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 <p><b>Woodford County</b> High School for Girls</p> <p><b>SCHOOL POLICY</b></p> <p><b>eSafety &amp; Social Media</b></p>	Effective Date:	15 January 2025
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## Aims

Woodford County High School recognises the benefits and opportunities which new technologies offer to teaching and learning.

We provide internet access to all our staff and students and encourage the use of technologies in all subjects in order to enhance skills and personal development. However, the school acknowledges that the accessibility and global nature of the internet and different technologies available mean that there are potential risks and challenges associated with such use.

The school’s approach is to implement appropriate safeguards within the school while supporting staff and students to identify and manage risk. We believe this can be achieved through a combination of security measures, training, guidance, ongoing support and through the implementation of our policies. In furtherance of our duty to safeguard students and to support the Every Child Matters agenda, Prevent Duty & Keeping Children Safe in Education we will take all reasonable steps to ensure that our staff and students stay e-safe and to satisfy our wider duty of care. This e-Safety policy should be read alongside other relevant school policies including Safeguarding, Anti Radicalisation, Acceptable Use, Anti Bullying and complaints policies.

## Statutory Requirements

General Data Protection Regulation (GDPR) 2018  
Children Act 2004

## Policy Scope


Woodford County High school believes that e-Safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.

Wood County High School identifies that the internet and associated devices, such as computers, tablets, mobile phones etc., are an important part of everyday life.

Woodford County High School believes that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.

This policy applies to all staff including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as “staff” in this policy) as well as pupils, parents/carers.

This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with school issued devices for use off-site, such as work laptops, tablets or mobile phones.

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The policy applies to all Governors, staff and students of the school community (including temporary staff, volunteers, contracted support companies and community users) who have access to the schools IT systems, both on the premises and remotely. Any user of school IT systems must adhere to and sign a hard copy of the Acceptable Use Agreement

### Internet Access

Woodford County High School is vigilant in its supervision of students use at all times, as far as is reasonable, and uses common sense strategies in learning resource areas where older students have more flexible access.

The school:

- Ensures that Internet access is filtered for all users across our wired and wireless networks.
- Ensures that Internet filtering is set to keep children from seeing terrorist and extremist material.
- Ensures all staff and students understand that they must report any concerns to the safeguarding Lead or Head Teacher
- Requires teachers to be vigilant when conducting 'raw' image search with students e.g. Google image search and students are encouraged to report any issues
- Informs all users that internet use is monitored and logged
- Informs staff and students that that they must report any failure of the filtering systems directly to the Director of IT & Cyber Security and or ICT Technician
- Requires students individually to sign an Acceptable Use Agreement Form which is fully explained and introduced as part of the teaching program
- Requires all staff to have read, understood and signed an Acceptable Use Agreement Form and keep a copy on file
- Requires all digital communications with students, pupils, parents should be on a professional level and only carried out using official school systems
- Ensures parents provide consent for students to use the Internet, as well as other ICT technologies, as part of the Acceptable Use Agreement Form signed at time of their daughter's entry to the school
- Makes sure all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and the teaching program
- Keeps a record of any bullying or inappropriate behaviour for as long as is reasonable in-line with the school behaviour management system
- Ensures the named Child Protection Officer has appropriate training
- Provides advice and information on reporting offensive materials, abuse, bullying etc. to students, staff and parents
- Provides e-Safety advice and training for Governors, staff, students and parents
- Immediately refers any material we suspect is illegal to the appropriate authorities (Police and the Local Authority)

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### Education and Training:

Woodford County High School fosters a ‘No Blame’ environment that encourages students to tell a teacher or responsible adult immediately if they encounter any material that makes them feel uncomfortable.

The school:


- Teaches students and informs staff what to do if they find inappropriate web material i.e. to switch off monitor and report the URL to the teacher or Director of IT & Cyber Security
- Ensures students and staff know what to do if there is a cyber-bullying incident
- Ensures all students know how to report any abuse (a report abuse button is on the school’s website).

