Thomas Tallis School Online Safety Policy

This is the school plan which informs this policy:

1: Supporting Education

	Aim	Lead• CR+	Gov committee
1	To improve GCSE results to 0 or above	AT	Curriculum
2	To maintain ALPS 2	JCB	Curriculum
3	To improve attendance to 96% and lateness to 2.5%	AT	Inclusion
4	To improve student behaviour further	AT	Inclusion
5	To recruit, retain and train the best quality staff	JCB	Inclusion
6	To include every child in our comprehensive school	AT	Inclusion
7	To maintain a broad and balanced curriculum	JCB	Curriculum
8	To base our curriculum on powerful knowledge	JCB	Curriculum

2: Supporting understanding

9	To adapt teaching so all learners make good progress	JCB	Curriculum
10	To improve engagement in independent learning	JCB	Curriculum
11	To offer top-quality guidance education	AT	Inclusion
12	To maintain outstanding personal development & welfare	AT	Inclusion
13	To engage all parents and carers in children's learning	AT	Inclusion
14	Using our community so children see a range of futures	AT	Inclusion

3: Supporting change

15	To embed Tallis Habits in all our teaching and learning	JCB	Curriculum
16	To embed Tallis Character in all our interactions	AT	Inclusion
17	To reduce teacher workload	JCB	Curriculum
18	To ensure equality and diversity in all our activities	AT	Inclusion
19	To improve boys' achievement	AT	Inclusion
20	To encourage positive use of electronic devices	JCB	Curriculum
21	To model and encourage sustainability	cc	Resources

Andy Pape
Governors Committee: Inclusion/Resources
Reviewed by Governors Inclusion : March 2020
Approved at Governor Resources : February 2020
Review Date: October 2020/February 2021

Contents

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and Guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying, searching, screening and confiscation and protecting children from radicalisation. It incorporates the Teaching Online Safety in School guidance issued in June 2019.

This policy reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on students' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and Responsibilities

3.1 The Governing Board

The governing board has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).
All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's IT systems and the Internet (appendix 2)

3.2 The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The eSafety Coordinator and Designated Safeguarding Lead

Details of the school's designated safeguarding lead (DSL) and deputy are set out in our child protection and safeguarding policy. The eSafety coordinator (reporting to DSL) takes lead responsibility for online safety in school, in particular:

- Supporting the Headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the DSL, Headteacher, IT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with DSL, other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the Headteacher and governing board

This list is not intended to be exhaustive.

3.4 The IT Manager

The IT Manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's IT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's IT systems on a regular basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are highlighted to the eSafety coordinator so they can be logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are highlighted to the eSafety coordinator so they can dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All Staff and Volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy

- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's IT systems and the Internet (appendix 2), and ensuring that students follow the school's terms on acceptable use (appendix 1)
- Working with the eSafety coordinator to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's IT systems and Internet (appendix 1)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- Our school Online Safety page: https://www.thomastallisschool.com/online-safety
- UK Safer Internet Centre: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues
- Childnet: http://www.childnet.com/parents-and-carers/hot-topics

3.7 Visitors and Members of the Community

Visitors and members of the community who use the school's IT systems or Internet will be made aware of this policy, when relevant, and are expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 2).

4. Educating Students about Online Safety

Students will be taught about online safety as part of the computing curriculum and in PSHCE lessons.

We follow the DfE's Teaching Online Safety in School guidance (June 2019) recommendation to teach the underpinning knowledge and behaviours needed to stay safe online. These fall under the following headings:

- How to evaluate what they see online
- How to recognise techniques used for persuasion
- How to behave online
- How to identify online risks
- How and when to seek report

The safe use of social media and the Internet will also be covered in other subjects where relevant.

The school will use assemblies to raise students' awareness of the dangers that can be encountered online and may also invite speakers to talk to students about this.

All online safety teaching is tailored to student age. This is informed by the Education for a Connected World framework.

Careful consideration is taken in relation to the teaching of online safety to vulnerable students. The eSafety coordinator liaises with colleagues in relevant departments, such as SCALI, SEN and the Learning Support Unit. The DSL provides additional support to looked after students.

