

# Detailed Summary Report

Name: Longcause Community Special School

Organisation ID: 8797068

Type: Special schools

Local Authority: Plymouth

Phase: Not applicable

Registered: 03/03/2014

Last Update: 23/05/2024

Last Login: 24/06/2024

Aspects Complete: 21 / 21

Level: **1.8**

Progress:  100%

Level	Current Position	Evidence	Improvement Plan	Online Safety Mark
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## VP Policy and Leadership ► Responsibilities ► Online Safety Responsibilities

The online safety lead is responsible for the input of curriculum and staff training. The safeguarding team will have responsibility. for training and staff awareness - working alongside the online safety lead.

2

The online safety curriculum group also has an awareness of the curriculum and and online safety being taught. Governor in place for online safety - meets with DDSL to discuss concerns/updates and training. Policy is reviewed and approved by Governors.

Joss Lane -

Online

Safety Lead

Vicki Prout -

Lead of

Welfare

Fred Jenkins

- Governor

for Online

Safety

Build Governor

awareness and

training. Include

reporting in


Governors reporting

termly.




Level	Current Position	Evidence	Improvement Plan	Online Safety Mark
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## VP Policy and Leadership ► Responsibilities ► Online Safety Group

2	<p>Online safety group is across school council and curriculum group. This can include SLt, Elt, safeguarding, governors and teaching staff.</p> <p>Discussions include online safety and teaching/coverage of online safety. Governors are included in curriculum and teaching.</p> <p>Safeguarding team are aware of online safety matters and discuss where needed with Governors and Online Safety lead.</p>	<p>Curriculum group meetings</p> <p>School council meetings</p> <p>Policies</p> <p>Governors meetings</p>	<p>Joined meeting of teaching group and school council. including governors</p> <p>Parent input and contribution.</p>	
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## VP Policy and Leadership ► Responsibilities ► Professional Standards

1	<p>All staff given guidance as part of induction and staff handbook.</p> <p>All staff to read the online safety policy which outlines expectations and rules around contact with families online.</p> <p>Expectations given to all staff around contact via ClassDojo - no contact late after school and families can contact safeguarding team if required.</p>	<p>Staff Handbook</p> <p>Online Safety Policy</p> <p>Staff training</p>	<p>Repeated staff training and ongoing whole staff expectations.</p> <p>Online safety policy to be reviewed so reflects updates.</p>	
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## TS Policy and Leadership ► Policy ► Online Safety Policy

1	<p>There is a clear and cohesive policy in place which is reviewed annually.</p> <p>The policy is reviewed as</p>	<p>Online policy in place.</p> <p>Reviewed annually.</p> <p>Shared with all</p>	<p>The policy needs adapting for pupil needs and to make it relevant for our pupils -</p>	
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required during the school year as needed.

staff with the expectations to read.

Acceptable use policy to be added.

## TS Policy and Leadership ► Policy ► Acceptable Use

1

All staff made aware of acceptable use as part of online safety policy.  
Parents sign social media agreement  
Parents signed acceptable use during COVID for use of laptops.  
Some pupil input previously.

Induction and staff handbook for acceptable use.  
Policy in place with acceptable use.  
Staff given training on keeping passwords safe and logging off of devices.

Needs differentiating for pupil need.  
Needs pupil voice on policy.  
Policy and acceptable use needs reviewing to reflect new devices.



## VP Policy and Leadership ► Policy ► Reporting and Responding

1

There are clear reporting procedures in place. CPOMS has categories in place for staff to record against and this highlights where online safety is a concern.

There are procedures in place to report to ITEC who can take action quickly to resolve safeguarding concerns regarding online searches for example.

Our policy outlines expectations of acceptable use and reporting.  
Pupils, where appropriate, understand that concerns are reported and who to.

Discussions take place where new programmes/apps are requested for use in school.

Link between online lead and safeguarding team.

Rules are clear on use and addressed as needed.

Link with parents where concerns raised.

CPOMS  
Policy and procedures in place for reporting.  
ITEC in place to address all online safety needs.

Parents and pupils able to report online safety issues through the website.



Online safety has weekly sessions timetabled in using Natterhub and Project Evolve resources. Objectives overlap with our LLfL curriculum to ensure continued coverage and an opportunity to go over elements of the various UKCIS and Education For a Connected World framework.

1

In our explorers pathway we have storybooks that are read to them, songs that are played and Makaton symbols to help engage non verbal learners.

Using a mixture of Natterhub and other online resources enables us to fully embed online safety across the school and make sure that it is tailored for their needs and level of understanding.

Evidence is recorded on Seesaw and Natterhub/curriculum pathways.

Safer Internet day on the school calendar resources and work on website curriculum map medium term plans Online safety curriculum

Devise and use existing quizzes as assessment tool both summative and informative - Natterhub - develop curriculum for pathways. Review to ensure newest technologies, currently phones, apps, tablets and online gaming are addressed - link to Student Council and what they want to discuss.



Pupils, where appropriate, are asked for feedback on lessons and learning. This is through lessons and school council.

2

Learning and progress is reviewed termly, looking at pupil need and coverage required within the curriculum.

Contributions from pupils in assemblies, lessons and talks with student council.

Lesson plans devised around interests, understanding and current issues pupils face. Engagement with online learning platforms to give real world scenarios to Online Safety. Safer Internet day competitions Lessons differentiated for varying needs across the school.

Engagement with Safer Internet day Use of Makaton signs and symbols for non verbal communicators How to include wider community involvement.



## VP Education ► Adults and Agencies ► Staff

All staff receive training around online safety through induction/refresher and specific training.