Woodford County High School teaches e-Safety as part of the school curriculum, built on Local Authority and national guidance, expert external speakers are also invited into school to speak to Governors, staff, students and parents. Students are taught a range of skills and behaviours appropriate to their age and experience, such as:

- to STOP and THINK before they CLICK
- to discriminate between fact, fiction and opinion
- to develop a range of strategies to validate and verify information before accepting its accuracy
- to skim and scan information
- to know how to narrow down or refine a search
- to understand how search engines work and to understand that this affects the results they see at the top of the listings
- to understand ‘Netiquette’ behaviour when using an online environment such as e-mail, to be polite, not to use bad or abusive language or other inappropriate behaviour to keep personal information private
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention should be careful in online environments
- to understand why on-line ‘friends’ may not be who they say they are and to understand why
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings
- to understand why they must not post pictures or videos of others without their permission
- to know that they should not download any files, such as music files, without express permission
- to have strategies for dealing with receipt of inappropriate materials
- to understand why and how some people will ‘groom’ young people for sexual reasons

**The school emphasises that:**

- when copying materials from the web, staff and students understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright and intellectual property rights
- When engaging with AI chatbots, it is essential for both staff and students to be fully aware of the potential issues surrounding plagiarism. They must understand the importance of respecting copyright laws and intellectual property rights. Users should be mindful that AI-generated content should not be presented as their own work without proper citation, and that any content created using AI tools must adhere to legal and ethical guidelines. This includes acknowledging sources, using

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AI responsibly, and avoiding the misuse of AI-generated information in academic or creative contexts.

staff and students understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include risks such as pop-ups, buying on-line, on-line gaming or gambling

- staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection
- e-Safety training is provided to Governors, staff, students on a regular basis
- it provides advice, guidance and training for parents, by providing Information in school newsletters and weekly bulletins, available on the school web site and via Groupcall messenger
- students will be taught about the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying
- students will be made aware of where to seek help if they experience problems when using the internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as Child line or the CLICK CEOP button

## Vulnerable Pupils

Woodford County High School recognises that some pupils are more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss. Woodford County High School will ensure that differentiated and ability appropriate e-Safety education, access and support is provided to vulnerable pupils.


## Security

Woodford County High School will do all that it can to make sure the school network is safe and secure. The Director of IT & Cyber Security will keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, workstations etc. to prevent accidental or malicious access of school systems and information. Digital communications, including email and internet postings, over the school network, will be monitored in line with the e-security policy

The school uses 'Smoothwall' an Internet Security and Content Filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' rights. All websites visited are logged and any breaches recorded, a daily report is automatically sent to the Head Teacher and Child Protection officer.

The school:

- uses individual, log-ins for all users and they are asked to keep this information secure
- requires staff to change their Network passwords every 90 days or sooner if they feel that their account has been compromised.

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- requires staff to log-out of systems when leaving their computer, or ‘lock’ their computer when leaving the room.
- All school servers are in lockable locations and managed by DBS checked staff
- use Local Authority approved systems to send personal data over the Internet and uses encrypted devices or secure remote access where staff need to access personal level data off-site. Egress is used for sensitive emails
- blocks all chat rooms and social networking sites except those that are part of an educational network.
- provides staff with a school email account for their professional use, and makes clear personal email should be through a separate account
- Provides students with a school email account for use in school, to enable them to communicate with staff and fellow students
- Students must inform a member of staff immediately if they receive items of an offensive nature electronically. Staff must inform a member of leadership if either a student reports such an event, or, they receive items of an offensive nature themselves.
- uses ‘Netsupport: School’ - a teacher remote-management control tool for controlling workstations, viewing users, setting-up applications and unrestricting or restricting internet web sites as required
- uses ‘Netsupport: Technicians’ – a console to remote-manage and assist staff and students for controlling workstations, viewing users, installing applications and unrestricting or restricting Internet web sites, where required

## Use of Digital and Video Images

Woodford County High School gains parental permission for use of digital photographs, or video involving their daughter as part of the Parent-School Agreement when their daughter joins the school.

