Sporting Stars Academy

Social Media and E-safety Policy

Agreed by the Directors:	**27**	**09**	**2019**	
Reviewed:	**September 2020**			
Last reviewed:	**June 2023**			
Review Date:	**June 2024**			

Signed:

Signed………………………………………………
      (Director of Premises, Recruitment & Public Relations)

Signed………………………………………………
      (Director of Business, Finance & Enterprise)

Signed………………………………………………
      (Headteacher/Director of Curriculum and SENCO)

The school's E-Safety/Social Media Co-ordinator is: Stephen Tudor

Mission Statement

'Keeping learners safe whilst acknowledging the benefits and opportunities which new technologies offer to teaching and learning'

Sporting Stars Academy acknowledge that colleagues and learners have a right to use Social Media for their personal use but request that the guidelines of this policy are adhered to for the safety of all.

This policy outlines roles and responsibilities as well as defining the actions Sporting Stars Academy and our partner organisations will undertake to address any potential incidents or issues.

This policy should be read in conjunction with:

- Keeping Children Safe in Education 2023
- Education and Training (Welfare of Children) Act 2021
- The Education Act 2002
- Every Child Matters 2004
- The Children's Act 2004
- The Childcare Act 2006
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Children Missing Education Guidance
- The Online Safety Bill 2023

It is the Policy of Sporting Stars Academy to:

- Reinforce the importance to all staff at Sporting Stars Academy of being aware of the potential safeguarding issues and potential abuse and bullying surrounding young people.
- Ensure learners are kept safe whilst in the care of Sporting Stars Academy.

The aims of Social Media and E-Safety use are to:

- Ensure all staff have a good understanding of e-safety and acceptable Social Media use, in particular the types of danger learners may face.
- To ensure that all staff know what to do in the event of an e-safety incident.
- Secure learners understanding and awareness of the potential dangers they face and how they can protect themselves.
- Ensure that all staff and learners are using ICT systems, including those that access the internet and the use of mobile devices, in accordance with procedures.
- Ensure all staff and learners respect that the use of personal mobile devices is managed safety and in accordance with this policy and noted guidance.

Potential Dangers

The development and expansion of the use of ICT, particularly of the internet, social media sites and mobile devices, has transformed learning in recent years. Young people need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. Learners will be made aware of their obligation not to use Social Media to make defamatory comments about their employers and their place of work.

There is a large body of evidence that recognises the benefits that ICT can bring to teaching and learning. The benefits are perceived to "outweigh the risks." However, at Sporting Stars Academy, through our e-safety policy, we ensure that we meet the statutory obligations to ensure that young people are safe and are protected from potential harm by understanding consequences of misuse.
As progress is made to introduce new learning platforms, Sporting Stars Academy will ensure that there is full awareness of usage and security. Specific guidance will be given to both staff and learners.

However, the use of these new technologies can put young people at risk within and outside of Sporting Stars Academy. Some of the dangers they need to be aware of include:

- Access to illegal, harmful or inappropriate images or other content on websites
- Unauthorised access to, loss of, sharing of, personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet, through social media sites and on mobile devices, both within the context of Safeguarding and Prevent.
- The sharing/distribution of personal images with or without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying and discrimination.
- Access to unsuitable video/internet games/films.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- Sending offensive messages which with may offend or cause damage to persons or companies.
- Disclosing confidential/personal information.
- Access to gambling arenas that are not age appropriate and may result in consequences that may affect a young person in the long term.
- The potential for excessive use, which may impact on the social and emotional development and learning of the young person.
- The risks to their employment if they choose to use Social Media when absent from work due to illness and then declaring they are involved in social activities instead.

As with all other risks, it is impossible to eliminate them completely. It is therefore essential, through good educational provision, to build learner's understanding of the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. They also need to be aware of the possible legal implications of their on line activities.
To fulfil our aims Sporting Stars Academy will:

1. Appoint an **E-Safety/Social Media Co-ordinator** who will ensure that e-safety is adhered to and issues dealt with accordingly and will:

   - Take day to day responsibility for e-safety issues and has a leading role in establishing and reviewing e-safety policies / documents
   - Ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
   - Provide training and advice for all staff.
   - Liaise with the local authority in respect of safeguarding and prevent policies
   - Liaise with Sporting Stars Academy ICT technician.
   - Create logs of incidents to inform future e-safety developments.
   - Report regularly during staff meetings.

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2. Ensuring that all staff take responsibility that:

   - They have an up to date awareness of e-safety and social media usage matters and of the current e-safety policy and practices.
   - They report and suspected misuse or problem to the E-safety Co-ordinator for investigation.
   - Any digital communications with learners should be on a professional level.
   - E-safety issues are embedded in all aspects of the curriculum and learner activities.
   - ICT activity during lessons is monitored.
   - They are aware of e-safety and Social Media usage issues related to the use of mobile phones, cameras and hand held devices
   - They monitor their use and implement current policies with regard to these devices.
   - Learners are guided to specific sites for pre-planned lessons that will be using the internet.