5. Educating Parents about Online Safety

The school will raise parents' awareness of Internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings and other events.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher and/or the eSafety coordinator.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that students know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Tutors will discuss cyber-bullying with their tutor groups in PSHCE lessons. The issue will also be addressed in assemblies and computing lessons.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training (see section 11 for more detail). The school also shares information on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among students, the school will use all reasonable endeavours to ensure the incident is contained. The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on students' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of students will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

Any complaints about searching for or deleting inappropriate images or files on students' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the Internet in school

All students, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's IT systems and the Internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's Internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. We will monitor the websites visited by students, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

8. Students using mobile devices in school

The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.

Student mobile phones brought into school must be turned off (not placed on silent) and stored out of sight while in school buildings. The use of mobile phones will be permitted at break time and lunch time in the canteen and outside of the school buildings.

If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.

Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.

No images or videos should be taken on student mobile phones or personally-owned mobile devices at any time while on school premises without teacher permission.

Any use of mobile devices in school by students must be in line with the acceptable use agreement (see appendix 1).

Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Data relating to the school or students must not be stored on USB memory sticks or other storage devices without agreement from the IT manager.

If staff have any concerns over the security of their device, they must seek advice from the IT manager.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a student misuses the school's IT systems or Internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's IT systems or the Internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe Internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, staff bulletin and staff meetings).

The eSafety coordinator and DSL will update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe Internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The eSafety coordinator receives and reviews daily staff and student reports showing content blocked by the filtering system. Concerns are followed up in collaboration with DSL, deputy and other relevant senior staff as necessary. DSL logs behaviour and safeguarding issues related to online safety using Cura system.

13. Links with other policies

This online safety policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Code of Conduct
- Data protection policy and privacy notices
- Complaints policy

The most recent review of this policy has been conducted in response to the Teaching Online Safety in School guidance issued in June 2019.

This policy will be reviewed annually by the eSafety coordinator and DSL. At every review, the policy will be shared with the governing board.

Appendix 1

Thomas Tallis Student

Internet and Device Acceptable Use Policy Agreement

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
-

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg. YouTube), unless I have permission from a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will not use my own personal devices (mobile phone / USB device/smartwatch etc.) in school unless I have been given specific permission to do so from a member of staff. I understand that, if I am given permission to use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software (including virtual private networks – VPNs) that might allow me to bypass the filtering / security systems the school puts in place.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- In general, the use of social media sites will not be permitted in school.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions in line with the school behaviour policy which may result in; loss of access to the school network / internet, detentions, exclusions. Parents/carers will be contacted and, in the event of illegal activities, involvement of the police.

Please complete and sign the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student Acceptable Use Policy Agreement Form

This form relates to the student Acceptable Use Agreement; to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school IT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, smartwatches cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student	
Tutor Group	
Signed (student)	
Date	

We work to ensure that the Internet is used for educational purposes so the Internet at school is filtered and monitored. Some students, however, may find ways to access inappropriate materials and families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Such access is strictly against our school rules.

For this reason students must obtain their parents' permission, and you must both sign and return the enclosed form as evidence of your approval, and their acceptance, of the school rules on this matter.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Name of Student	
Tutor Group	
Signed (parent)	
Date	

Appendix 2

Thomas Tallis Staff (and Volunteer)

Acceptable Use Policy Agreement

Thomas Tallis School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of IT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for enhancing learning and will ensure that students receive opportunities to gain from the use of IT. I will, where possible, educate the young people in my care in the safe use of IT and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.

- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner. I will not use my personal email addresses, mobile phones or social media accounts for such communications.
- Thomas Tallis is a creative school which encourages the use of new and existing technology. If I wish to use social media in my teaching, I will email ESafety@thomastallis.org.uk with details so it can be discussed and logged.
- I will not engage in any on-line activity that may compromise my professional responsibilities (for example, use the privacy settings on Facebook to ensure staff have control over who views their profile).

