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ONLINE SAFETY POLICY

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Approved by the Principal

This policy refers to and should be read in conjunction with the following policies:

- Guidance for Staff on Appropriate Conduct and Behaviour
- Safeguarding and Child Protection Policy
- IT Security Policy
- Search and Confiscation Policy (Learners)
- Search and Confiscation Policy (Staff)
- Anti-Bullying and Harassment Policy
- Complaints Policy
- Whistle Blowing Policy
- Disciplinary Policy and Procedure
- Learning and Behaviour Policy

1. Aims and Policy Scope

1.1 Big Creative Academy believes that online safety is an essential element of safeguarding children and adults in the digital world, when using technology such as, but not limited to, computers, tablets, mobile phones or games consoles.

1.2 Big Creative Academy identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online. This will be embedded throughout our curriculum and day to day life at Big Creative Academy.

1.3 Big Creative Academy has a duty to provide the community with quality internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.

1.4 Big Creative Academy identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online. If any student, parents / carers or staff have any concerns, they must report this to the Designated Safeguarding Lead immediately.

2. Purpose

2.1 The purpose of Big Creative Academy Online Safety Policy is to:

a) Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that Big Creative Academy is a safe and secure environment.
b) Safeguard and protect all members of Big Creative Academy community online.

c) Raise awareness with all members of Big Creative Academy community regarding the potential risks as well as benefits of technology.
d) To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
e) Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.
f) Ensure our students know how to report any online concerns they have, whether this be, but not limited to, their own concerns, a friends' concerns, cyber bullying, gaming, social media presence and criminal online behaviours.

2.2 This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of Big Creative Academy (collectively referred to as 'staff' in this policy) as well as children and parents/carers.

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

2.4 Big Creative Academy ensures the implementation of 'Safe Use of Technology' through the student induction, online safety guidance given to students and the training up of an online safeguarding officer and the online safety policy

2.5 The policy has been approved and agreed by the Senior Management Team (SMT) and the Safeguarding Link Governor.

2.6 Big Creative Academy has appointed the Designated Safeguarding Lead (DSL) as an appropriate member of the management team and the online safety lead.

2.7 Big Creative Academy has appointed John Stone as the member of the Governing Body to take lead responsibility for online safety.

2.8 The Online Safety Policy and its implementation will be reviewed by Big Creative Academy at least annually or sooner if required.

2.9 We believe that:

a) children and young people should never experience abuse of any kind
b) children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

2.10 We recognise that:
a) the online world provides everyone with many opportunities; however it can also present risks and challenges
b) we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
c) we have a responsibility to help keep children and young people safe online, whether or not they are using [name of organisation]'s network and devices
d) working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
e) all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

2.11 We will seek to keep children and young people safe by:
a) appointing an online safety coordinator
b) providing clear and specific directions to staff and volunteers on how to

behave online through our safeguarding policy and appropriate conduct for staff.

c) supporting and encouraging the young people to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
d) supporting and encouraging parents and carers to do what they can to keep their children safe online
e) developing an online safety agreement for use with young people and their parents or carers
f) developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
g) reviewing and updating the security of our information systems regularly
h) ensuring that user names, logins, email accounts and passwords are used effectively
i) ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
j) ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
k) providing supervision, support and training for staff and volunteers about online safety
l) examining and risk assessing any social media platforms and new technologies before they are used within the organisation

3. Use of Personal Devices and Mobile Phones

3.1 The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members Big Creative Academy community to take steps to ensure that mobile phones and personal devices are used responsibly.

3.2 The use of mobile phones and other personal devices by young people and adults will be decided by Big Creative Academy and is covered in appropriate policies (see links at beginning of this document). If any student is unsure of where they can use personal devices, please speak to the Designated Safeguarding Lead or another member of staff.

3.3 Big Creative Academy recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within schools/settings.

3.4 Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones.

3.5 All use of mobile phones and personal devices by children will take place in accordance with the digital media acceptable use measures (see Appendix A).

3.6 Mobile phones or personal devices will not be used by learners during lessons unless as part of an approved and directed curriculum based activity with consent from a member of staff. The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.

3.7 Learners should protect their phone numbers by only giving them to trusted friends and family members. If any student has a concern about their information being shared without their consent this must be raised with a member of staff immediately.

3.8 Learners will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.

3.9 Mobile phones and personal devices must not be taken into examinations. Learners found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.