All staff are aware how to report safeguarding and how to record.

DSL/DDSL/Online safety lead and Governor completed specific training.

Online safety lead regularly attends and completes training, updates and online membership to keep up to date.

Policies are reviewed where needed so staff are informed.

Safeguarding Insets for staff and all new staff.  
Research webinars  
Learning walks evidence of good practise/Curriculum looks and observations  
Curriculum groups

Development of staff training  
Review of training needs of Safeguarding team, Governors.  
Review impact of online safety across the school



## TS Education ► Adults and Agencies ► Governors

Safeguarding Governor has attended training for online safety.

Governors meet to discuss curriculum and progress of pupils.

Governor meets with safeguarding team and curriculum leads.  
Governor training completed.

Inform Governor of online safeguarding incidents, look at reporting of incidents.  
Further training opportunities for Governors.



## VP Education ► Adults and Agencies ► Families

Families receive weekly online safety tips/information through newsletter, social media, class dojo.  
Parents have previously been invited into school for information.  
Acceptable use is given to

Newsletter, class dojo, facebook  
Acceptable Use Agreements - Parents Curriculum

Look at parent information and parent engagement through surveys possibly  
Use questions on surveys to gauge parent awareness and input needed



parents to sign as part of  
starting at Longcause.

Further resources for  
families

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## VP Education ► Adults and Agencies ► Agencies

4

Some sharing of information and practice with wider community through social media/networking.

Events and Newsletters

Use Safer Internet day as a way of enagaging wider community - share learning and good practice.  
Consider wider community involvement with curriculum.



## VP Technology ► Infrastructure ► Filtering

1

High level of filtering and monitroing of the schools systems provided by STEM/ITEC  
Policy and practice in place  
Established reporting in place  
Working alongside ITEC to ensure systems are in place and working effectively.

Filtering systems in place and reviewed  
ITEC managing systems  
Encryption on laptops  
CPOMS for reporting and procedures for staff to report.

Ensure technician is aware of new systems and working with ITEC to ensure filters in place and are reviewed regularly. .



## VP Technology ► Infrastructure ► Monitoring

1

High level of filtering and monitoring of online use across the school, covering all devices.  
ITEC work with school to manage any breaches or safeguarding alerts.  
All devices monitored

ITEC managing systems  
Reporting in place  
System reviewed and manage for safeguarding alerts/breaches.

Continued working with ITEC ensuring a high lvl of filtering and reporting is in place.  
Continue to review practice and policy in place



## VP Technology ► Infrastructure ► Technical Security

2

Passwords and encryption in place on laptios, emails and devices  
Data transfer procedures in


Online safety policy including Acceptable Use.  
Password and Data

Further clarification from ITEC on the Level 1 standards - are these in place.




place	policies in place
High level of security in place which can detect breaches/external breaches.	Staff induction and policies
Staff are informed through policies and procedures	ITEC systems and management
ITEC manage all systems, passwords and security	

## VP Technology ► Practice ► Mobile Technology

<p>1 Online safety policy in place which outline the use of mobiles, security and practice. Policy covers all staff, pupils and visitors.</p>	<p>Online safety policy Code of conduct/staff handbook</p>	<p>Review policy to ensure it is relevant and up to date with latest technology around mobiles.</p> 
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## VP Technology ► Practice ► Social Media

<p>2 Policies in place and agreements with parents for social media. Social media monitored by ELT/Admin Online safety curriculum to covers social media</p>	<p>schemes of work - online safety Safer internet day/online safety curriculum policies</p>	<p>Consider use of other social media that we can use to promote the school/pupils work/wider involvement. Discussions with parents around use of social media, improve communication through social media and use of social media with families.</p> 
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## VP Technology ► Practice ► Digital and Video Images

<p>1 Policies and procedures in place which covers use of digital and video</p>	<p>Policies and acceptable use in place.</p>	<p>Ensure storage of digital images and videos are in</p> 
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images.  
Data protection and storage policies in place.  
Families consent to digital and video use when starting at the school. Families can withdraw this at any moment.  
All staff aware of the use of digital and videos of pupils.  
Policies reflect the use and importance of digital images for recording of learning and progress.

Permissions shared with all staff via shared drive.

line with new data protection policies.

## VP Technology ► Practice ► Online Publishing

Online safety information, policies and updates available through the website and direct from school.

A range of technologies is used to share the school's success and pupils' achievements/progress. Publications are checked for any data breaches or security/safeguarding risks.

[www.longcausespecialschool.com](http://www.longcausespecialschool.com) website  
newsletters home  
schemes of work/online safety materials  
Safer Internet day  
Class dojo  
Reports and progress updates

Review policies to ensure in line with new technologies.  
Review practices and data regarding publishing and use of online media platforms.



## VP Technology ► Data Security

All required Data protection policies in place and approved by Governors.  
HR lead met with DPO and working on being compliant with all policies in place.  
ELT/Admin working on

Data protection policies in place.  
DPO from external company in place

All staff to be informed of new policies and data protection information.  
Data assessment policy to be completed and approved by Governors.




Assess register.  
Password and secure  
transfer of data, encryption  
and secure emails in  
place.

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## VP Outcomes ► Impact of Online Safety Policy and Practice

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3 Policy and practice is reviewed regularly. Governor in place. Logs and records in place through CPOMS and can be produced as requested.	CPOMS reports and logs.	Reporting to Governors and how this can look. Meet with designated governor around reporting. Extend online safety group and reestablish what is required or any actions needed.	
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1.8

17/21  
(81%)