- We use video recording equipment on occasions in lessons as a tool to share best teaching practice. These recordings are used in school for teaching and will not use for any external purpose
- Digital images or videos of students are stored in a teachers only shared images folder on the network and images are reviewed annually in the summer in order that those with no further use or relevance may be deleted
- We do not identify students in online photographic materials
- Staff sign the school’s Acceptable Use Policy, and this includes a clause on the use of mobile phones and personal equipment for taking pictures of students
- The school blocks or filters access to social networking sites unless there is a specific approved educational purpose
- Students are taught how images can be manipulated during lessons. Students are advised to be very careful about placing personal photos on any ‘social’ online network space. They are taught to understand the need to maintain privacy settings so as not to make public any personal information.
- Students are taught that they should not post or publish images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.



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- Parents may take photographs at school events. However, in doing so they must ensure that any images or videos taken involving children other than their own are for personal use only and will not be published in the public domain e.g. on the internet, social networking sites, etc.
- Staff and students are made aware that ‘live streaming’ using mobile device apps is not permitted in school.

### Website:

- The Head teacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained
- Uploading of information is restricted to our website authorisers: e.g. Senior Leadership Team, Senior Administrative Office, School Business Manager and Director of IT & Cyber Security
- The school web site complies with the school's guidelines for publications
- Most material is the school’s own work; where other’s work is published or linked to, we credit the sources used and state clearly the author's identity or status
- The point of contact on the web site is the school address, telephone number and we use a general email contact address, e.g. enquiries@woodford.redbridge.sch.uk. Home information or individual e-mail identities will not be published
- Photographs published on the web do not have full names attached
- We do not use student names when saving images in the file names or in the tags when publishing to the school website
- We expect teachers using school approved blogs or wikis to password protect them and run them from the school website

### Use of WCHS social media accounts

Only employees who have been authorised to use social media accounts through the school’s social media approval process may access social media on the school network or create, maintain, or post on behalf of official school accounts.


The use of social media will only be approved where it is deemed to benefit learners and learning, is in the business interests of the School, and where use meets safeguarding and PREVENT duties.

The school currently has a few departmental social media accounts. WCHS plans to expand communications channels, which will form part of the school’s infrastructure. These will take priority in externally published documents and materials.

In the event of an incident or emergency involving Woodford County High School, no content should be posted to any social media channels except by the SLT team who will manage PR centrally

### Creating new social media accounts

New social media accounts that use an official logo or Woodford County High School name must not be created unless approved through the social media approval process.

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The IT Department and an SLT member must be given administrator access to social media accounts which appear to represent the school or an aspect of its provision.

In addition to this, all social media accounts must be accessible by a second administrator at all times. When an administrator leaves the school their access to school social media accounts must be revoked, and the account either handed over to another administrator or closed.

The school will close down any “unofficial” social media sites using the school’s logo, name or copyrighted materials, even if created by staff or students.

### Online privacy and personal information

Woodford County High School employees must be aware of their social media presence, particularly when the social media account openly states that they work at the school.

The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; Bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.

#### Important advice to employees:

Your social media presence on sites such as Facebook, Twitter, Instagram and Tik Tok etc. can contain a lot of personal information that you might not wish to share with your colleagues, employer or the general public.

All members of Woodford County High School are expected to engage in social media in a positive, safe and responsible manner.


Unless your privacy settings are restricted, your colleagues, employers and students may be able to access your personal information. Therefore, it is important to ensure that your privacy settings reflect the amount of information you want people to find out about you.

On Facebook in particular, there are many settings which can be altered automatically to restrict people’s access to your profile; however, your cover image, name and profile pictures are able to be viewed by anyone with access to the site. Employees must ensure that their social media content and posts are restricted to people in their friends list.

It is recommended that staff personal profiles are set to the maximum possible security settings. This means that only you and people in your friends and/or followers list will be able to see the updates you post.

Members of staff are responsible for managing their own social media presence and ensuring that their privacy settings are correct. Staff members are responsible for ensuring that their privacy settings are appropriate for the type of content they share on social media.



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### School Reputation

Woodford County High School employees and students are expected to respect the school’s reputation when posting online.

Any information which may be considered damaging to the school’s reputation may result in disciplinary and/or legal action

Use of the school’s Intellectual Property (IP) must be requested and approved by the SLT. Any use of IP without permission may result in disciplinary and/or legal action.