3.10 Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene Big Creative Academy's behaviour or bullying policy or could contain youth produced sexual imagery (sexting) or any mention, links to or distribution of radicalisation or radical material. The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent/carer.

3.11 Searches of mobile phone or personal devices will only be carried out in accordance with Big Creative Academy's Search and Confiscation policies.

3.12 If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

4. Reducing online risks

4.1 Big Creative Academy is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.

4.2 Emerging technologies will be examined for educational benefit and Big Creative Academy leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.

4.3 Big Creative Academy will ensure that appropriate filtering and monitoring systems are in place to prevent staff and learners from accessing unsuitable or illegal content (please see the IT Security Policy for details).

4.4 Big Creative Academy will take all reasonable precautions to ensure that users access only appropriate material.

4.5 Big Creative Academy will audit technology use to establish if the Online Safety Policy is adequate and that the implementation of the policy is appropriate.

4.6 Methods to identify, assess and minimise online risks will be reviewed regularly by Big Creative Academy's SMT.

5. Authorising internet access

5.1 Big Creative Academy will maintain a current record of all staff and learners who are granted access to Big Creative Academy's devices and systems.

5.2 All staff, learners and visitors will read and sign the digital media acceptable use instructions (Appendix A) before using any school resources.

5.3 Parents will be informed that learners will be provided with supervised Internet access which is appropriate to their age and ability.

5.4 Parents will be asked to read the digital media acceptable use measures for pupil access and discuss it with their child, where appropriate.

5.5 When considering access for vulnerable students (such as with children with special education needs) Big Creative Academy will make decisions based on the specific needs and understanding of the learners.

6. Engagement and education of children and young people

6.1 An online safety curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst learners.

6.2 All users will be informed that network and Internet use will be monitored.

6.3 Online safety will be included in the Wellbeing sessions of study, covering both safe school and home use.

6.4 Safe and responsible use of the internet and technology will be reinforced across the curriculum and within all subject areas.

6.5 External support will be used to complement and support Big Creative Academy's internal online safety education approaches.

7. Engagement and education of children and young people considered to be vulnerable

7.1 Big Creative Academy is aware that some students may be considered to be more vulnerable online due to a range of factors.

7.2 Big Creative Academy will ensure that differentiated and ability appropriate online safety education is given, with input from specialist staff as appropriate (e.g. Inclusion Lead, Looked after Child Co-ordinator).

8. Engagement and education of staff

8.1 The Online Safety Policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.

8.2 Staff will be made aware that our internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using school systems and devices (please see Guidance for Staff on Appropriate Conduct and Behaviour).

8.3 Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.

8.4 All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

8.5 Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the senior management team and will have clear procedures for reporting issues or concerns.

8.6 Staff must not interact with students on social media. If they receive a request, they must raise this with the DSL immediately. If a member of staff has a student or parent carer on social media due to personal relations outside of the college, they must tell the DSL and Principal about this.

9. Engagement and education of parents and carers

9.1 Big Creative Academy recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.

9.2 Parents' attention will be drawn to Big Creative Academy Online Safety Policy and expectations in newsletters and on Big Creative Academy website.

9.3 A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.

10. Filtering and Monitoring and home learning

10.1 The governing body will ensure the Academy has appropriate filters and monitoring systems in place and regularly review their effectiveness. They will ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. The governing body will consider the age range of the Academy's students, the number of students, how often they access the IT system and the proportionality of costs verses safeguarding risks.

10.2 Big Creative Academy currently use a web filtering application enabling us to restrict what websites a user can and cannot access over the internet.

10.3 Big Creative Academy Loaned laptops to all users also contain the web filtering application, again restricting the type of website can and cannot access.

10.4 Lessons are not recorded for home learning.

10.5 Staff will not use personal devices when using remote education.

11. Keyword and Content Filters

11.1 "Keyword and Content" filters have been implemented within our web filtering application. Keyword and content filters will filter out websites that contain specific keywords or predefined content (such as pornography, for example). When a user types in a search query, the software determines, via the use of keywords or through access to previously databased information, what is contained on the site.

11.2 SMT will ensure that Big Creative Academy has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit children's exposure to online risks.

11.3 Big Creative Academy's internet access strategy will be dependent on the need and requirements of the Academy and will therefore be designed to suit the age and curriculum requirements of our learners, with advice from technical, educational and safeguarding staff.