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school IT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software (including virtual private networks – VPNs) that might allow me to bypass the filtering / security systems the school puts in place.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment in school, but also applies to my use of school / academy IT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school IT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

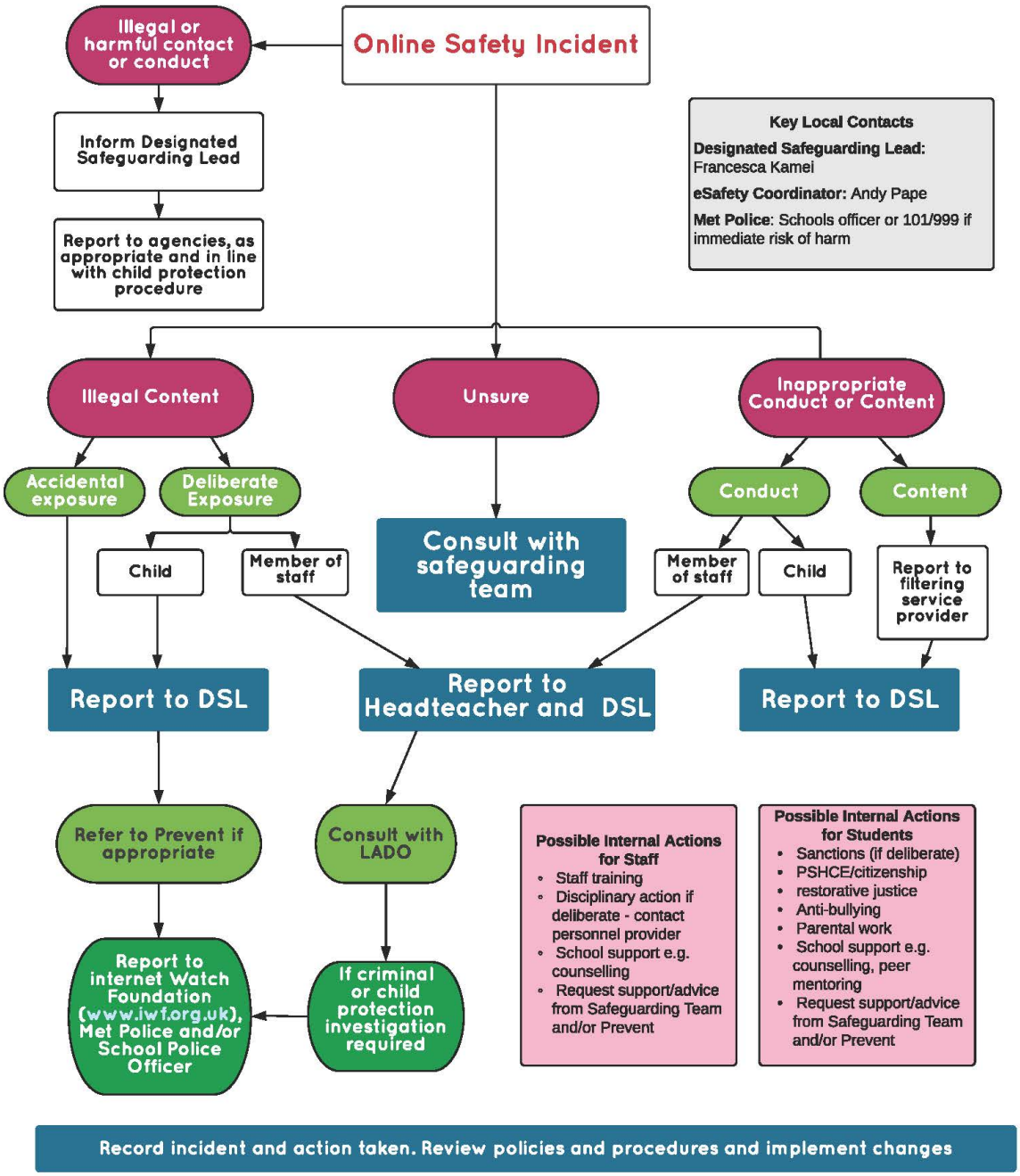
Staff / Volunteer Name	
Signed	
Date	

Appendix 3: online safety incident report log

Online safety incident report log				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**

Appendix 4: **responding** to an Online Safety Concern

Responding to an Online Safety Concern



Adapted for Thomas Tallis from resources provided by The education People and KCC