### Accepting friends/followers

Employees of the Woodford County High School must maintain professional boundaries at all times, particularly when accepting or inviting ‘friend’ connections on personal social media accounts.

Staff must not passively or actively connect on social media with current or ex-students who are under the age of 18 or who have a vulnerability - or any other person deemed inappropriate ( or who might reasonably be expected to be deemed inappropriate) by the Designated Safeguarding Officer (DSO).

Acts of a criminal nature or any safeguarding concerns may be referred to the police, Local Safeguarding Adult and Children Board and, or the Independent Safeguarding Authority.

Exceptions to this rule can be made when the primary connection between an employee and a restricted person does not stem from them being a student of, or from interactions within, the school. (Obvious examples would include where a colleague has a relative in the student body, or where an employee or apprentice connects with their peers who studied at the school.)

When the social media account uses a passive connection, such as the ‘follow’ action on Twitter and Instagram, employees must not ‘follow’ students or ex-students under the age of 18.

In the event that a student or ex-student under the age of 18 ‘follows’ a school employee, the employee must be aware that the person may be able to access private information and images shared by the employee.


If an employee becomes aware of a student under 18 has ‘followed’, those employees followed must block the student (s) and alert a senior member of staff.

### Using social media in the employee recruitment process

The School may view relevant social media websites as part of the pre-employment process, i.e. those specifically aimed at the professional market and used for networking and career development such as LinkedIn. Any information which relates to the applicants’ protected characteristics under the Equality Act 2010 will not be used as part of the recruitment and selection process.

### Social media approval process

All employees who want access to view, create or maintain social media accounts must have read this policy and completed the necessary acknowledgement form.

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The social media approval form is kept in the Policy & Procedures section of OneDrive. Each section of the form must be filled in before submission.

The completed form is then reviewed by the e-safety officer (or other SLT member) who considers the safeguarding and PREVENT implications of the social media account.

If the social media account is approved at this stage the Director of IT & Cyber Security will considering any marketing implications of the social media account and its relation to the school's social media and marketing strategy before giving (or withholding) final approval.

If approved the application is passed to IT Helpdesk who will provide the user with access to social media via group policy, on their work devices.

### Social Media in Teaching and Learning

Social media can help in reaching students to inform them of course related activities, events and news.

Social media can be used to enhance a student's experience through carefully planned use in teaching and learning, however social media platforms must not be the primary learning environment for students

Course content, collaborative working, group discussion and class level communication must be based within the agreed school learning and working environments. For teaching and learning, Microsoft Teams and Satchel One are the Schools chosen digital learning and working environments.


All students will have a WCHS IT account, providing access to these digital learning and working environments. Internal technical support, guidance and training are also available to users of these platforms through IT helpdesk.

Students are not obliged to create social media accounts in order to access course materials and students should not be disadvantaged by choosing not to participate within a social media platform.

### Office365

Woodford County High School uses Office 365 Education in the classroom. This enables our students to learn a suite of skills and applications that will be invaluable in the workplace. Whether it's Outlook, Word, PowerPoint, Excel, Access or OneNote, it prepares students for their futures today. Staff & students are also able to download the desktop apps onto their home computers ensuring they are always running the latest version of the software.

MS teams is used by teaching staff with students (e.g. during a lockdown scenario). Students are instructed to keep video cameras turned off, until instructed by their teacher and to blur their background when turned on.

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## CCTV:

Woodford County High School has recording CCTV covering the school sports block, the Centenary Centre and the Pedestrian and Vehicle entrances, as part of our site surveillance for staff, student and hirer safety. We will not reveal any recordings without permission except where disclosed to the Police as part of a criminal investigation, all equipment is kept in secure and locked rooms.

## Video Conferencing:

Video Conferencing equipment may be used on occasion to link with other schools or external organisations; this encourages engagement and more active participation in the learning environment. Stimulating genuine dialogue between students and increases collaboration as well as providing an exciting, more dynamic learning experience.


