

Tor View Community School Flow Chart managing staff as victims

Staff, parents, children, young people, governors and others can all become involved in an online safety incident either as an investigator or a victim. To help reduce the number of incidents we provide the following:

Ways to prevent online safety incidents:

- Have up to date acceptable use policies for all users with signed agreements where appropriate. These policies are all available on our school website.
- Include a sentence in our home school agreement regarding supporting the approach to online safety and not to deliberately upload or add any images, videos, sounds or text that could upset or offend any member of our school community.
- Hold regular online safety awareness sessions for staff, governors, pupils and parents.
- Have an effective school complaints system which all parents and carers feel confident will address their concerns.
- Embed online safety throughout the curriculum and beyond

If you feel unable to report an incident to your Head of school/Executive Principal you can talk to a member of the Lancashire Health Education and Well Being Team.

Parents/carers as instigators, follow some of the steps below:

- Contact the person and invite them to school using some of the examples below:
- You have become aware of the discussions taking place online
- You want to discuss this
- You have an open door policy so are disappointed they did not approach you first.
- They have signed the home school agreement which clearly states....
- Request the offending material be removed.
- If this does not solve the problem consider involving the Chair of Governors.
- You may also wish to send a letter to the parent.

Incident could be:

- Setting up a social network to deliberately bully, intimidate or make hurtful comments.
- Use a mobile phone to take videos in school, upload onto social network and add hurtful comments.

Pupils as instigators, follow some of the steps below:

- Identify the pupil involved
- Ask pupil to remove offensive material, refer to signed/read Acceptable Use Policy.
- If the perpetrator refuses to remove the material and is under 13 contact the Social Network who will close the account.
- Take appropriate actions in line with school policies/rules.
- Inform parents/carers if serious or persistent incident.

All incidents should be reported to the Head of School/Executive Principal/Governors who will:

- Record in the school online safety log
- Keep any evidence, print outs and screen shots.
- Consider including the Chair of Governors and or reporting the incident to the governing body.
- School leaders will contact the Lancs Online Safety Team for advice, guidance and report the incident where necessary.

For serious incidents or further advice:

- Inform your local police, Lancashire Health Education and Well Being Team.
- If a child is at risk talk to school DSL who may decide to contact LADO

Further contact to support staff include:

- District School Effectiveness Advisor, School Online Safety Coordinator, Schools HR, Schools Governance, Lancashire Police, Lancashire Schools Legal Services.
- The Head of School/Executive Principal can be a single point of contact to coordinate responses.
- The member of staff may also wish to take advice from their union.

Staff as instigator, follow some of these steps below:

- Contact school HR for initial advice and or contact schools online safety coordinator, in all serious cases this is the first step.
- Contact the member of staff and request the offending material be removed immediately (In serious cases you may be advised not to discuss the incident with the member of staff)
- Refer to the signed Acceptable Use Policy, Professional Code of Conduct and consider if this incident has an impact in the Contract of Employment