent pupils from accessing material deemed unsuitable and/or in contravention of both the school's and Berkeley Guardians IT Acceptable Use Agreement.

As with any new technology, there are associated risks which include the following:
- exposure to inappropriate material
- physical danger
- online/cyberbullying
- legal and commercial issues
- personal financial gain, gambling and addictive behaviour

This could be through the use of hardware or of software.

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Security and Parents' responsibility:

The existence of the many and various forms of electronic devices and equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safekeeping.

Berkeley Guardians expects parents:

- to take appropriate measures to safeguard their child in Internet usage on their own electronic device
- to have taken appropriate measures to protect any device, which is to be used in homestays, from viruses and malware
- Berkeley Guardians, nor the homestays, will not accept responsibility for, nor is it insured against the, loss or damage of any pupils' personal property, including electronic devices.

Legislation and Guidance:

Keeping Children Safe in Education (2023) is the statutory guidance that all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children.

Guidance for safer working practices for those working with children and young people in educational settings outlines guidance on technology based communication with children as well as exposure to inappropriate images. Counter Terrorism and Securities Act 2015 which requires schools to ensure that children are safe from terrorist and extremist material on the internet, Berkeley Guardians will do all it can to support the school's education in this area and encourage host families to encourage safe use of the internet.

Sexting and Sexual Imagery:

These terms refer to messages, photos and videos of a sexual nature created by young people or pupils which are then shared via mobile phones, the internet and social media.

Any concerns from the homestays or through school should be passed immediately to the DSL who will, in conjunction with parents and the school, deal with this issue.

If homestays or staff would like further details please refer to:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647389/Overview_of_Sexting_Guidance.pdf

Parents are responsible for their child using their devices for this purpose and particularly when they use their 4G or 5G options.

Cyber-Bullying:

> *Cyberbullying is "**willful** and **repeated harm** inflicted through the use of **computers, cell phones, and other electronic devices**."*

The following link will support further reading on this form of bullying:
https://www.wizcase.com/blog/a-comprehensive-cyberbullying-guide-for-parents/

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Any host family or staff member who has a pupil speak about being implicated in this must immediately speak to the DSL: Karen Pickles – karen@berkeleyguardians.com

Pupil Code of Conduct:

Within this is the Acceptable Use Policy which protects all parties by clearly stating what is acceptable and what is not. Pupils are expected to accept this when staying at a homestay and using the host family's ICT network and will have been sent the Pupil Code of Conduct when starting at school in the UK along with Safeguarding leaflets and Pupil Handbook.

The Designated Safeguarding Lead:

The DSL will take responsibility for safeguarding and child protection (including online safety) and will encourage homestays to monitor and support the use of ICT and the Internet when pupils are staying with the host families.

Related Policies:

Anti-bullying policy
Code of Conduct for pupils
IT Acceptable Use policy
Safeguarding and Child Protection policy

Monitoring and Review:

This policy will be reviewed annually and updated as necessary and will take account of the KCSIE requirements annually.

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