11.4 All monitoring of Academy owned/provided systems will take place to safeguard members of the Academy.

11.5 All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

11.6 Big Creative Academy uses Lightspeed filtering system which blocks websites that fall into categories such as pornography, racial hatred, extremism, gaming, sites of an illegal nature, etc.

11.7 Big Creative Academy has a clear procedure for reporting breaches of filtering which all members of Big Creative Academy (all staff and all learners) are made aware of.

11.8 Lightspeed monitors staff and learners when using the Internet and captures and blocks those websites as well as any searches that are deemed to be unsuitable content via the Lightspeed Monitoring Application.

11.9 At the end of each month a monthly report is presented to SMT. The monthly report shows the following:

- Users (staff and learners) who have been blocked
- Sites that have been blocked
- Users (staff or learners) who tried to access these sites
- Inappropriate searches

11.10 If a staff member requests a certain site to be unblocked for the duration of their lesson, then they must raise a Helpdesk call to ICT for the relevant site to be unblocked for the duration of their lesson. If this is required for a longer timeframe, the staff member must advise ICT on how long the site is required for. The site will then be blocked again once the lesson is over, or required timeframe has passed.

11.11 If staff or learners discover unsuitable sites, the URL will be reported to Big Creative Academy DSL and will then be recorded and escalated as appropriate.

11.12 SMT will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.

11.13 Any material that Big Creative Academy believes is illegal will be reported to appropriate agencies such the police and local authority.

12. Responding to Online Incidents and Safeguarding Concerns

12.1 All members of the Academy will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for learners.

12.2 All members of Big Creative Academy will be informed about the procedure for reporting online safety concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.

12.3 The DSL will be informed of any online safety incidents involving child protection concerns, which will then be recorded.

12.4 The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Safeguarding Children Board thresholds and procedures

12.5 Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

12.6 Staff will be informed of the complaints and whistleblowing procedure.

12.7 All members of Big Creative Academy community will be made aware of the importance of confidentiality and the need to follow the official procedures for reporting concerns.

12.8 All members of Big Creative Academy will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any

other members of Big Creative Academy community.

12.9 Big Creative Academy will inform parents/carers of any incidents of concerns as and when required.

12.10 After any investigations are completed, Big Creative Academy will debrief, identify lessons learnt and implement any changes as required.

12.11 Where there is cause for concern or fear that illegal activity has taken place or is taking place then Big Creative Academy will contact the Education Safeguarding Team or Police via 101 or Schools police officer or 999 if there is immediate danger or risk of harm.

12.12 The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Police.

12.13 If Big Creative Academy is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.

12.14 Parents and children will need to work in partnership with Big Creative Academy to resolve issues.

APPENDIX A: DIGITAL MEDIA ACCEPTABLE USE

These measures are intended to ensure that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

A.1 Social networking

Social networking sites, like Facebook, Twitter, Instagram, WhatsApp and Snapchat are websites where you can create a profile all about yourself and send messages to other people. It's important to know how to stay safe online and what to do if you feel bullied or some is being inappropriate towards you.

A.2 Safe surfing

The Internet is a great place to chat to friends, show all your photos and have fun, but it's important to know how to stay safe too.

A.3 Cyber bullying

Cyber bullying is when people are nasty or threaten someone online or via mobile phone and other devices.

A.4 Mobile phone safety

Mobiles are a great way to keep in touch with your mates. If someone you don't know gets in touch with you on your mobile, or if you are being bullied through your phone, you should tell someone who can help you.

a) I understand that I must use Big Creative Academy systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the Academy and other users.
b) I understand that the Big Creative Academy will monitor my use of the equipment, email and other digital communications.
c) I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password.
d) I will be aware of "stranger danger", when I am communicating on-line.
e) I will not disclose or share personal information about myself or others when online, except in accordance with my programme of study.
f) I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
g) I understand that everyone has equal rights to use technology as a resource and I understand that Big Creative Academy systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
h) I will not steal, disable or cause any damage to Big Creative Academy equipment, or the equipment belonging to others.
i) I will act as I expect others to act toward me.
j) 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.
k) 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.
l) I will not take or distribute media resources of anyone without their permission.