3. Ensure that learners:

   - Have a good understanding of research skills and the need to uphold copyright regulations.
   - Understand the importance of reporting abuse, misuse and access to inappropriate materials and know how to do so.
   - Know and understand policies on the use of mobile phones, digital cameras and hand held devices.
   - Know and understand policies on the taking/use of images and on cyber-bullying.
   - Understand the importance of adopting good e-safety and social media usage, practice when using digital technologies.

4. Ensure that all staff understand their responsibilities, as outlined in the policy: Training will be offered:

- All new staff will receive e-safety training, ensuring they fully understand this policy.
- This policy and any updates will be presented and discussed during staff meetings.

5. Ensure that in learner sessions staff will reinforce the e-safety messages:

- Where learners are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the learners visit.
- Learners should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of the information.
- Learners should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

6. Ensure that the use of digital and video images takes into account of good e-safety principles:

- When using digital images, staff should inform and educate learners about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. social networking sites.
- Staff obtain consent from parents/carers before any digital/video images are taken of any learner who is under the age of 18 (permission is not required in cases where a learner is over the age of 18) and only allowed to take digital/video images only to support educational aims. A parental consent form is issued to parents/carers/guardians within the parent/carer pack.
- Care should be taken when taking digital/video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or Sporting Stars Academy into disrepute.
- Learners must not take, use, share, publish or distribute images of others without their prior permission.
- Learners full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Learners work can only be published with their permission and where appropriate their parents or carers.

7. Ensure all users are aware of unsuitable and/or inappropriate activities:

- Some internet activity e.g. anything that would be considered offensive or illegal would obviously be banned from Sporting Stars Academy systems.
- Other activities e.g. Cyber-bullying would be banned and could lead to criminal prosecution.
- As most learners have their own mobile devices they are made aware of Sporting Stars Academy's policy on inappropriate usage which could be classed as bullying, cause offence or be considered illegal.
- There are however a range of activities which may, generally, be legal but would still be considered as inappropriate in an education context. This could be either because of the age of the learners or the nature of the activities.

All persons attending Sporting Stars Academy should be aware that Social Media sites MAY be used when investigating complaints and potential disciplinary matters such as cyber bullying and harassment.

Visiting sites which could have a negative impact on Sporting Stars Academy or the welfare of staff or learners, may be considered a disciplinary offence.

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images
- Promotion or conduct of illegal acts, e.g. under child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Threatening behaviour, including promotion of physical violence or mental harm

Cyber bullying is bullying through the use of communication technology e.g. mobile phone text messages, social media sites, twitter, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (e.g.: Facebook, X (formerly Twitter), Instagram, SnapChat etc.) or online diary (Blog)
- Making or sharing offensive or embarrassing videos or photographs of someone via mobile phone or e-mail
- It should be noted that the use of ICT to bully, is against the policy at Sporting Stars Academy and could be against the law.
- Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984
- Bullying is based on unequal power relations, real or perceived. It will usually be repeated and be difficult to defend against. It is intended to hurt the bullied emotionally and/or physically.
- Bullying can be done verbally, in writing or images, including through communication technology (cyber bullying) e.g.: graffiti, text messaging, e-mail or postings on websites. It can be done physically, financially (including damage to property) or through social isolation. Verbal bullying is the most common form.

If a bullying incident directed at a learner occurs using email or mobile phone technology:

1. Advise the learner not to respond to the message
2. Refer to relevant policies including E-safety/Social Media acceptable use, Discipline and Anti-bullying and Cyber Bullying policies.
3. Report to E-Safety coordinator
4. Secure and preserve any evidence
5. Inform the sender's email service provider
6. Notify parents of the learner involved

If malicious or threatening comments are posted on an internet site about a learner or member of staff you need to:
1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve and evidence
3. Send all the evidence to COPD (Child exploitation and Online Protection Centre part of NCA National Crime Agency)
4. Endeavour to trace the origin and inform police as appropriate

Learners should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear.

Useful links:
http://www.ceop.gov.uk/
http://www.childnet-int.org/
Online safety | NSPCC
Child Safety Online: A practical guide for parents and carers whose children are using social media - GOV.UK (www.gov.uk)
UK Council for Internet Safety - GOV.UK (www.gov.uk)
Thinkuknow - home
Get Safe Online | Free online security advice
Childnet - Childnet
Digizen - Home
New laws to make social media safer - GOV.UK (www.gov.uk)
Keeping children safe online - GOV.UK (www.gov.uk)
A guide to the Online Safety Bill - GOV.UK (www.gov.uk)

Inclusion, Equality and Diversity

This policy has been considered against our Inclusion, Equality and Diversity Policy and is designed to mitigate against potential direct or indirect discrimination.

Responsibilities of Staff

All Sporting Stars Academy staff must ensure that they follow the processes for ensuring learners are safe when using ICT and Social Media platforms and that any and all e-safety concerns are reported as described in the policy. Staff must ensure that they follow the guidelines outlined in the policy for conduct, behaviour and interaction with our learners.

Responsibilities of Sporting Stars Academy

To ensure that training is available for all staff who have a direct responsibility for supporting learners to ensure they meet the requirements laid out in the statutory legislation and described in the policy.

This policy should be read in conjunction with all other school policies and will be reviewed annually.