- We will ensure pupils do not use video conferencing equipment unsupervised by a teacher or trained adult.
- Equipment is not kept in the classroom however, if this is bought into a classroom by a member of staff in advance of a Video Conference session this will be switched off when not in use and not set to auto answer.
- When recording a videoconference lesson, written permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material shall be stored securely.

## Managing Emerging Technologies

- Emerging technologies are examined for educational benefit and risk assessments are carried out before use in school is allowed.
- Governors and the senior leadership team should note that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new route to undesirable material and communications.

## Use of Artificial Intelligence (AI)

- As the use of Artificial Intelligence (AI) becomes increasingly integrated into education, it is essential to ensure that AI technologies are used safely and responsibly. In our school, we are committed to ensuring that AI tools, whether used in the classroom or for administrative purposes, are implemented in a way that protects student privacy and promotes digital wellbeing. AI systems must be used in line with our e-safety policies, ensuring that students' data is kept secure, and that AI is not misused to facilitate harmful or inappropriate behaviour. We will monitor the use of AI to prevent any risks such as data breaches, exposure to inappropriate content, or academic dishonesty. Students will be educated on the ethical use of AI, including

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how to interact with AI tools safely, how to safeguard their personal information, and how to identify and report any misuse of AI. Staff will ensure that AI tools are used in a controlled environment and that any risks associated with AI are mitigated through proper supervision and guidance. Regular reviews of AI usage and related incidents will be conducted to ensure ongoing compliance with e-safety standards

### Prevent duty

- Woodford County High School is fully committed to safeguarding and promoting the welfare of all its pupils. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society.
- We protect children from the risk of radicalisation, by using filters on the internet to make sure they can’t access extremist and terrorist material, or by vetting visitors who come into school to work with pupils.
- Our Safeguarding, Radicalisation and e-Safety policies set out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.

### Incidents and Response

Where an e-safety incident is reported to the school the matter will be dealt with very seriously. The school will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring.

If a student wishes to report an incident, they can do so to their Form Tutor or to the school’s e-safety Officer

Where a member of staff wishes to report an incident, they must contact their line manager as soon as possible. Following any incident, the school will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place; external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident (see pages 9 & 10).

#### CONTACT DETAILS:


**Woodford County High School: 020 8504 0611**

Safer Internet Centre: 0844 381 4772

Police (non-emergency): 0300 123 1212

Internet Watch Foundation (IWF): [www.iwf.org.uk/](http://www.iwf.org.uk/)

Child Exploitation & On-line Protection Centre (CEOP): <http://www.ceop.police.uk/safety-centre/>

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### Monitoring & Review

Technology in this area evolves and changes rapidly. Woodford County High School will review this policy at least every two years. Woodford County High School’s Senior Leadership Team and the School’s Governing Body will ensure that any relevant or new legislation that may impact upon the provision for e-safety within school will be reflected within this policy.

The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure. We will regularly monitor internet use and evaluate e-Safety mechanisms to ensure that this policy is consistently applied. To ensure they have oversight of e-Safety, the Designated Safeguarding Lead, will be informed of e-Safety concerns, as appropriate. The named governor for safeguarding will report on a regular basis to the Governing Body on e-Safety practice and incidents, including outcomes.

The Senior Leadership Team will be responsible for ensuring all members of school staff and students are aware of the existence and contents of the school e-safety policy.

Our school’s e-safety procedures are reviewed by different stakeholders, including Governors, Senior Leadership Team, Child Protection Officer, Director of IT & Cyber Security and ICT Steering Group Members (a cross-curricular group of teaching and non-teaching colleagues).

### Complaints

Complaints will be dealt with in accordance with the school’s complaints policy. Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

Further advice and information is available from the Information Commissioner’s Office:  
[http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx)