m) I recognise that Big Creative Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy.
n) I understand that, if I do use my own devices in an educational environment, I will follow the rules set out in this agreement, in the same way as if I was using Big Creative Academy equipment.
o) 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, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
p) I will immediately report any damage or faults involving equipment or software, however this may have happened.
q) I will only use chat and social networking sites with permission and at the times that are allowed within the Big Creative Academy rules when using the internet for research or recreation.
r) Where work is protected by copyright, I will not try to download copies (including music and videos)
s) I understand that Big Creative Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour or misuse of equipment, that are covered in this agreement, when I am out of school and where they involve my use of Academy facilities (examples would be cyber-bullying, use of images or personal information).
t) I understand that if I fail to comply with this policy, I may be subject to disciplinary action. This may include loss of access to Big Creative Academy systems, detentions, suspensions, and contact with parents and in the event of illegal activities involvement of the police.

APPENDIX B: PROCEDURES FOR RESPONDING TO SPECIFIC ONLINE INCIDENTS OR CONCERNS

B.1 Responding to concerns regarding Youth Produced Sexual Imagery or "Sexting"

Big Creative Academy ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as "sexting").

Big Creative Academy will implement preventative approaches via a range of age and ability appropriate educational approaches for Learners, staff and parents/carers.

Big Creative Academy views "sexting" as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead

Big Creative Academy will follow the guidance as set out in the non-statutory UKCCIS advice 'Sexting in schools and colleges: responding to incidents and safeguarding young people' and KSCB "Responding to youth produced sexual imagery" guidance

If Big Creative Academy are made aware of incident involving creating youth produced sexual imagery Big Creative Academy will:

- Act in accordance with Big Creative Academy's Child Protection and Safeguarding Policy and the relevant Safeguarding Child Boards procedures.
- Immediately notify the Designated Safeguarding Lead.
- The devise will be confiscated and where appropriate will be handed to the police or return the device to the learner
- Review the case and assess the risk for learners and the academy.
- Consider the vulnerabilities of children(s) involved (including carrying out relevant checks with other agencies)
- Make a referral to children's social care and/or the police (as needed/appropriate).
- Put the necessary safeguards in place for children e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
- Implement appropriate sanctions in accordance with Big Creative Academy's behaviour policy but taking care not to further traumatise victims where possible.
- Review the handling of any incidents to ensure that Big Creative Academy is implementing best practice and the leadership team will review and update any management procedures where necessary.
- Inform parents/carers about the incident and how it is being managed.

Big Creative Academy will not view images suspected of being youth produced sexual imagery unless there is no other possible option or there is a clear need or reason to do so or unless asked by the police (in these cases the image will only be viewed by the Designated Safeguarding Lead).

Big Creative Academy will not send, share or save content suspected to be an indecent image of children and will not allow or request children to do so.

If an indecent image has been taken or shared on Big Creative Academy/settings network or devices then Big Creative Academy will take action to block access to all users and isolate the image.
Big Creative Academy will take action regarding creating youth produced sexual imagery, regardless of the use of school/setting equipment or personal equipment, both on and off the premises.

Big Creative Academy will ensure that all are aware of sources of support regarding youth produced sexual imagery.

B.2 Responding to concerns regarding Online Child Sexual Abuse and Exploitation

Big Creative Academy will ensure that all members of the community are made aware of online child sexual abuse, including exploitation and grooming including the consequences, possible approaches which may be employed by offenders to target children and how to respond to concerns.

Big Creative Academy will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate educational approaches for Learners, staff and parents/carers.

Big Creative Academy views online child sexual abuse as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead

If Big Creative Academy is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Police.

If Big Creative Academy is made aware of intelligence or information which may relate to child sexual exploitation (on or offline) then it will be passed through to the CSET team by the DSL.

If Big Creative Academy are made aware of incident involving online child sexual abuse of a child then Big Creative Academy will:

- Act in accordance with Big Creative Academy's child protection and safeguarding policy and the relevant Safeguarding Child Boards procedures.
- Immediately notify the designated safeguarding lead.
- Store any devices involved securely.
- Immediately inform police via 101 (using 999 if a child is at immediate risk)
- Where appropriate Big Creative Academy will involve and empower children to report concerns regarding online child sexual abuse e.g. using the Click CEOP report form: www.ceop.police.uk/safety-centre/
- Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
- Make a referral to children's social care (if needed/appropriate).
- Put the necessary safeguards in place for pupil(s) e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
- Inform parents/carers about the incident and how it is being managed.
- Review the handling of any incidents to ensure that Big Creative Academy is implementing best practice and Big Creative Academy leadership team will review and update any management procedures where necessary.

