



River Bourne
EDGE
Engage Discover Grow Empower

River Bourne Edge Alternative Provision

Online Safety Policy

Policy agreed (date):	April 2024
Policy published (including on website) (date):	May 2024
Next review (date):	April 2025

Aim

To ensure that students and staff of River Bourne Edge AP stay safe online, whilst using digital media and are fully equipped with the protective behaviours to resist peer pressure, radicalisation, cyberbullying, online exploitation.

We will promote a positive environment to ensure our students feel confident to report any concerns they have. Therefore, it is essential that everyone involved with the River Bourne Edge AP takes responsibility for promoting a positive safe culture online, models appropriate behaviour and challenges inappropriate conduct.

At River Bourne Edge AP:

- We will ensure that our students are educated on what Internet use is acceptable and what is not a
- We will ensure that the copying and subsequent use of Internet derived materials by staff and students complies with copyright law.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval, and evaluation.
- Staff will take all reasonable precautions to ensure that users access only appropriate material. We will take responsibility for filtering and monitoring and will do all that we can to prevent students accessing inappropriate material online
- We will record any attempts to access inappropriate material and report this to the home school, parents and any other agencies where necessary.
- All users will be expected to behave in a safe and responsible way, promote a respectful culture online and ensure that technology is being used to aid learning. The use of mobile phones will be limited during learning time.

Use of email

Email is an essential means of communication for both staff and students, although appropriate safety measures must be put in place.

Staff will not use personal emails to contact students or parents.

Website and Publicity:

Images of students or staff will not be published on our website without permission. For the students, this will be the permission from parents/carers.

Social networking:

- River Bourne Edge AP will control access to social media and social networking sites, using appropriate filtering systems and will monitor this regularly.
- Staff will not publish any photos from River Bourne Edge AP on social networking sites without permission from senior staff.

- River Bourne Edge AP will educate students on the importance of security whilst using social networking sites.

Cyberbullying:

- Cyberbullying or any form of bullying will not be tolerated at River Bourne Edge AP.
- Staff will report any forms of bullying online to the safeguarding lead who will record the concern.
- We will notify the home school of any concerns related to bullying. We will also notify parents.
- All incidents of cyberbullying reported to the school will be recorded.
- We will ensure procedures are in place to investigate incidents or allegations of Cyberbullying:

Expected outcomes for those involved in Cyberbullying may include:

- The deletion of any material deemed to be inappropriate or offensive.
- Social media sites and/or service providers may be contacted to remove content.
- Internet access may be suspended whilst at River Bourne Edge AP for the instigator for a period of time.
- Parent/carers may be informed.
- The Police will be contacted if a criminal offence is suspected.
- A restorative meeting will take place

Key Safety Advice for students

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Keep your password safe, be sure no one is looking over you when inputting your details
- Block and report anyone who is acting inappropriately towards you online the bully
- Save the evidence of offending messages, pictures or online conversations.
- If you see or hear of any cyberbullying or inappropriate contact being made towards someone else, don't ignore, report it to a trusted adult

Key Safety Advice for Parents and Carers

- Be aware, your child may as likely cyberbully as be a target of cyber-bullying. Be alert to your child seeming upset after using the internet or their mobile. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
- Talk with your children and understand the ways in which they are using the Internet and their mobile phone.
- Use the advice and tools your internet provider supplies to keep your child safe online
- Limit your child's time online e.g. switch off at night