### Review

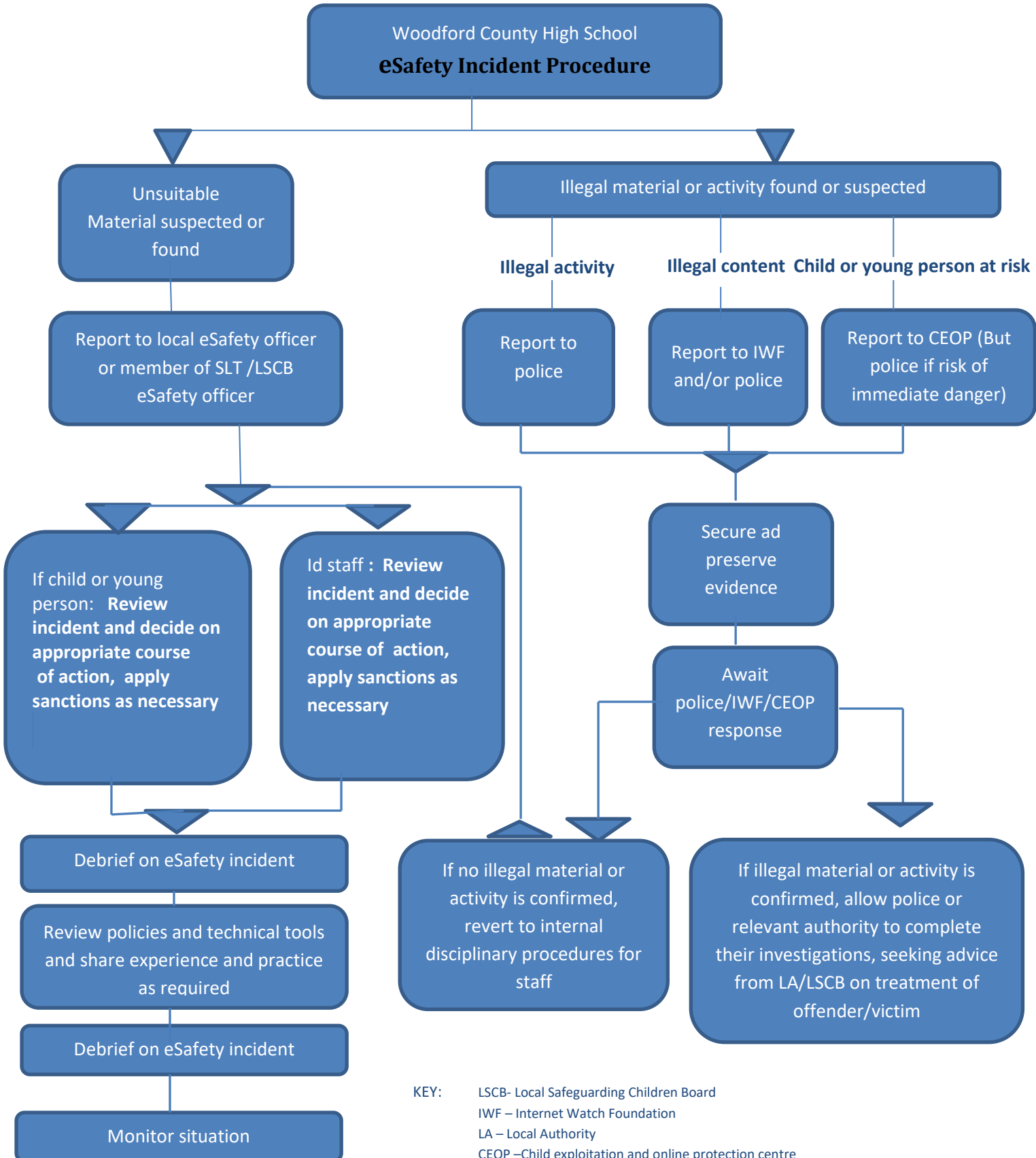
The policy will also be reconsidered where particular concerns are raised, where an e-safety incident has been recorded or to incorporate issues raised by emerging technologies.

*This policy will be monitored regularly with a full review being carried out annually by the Governing Body.*

### Contacts

If you have any enquires in relation to this policy, please contact the School Business Manager Mrs S. Fonseca who will also act as the contact point for any subject access requests.

Email: [SAR@woodford.redbridge.sch.uk](mailto:SAR@woodford.redbridge.sch.uk)



KEY: LSCB- Local Safeguarding Children Board  
IWF – Internet Watch Foundation  
LA – Local Authority  
CEOP –Child exploitation and online protection centre



**Responding to eSafety Incidents**  
*Flowchart of action*