B.3 Responding to concerns regarding Indecent Images of Children (IIOC)

Big Creative Academy will ensure that all members of the community are made aware of the criminal nature of Indecent Images of Children (IIOC) including the possible consequences.

Big Creative Academy will take action regarding of Indecent Images of Children (IIOC) regardless of the use of school/setting equipment or personal equipment, both on and off the premises.

Big Creative Academy will take action to prevent access accidental access to of Indecent Images of Children (IIOC) for example using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list, implementing appropriate web filtering, implementing firewalls and anti-spam software.

If Big Creative Academy is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Police.

If Big Creative Academy is made aware of Indecent Images of Children (IIOC) then Big Creative Academy will:

- Act in accordance with Big Creative Academy's child protection and safeguarding policy and the relevant Safeguarding Child Boards procedures.
- Immediately notify Big Creative Academy Designated Safeguard Lead.
- Store any devices involved securely.
- Immediately inform appropriate organisations e.g. the Internet Watch Foundation (IWF), police via 101 (using 999 if a child is at immediate risk) and/or the LADO (if there is an allegation against a member of staff).

If Big Creative Academy are made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet then Big Creative Academy will:

- Ensure that the Designated Safeguard Lead is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
- Ensure that any copies that exist of the image, for example in emails, are deleted.

If Big Creative Academy are made aware that indecent images of children have been found on Big Creative Academy's electronic devices then Big Creative Academy will:

- Ensure that the Designated Safeguard Lead is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Inform the police via 101 (999 if there is an immediate risk of harm) and children's social services (as appropriate).
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.

If Big Creative Academy are made aware that a member of staff is found in possession of indecent images of children on their electronic device provided by Big Creative Academy, then Big Creative Academy will:

- Ensure that the Designated Safeguard Lead is informed or another member of staff in accordance with Big Creative Academy whistleblowing procedure.
- Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
- Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with Big Creative Academy's managing allegations policy.
- Follow the appropriate school policies regarding conduct.

B.4 Responding to concerns regarding radicalisation and extremism online

Big Creative Academy will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in schools and that suitable filtering is in place which takes into account the needs of Learners.

When concerns are noted by staff that a child may be at risk of radicalisation online then the Designated Safeguarding Lead (DSL) will be informed immediately and action will be taken in line with the safeguarding policy.

Online hate content directed towards or posted by specific members of the community will be responded to in line with existing school policies, including anti-bullying, behaviour etc. If Big Creative Academy is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately via the Education Safeguarding Team and/or Police.

B.5 Responding to concerns regarding cyberbullying

Cyberbullying, along with all other forms of bullying, of any member of Big Creative Academy community will not be tolerated. Full details are set out in Big Creative Academy policies regarding anti-bullying and behaviour.

All incidents of online bullying reported will be recorded.

There are clear procedures in place to investigate incidents or allegations and support anyone in Big Creative Academy community affected by online bullying.

If Big Creative Academy is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Police.

Learners, staff and parents/carers will be advised to keep a record of cyberbullying as evidence.

Big Creative Academy will take steps to identify the bully where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Learners, staff and parents/carers will be required to work with Big Creative Academy to support the approach to cyberbullying and Big Creative Academy's online safety ethos.

Sanctions for those involved in online or cyberbullying may include:

- Those involved will be asked to remove any material deemed to be inappropriate or offensive.
- A service provider may be contacted to remove content if those involved refuse to or are unable to delete content.
- Internet access may be suspended at school for the user for a period of time. Other sanctions for learners and staff may also be used in accordance to Big Creative Academy's anti-bullying, or behaviour policy.
- Parent/carers of Learners involved in online bullying will be informed.
- The Police will be contacted if a criminal offence is suspected.

B.6 Responding to concerns regarding online hate

Online hate at Big Creative Academy will not be tolerated. Further details are set out in Big Creative Academy policies regarding anti-bullying and behaviour

All incidents of online hate reported to Big Creative Academy will be recorded.

All members of the community will be advised to report online hate in accordance with relevant school policies and procedures e.g. anti-bullying, behaviour etc.

The Police will be contacted if a criminal offence is suspected. If Big Creative Academy is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Police.