

Online Safety

Policy Templates - International Schools



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Introduction

SWGfL/UK Safer Internet Centre

SWGfL is an educational charity with an international reputation for supporting schools with online safety. SWGfL is a founding member of UKCIS (UK Council for Internet Safety). It has contributed to conferences across the world and has worked with government, agencies and schools in many countries. More information about its wide-ranging online safety services for schools can be found on the SWGfL website – swgfl.org.uk

SWGfL, along with partners Childnet and IWF, launched the UK Safer Internet Centre (UKSIC) in January 2011 as part of the European Commission's Safer Internet Programme. The Safer Internet Centre is, for example, responsible for the organisation of Safer Internet Day each February. More information about UKSIC services and resources can be found on the website: www.saferinternet.org.uk.

SWGfL specialists have been appointed as experts to the United Nations ITU, Council of Europe and European Commission, advising Governments and agencies with online child protection. SWGfL sits on a number of the major social media and online provider global safety panels, advising on policy and process.

360 degree safe Online Safety Self Review Tool

360 degree safe is an online, interactive self-review tool which allows schools to review their online safety policy and practice. It is available, free of charge to schools - with over 13,000 registrations, since its introduction in 2009. You can register at 360safe.org.uk.

International Schools outside the UK are welcome to use 360 degree safe and should carry out a manual registration by entering a UK format postcode (you can use AB12AB) and when it says there is no school at that postcode, you can enter your own school's details.

Schools choose one of 5 level statements in each of the 21 aspects. The tool provides an "improvement action" describing how the school might move from that level to the next. Users can immediately compare their levels to the average levels of all the schools using the tool and to the Online Safety Mark benchmark levels. There is a range of reports that they can use internally or with consultants.

The tool suggests possible sources of evidence, provides additional resources/good practice guidance and collates the school's action plan for improvement. Sections of these policy templates can also be found in the links/resources sections in 360 degree safe.



REPUTATION

ALERTS



Reputation Alerts will keep you updated whenever and wherever your school is mentioned online. Choose your keywords, set your preferences, and Reputation Alerts will notify you when people are talking about your school.

"This is working well! It's good to know all the positive comments, but will be invaluable to know if something is wrong"



📄 Create an Alert

Enter your keywords (e.g. school/teacher names), and add specific filters

🔍 Continuous Search

Matching your keywords against new content from a vast range of sources

📊 Get The Bigger Picture

Track the number of mentions, their sentiment, and how influential they are

Stay on top of what is being said about your school

swgfl.org.uk/reputation



Whisper



Clear, Safe, and Effective Reporting. Whisper is an anonymous reporting service that your school community can access via a reporting form or SMS

"Fantastic! Keeps us up-to-date with alerts on school issues by email and SMS"



🔍 Improved Visibility

Learn about issues that would otherwise be hidden from your official channels

📄 Report Without Fear

You get intelligence, whilst your community can report without fear

💬 Anonymous Chat

Whisper's chat gives you a direct line with the reporter and keeps their anonymity

swgfl.org.uk/getwhisper

The Online Safety Template Policies

SWGfL first published its schools' online safety policy templates back in 2005 and have been refined and developed at least annually ever since. Following work with the British Council and various Ministries of Education, this version has been specially developed for International Schools and are intended to help International School leaders produce a suitable Online Safety Policy document which will consider all current and relevant issues, in a whole-school context, linking with other relevant policies, such as the child protection/safeguarding, behaviour and anti-bullying policies.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely are addressed as part of the wider duty of care to which all who work in schools are bound. Schools should, through their Online Safety Policy, ensure that they meet their obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside school. The policy will also form part of the schools' protection from legal challenges, relating to the use of digital technologies.

These template policies suggest policy statements which, in the view of SWGfL, would be essential in any school Online Safety Policy, based on good practice. In addition, there is a range of alternative statements that schools should consider and choose those that are most suitable, given their particular circumstances.

An effective school Online Safety Policy must be tailored to the needs of each school and an important part of the process will be the discussion and consultation which takes place during the writing or review of the policy. This will help ensure that the policy is owned and accepted by the whole school community.

Whilst this policy template set has been drafted for International Schools, they should take account of any local regulations to which they are subject when writing the policy and designing their practice.

It is suggested that consultation in the production of this policy should involve:

- Governors/Directors/Trustees/Owners (if applicable)
- Teaching Staff and Support Staff
- Students/pupils
- Parents
- Community users and any other relevant groups.

Due to the ever-changing nature of digital technologies, it is best practice that the school reviews the Online Safety Policy at least annually and, if necessary, more frequently in response to any significant new developments in the use of the technologies, new threats to online safety, local regulations or incidents that have taken place.

Given the range of optional statements offered and the guidance notes provided, this template document is longer than the resulting school policy is likely to be. It is intended that, while covering a complicated and ever-changing aspect of the work of the school, the resulting policy should be concise and easily understood, if it is to be effective and adopted by all.

The template uses a number of alternative terms e.g. Headteacher/Principal; Governors/Directors/Trustees; students/pupils. Schools will need to choose which term is relevant and delete the other accordingly.

Within this template, sections which include *information or guidance are shown in BLUE*. It is anticipated that schools would remove these sections from their completed policy document, though this will be a decision for the group that produces the policy.

Where sections in the template are *written in ITALICS* it is anticipated that schools would wish to consider whether or not to include that section or statement in their completed policy.

Where sections are **highlighted in BOLD**, it is suggested that these should be an essential part of a school Online Safety Policy.

The first part of this document provides a template for an overall Online Safety Policy for the school. The appendices contain more detailed and more specific policy templates and agreement forms. It will be for schools to decide which of these documents they chose to amend and adopt.

The pages that follow contain the suggested wording for your overall School Online Safety Policy: