



Wreningham VC Primary

Online Safety Policy

1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

Headteacher: Mr RP Jones

Chair Full Governing Body: Mr. Steve Kittle

(This policy is based on the Norfolk Model Online Safety Policy and links closely to the Remote Learning and the Home School Agreement))

Writing and reviewing the Online Safety policy

This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

- Ofsted inspectors will always make a written judgement under leadership and management about whether or not the arrangements for safeguarding children and learners are effective.
- The school will identify a member of staff who has an overview of Online Safety, this would usually be the Designated Safeguarding Lead (DSL).
- Our Online Safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by the senior teacher and approved by governors.
- The Online Safety Policy and its implementation will be reviewed annually
- The Online Safety Policy was discussed by Staff on: 14/12/22
- The Online Safety Policy will be discussed by children in class
- The Online Safety Policy was revised by: Headteacher
- It was approved by the Governors on: Wed 30/11/22
- Date of next review: Spring Term, 2024

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Guidance and Example documents (separate documents):

Legal Framework

- Example Pupil ICT Code of conduct
- Example Staff, Governor, Visitor ICT Code of conduct
- Example Parental/Carer Permission: Use of digital images – photography and video
- Example Parent/Carer ICT Code of Conduct agreement form (Feb 2016)
- Guidance for schools: Parents & Carers use of photography and filming at school events

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Wrenningham School with respect to the use of technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of technologies for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with pupils.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms, social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

Remote Education

Microsoft Teams:

The school uses Microsoft Teams, an online classroom hub, to support remote education (home learning). Children can chat with their whole class, in groups with other children and one-on-one with their teachers. They can see work their teachers have assigned them, submit that work, and receive feedback.

Teachers can mute children who may add distracting or inappropriate messages to group discussions, and delete unproductive messages entirely. Any messages posted in the class pages are seen by the class teacher, TAs and the pupils of that class (see Covid-19 Home/School Agreement Parents/pupils Remote Learning Policy).

Children are reminded before switching to online learning that before posting a comment, children should act in the same manner as if they were in the classroom: do not say anything that they wouldn't say face to face in school and wouldn't mind everybody hearing.

To be most effective, online classroom teaching should:

- ensure pupils receive clear explanations
- support growth in confidence with new material through scaffolded practice
- ensure the application of new knowledge or skills
- enable pupils to receive feedback on how to progress

Purple Mash:

Within school, the Purple Mash learning platform is used to deliver the computing element of the curriculum. Children are assigned their own unique user id and password. They may be assigned tasks which can be accessed at home. Any teaching of email skills will be done within this closed system, with contacts limited to those within the classroom and accessible by the teacher.

Ed-Shed Online Spelling Scheme:

Within school, the Ed-Shed online spelling scheme has been utilised from summer 2022. Children are assigned their own unique user id and password. They may be assigned spelling game tasks which can be accessed at home.

Online Teaching in Class 1:

The primary method of communication is Tapestry, an online learning journal.

In Wreningham Primary online communication can also be utilised in school with Micro Librarian. With this application, children can post messages to other children within the Wreningham registered users group (we recognise pupils could access the internet and web based email).

Scope

This policy applies to all members of Wreningham School community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school technologies, both in and out of Wreningham School.

Communication

The policy will be communicated to staff/pupils/community in the following ways:

- The Policy is posted on the school website.
- New staff are signposted to the Online Safety Policy on the school website in the Staff Induction Schedule.
- All staff must read and sign the 'Staff Code of Conduct' before using any school technology resource. The 'Staff Code of Conduct' is provided to new staff in the Induction Schedule.
- Regular updates and training on online safety for all staff, including any revisions to the policy
- ICT Code of Conduct (previously referred to as an Acceptable Use Policy) discussed with staff and pupils (Think then Click) at the start of each year.
- ICT Code of Conduct to be issued to whole school community, on entry to the school.
-

Handling Concerns

- The school will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.

- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors

Review and Monitoring

The online safety policy is referenced within other school policies (e.g. Safeguarding and Child Protection policy, Anti-Bullying policy, Remote learning Policy).

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- There is widespread ownership of the policy and it has been agreed by staff and approved by Governors. All amendments to the school online safety policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This school:

- Provides children with a clear understanding of how to stay safe online. This covers a range of skills and behaviours appropriate to their age and experience
- Will remind pupils about their responsibilities through the pupil ICT Code of Conduct (Think then Click). This is done at the start of the Autumn term and then at least the start of each term.
- Ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright. This is consistent with GDPR.
- Ensures staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights
- The 'Parents' page of the school website provides links designed to sign post parents and children to the CEOPS 'Think u Know' Online safety website, as well as further useful online safety organisations to support parents with online safety and their children use of the internet and other electronic media.
- The 'Pupils' page of the school website provides links designed to sign post pupils to an age appropriate Think U Know activity to help teach online safety.

Staff and governor training

This school:

- makes regular up to date training available to staff on online safety issues and the school's online safety education program
- provides, as part of the induction process, all staff [including those on college placement and work experience] with information and guidance on the Online Safety Policy and the school's ICT Code of Conduct

Parent/Carer awareness and training

This school:

- provides information for parents/carers for online safety on the school website via the parents page, and through invitation to parents workshop in school delivered by online safety in education professional (latest event September 2022)

3. Incident management

In this school: there is strict monitoring and application of the online safety policy, including the ICT Code of Conduct

- support is actively sought from other agencies as needed (i.e. the local authority, [UK Safer Internet Centre helpline](#), [CEOP](#), Police, [Internet Watch Foundation](#)) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school
- parents/carers are specifically informed of online safety incidents involving children for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

4. Managing IT and Communication System

Internet Access, Security and Filtering

In school:

- we follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision

E-mail

In school

- Provides staff with an email account for their professional use, e.g. name@wreningham.norfolk.sch.uk and makes clear personal email should be through a separate account
- We use anonymous e-mail addresses for contacting the school e.g. head@, office@
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date

Pupils email:

- Pupils are taught about the online safety and ‘netiquette’ of using e-mail both in school and at home.
- Any email used within school by pupils will be within a closed learning platform, limiting communication within the class only as part of the lesson.

Staff email:

- Staff will use LA or school provisioned e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data unless it is protected with secure encryption (sending emails between head@,office@) is secure). ‘Protect-level’ data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.

School Website

- The school web site complies with statutory DfE requirements
- 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;
- Photographs of pupils published on the web do not have full names attached. We do not use pupils’ names when saving images in the file names or in the tags when publishing to the school website.

Social Networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for pupil use on a personal basis or to open up their own spaces to their pupils, but to use the schools' preferred system for such communications.
- The use of any school approved social networking will adhere to ICT Code of Conduct

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Children are required to sign and follow our [age appropriate] pupil ICT Code of Conduct

How will Cyberbullying be managed?

Cyberbullying is defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone” DCSF 2007.

- Children are required to sign and follow our [age appropriate] pupil ICT Code of Conduct
 - It is essential that pupils, Wreningham staff and parents/carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse.
 - Promoting a culture of confident users will support innovation and safety. CEOPS and Childnet have produced resources and guidance that will be used to give practical advice and guidance on cyberbullying.
 - Cyberbullying (along with all forms of bullying) will not be tolerated in school. All incidents of cyberbullying reported to the school will be recorded.
 - There are clear procedures in place to investigate incidents or allegations of bullying:
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
 - The school will take steps to identify bullying behaviour, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Sanctions for those involved in Cyberbullying may include: The perpetrator will be asked to remove any material deemed to be inappropriate or offensive. A service provider may be contacted to remove content. Internet access may be suspended at school for the user for a period of time. Parent/carers will be informed and the Police will be contacted if a criminal offence is suspected.

Parents/Carers:

- Parents/carers are reminded about social networking risks and protocols through our parental Acceptable Use agreement and additional communications materials when required.

5. Data Security

Management Information System access and data transfer

- Please use guidance from the [Information Commissioner's Office](#) to ensure that you comply with your responsibilities to information rights in school

6. Equipment and Digital Content

Bring Your Own Device Guidance for Staff and Pupils

- Please use guidance from [The Education Network \(NEN\) around Bring Your Own Device](#)
- Mobile phones will not be used. Parents and staff are informed of this in induction. This includes in the Early Years where guidance with regard mobile phones with cameras are not permitted in the Foundation stage.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Digital Images and Video

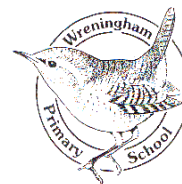
In school:

- We gain parental/carers permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually)
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs
- Staff sign the school's ICT Code of Conduct/AUP and this includes a clause on the use of personal mobile phones/personal equipment

Together Everyone Achieves More
Wreningham School is committed to Safeguarding
And promoting the Welfare of children



KS2 Pupils
Wreningham V.C. Primary school



Parent / carer name:.....

Pupil name:

Pupil's registration class:

As the parent or carer of the above pupil(s), I grant permission for my child to have access to use the Internet and other ICT facilities at school.

I know that my daughter or son has signed the form overleaf to confirm that they will keep to the school's rules for responsible ICT use, outlined in the ICT Code of Conduct/ Acceptable Use Policy ('Think then Click'). I also understand that my son/daughter will be informed if the rules have to be changed during the year. I know that the latest copy of the Online Safety Policy is available at <http://www.wreningham.norfolk.sch.uk/school-policypage.html> and that further advice about safe use of the Internet can be found at <https://www.thinkuknow.co.uk/>.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, employing appropriate teaching practice and teaching online safety skills to pupils.

I understand that the school can check my child's computer, and the websites they visit. I also know that the school may contact me if there are concerns about my son/daughter's online safety or online behaviour.

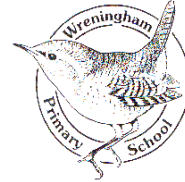
I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's online safety.

Parent/carers signature:.....

Date:.....

Together Everyone Achieves More

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And promoting the Welfare of children



Reception /KS1

Wreningham V.C. Primary school

Parent / carer name :

Pupil name:

Pupil's registration class:

As the parent or carer of the above pupil(s), I grant permission for my child to have access to use the Internet and other ICT facilities at school.

The school has adopted the 'Think Then Click' policy with regard children's use of computing and the internet (see over leaf). A copy of the Online Safety Policy is available at <http://www.wreningham.norfolk.sch.uk/school-policypage.html>.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but understand the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, employing appropriate teaching practice and teaching online safety skills to pupils.

I understand that the school can check my child's computer files, and the websites they visit. I also know that the school may contact me if there are concerns about my son/daughter's online safety or online behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's online safety.

Parent/carers signature:.....

Date:.....



Think then Click

Rules for Class 1 and 2 to help us stay safe on the Internet

We ask permission before using the Internet.

We can click on the buttons or links when we know what they do.

We can search the Internet when supervised by an adult.

We always ask if we get lost on the Internet.

We tell an adult if we see anything we are uncomfortable with or not sure about.

Rules for Class 3 and 4 to help us stay safe on the Internet

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We will only email if required as part of a required lesson.
- We send e-mails that are polite and friendly.
- We never tell anyone personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We never use Internet chat rooms or social media in school unless as part of a required lesson.

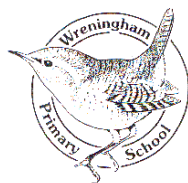
Pupil's Agreement I have read and I understand the school Online Safety Rules.

- I will use the computer, network, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Name:

Date:

ACCEPTABLE USE POLICY FOR ANY ADULT WORKING WITH LEARNERS



The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning (this includes a wide range of systems e.g., mobile phones, digital cameras, laptops and tablets).

I agree that I will:

- only use, move and share personal data securely.
- respect the school network security.
- implement the school's policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability, and validity of sources.
- respect the copyright and intellectual property rights of others.
- Only use the approved email system for any school business.
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public-facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, eBay etc.) with pupils
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named e-Safety officer.
- promote any supplied E-safety guidance appropriately.
- not install any hardware or software on any school owned device without the permission of the headteacher.

- **I know that anything I share online may be monitored.**
- **I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**
- **Mobile phones with cameras will not be used in school to take a photo of children.**

I agree that I will not:

- visit internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to:
 - inappropriate images
 - promoting discrimination of any kind
 - promoting violence or bullying
 - promoting racial or religious hatred
 - promoting illegal acts
 - breach any Local Authority/School policies, e.g., gambling
- do anything which exposes others to danger.
- post any other information which may be offensive to others.
- forward chain letters breach copyright law.
- use personal digital recording equipment including cameras, phones, or other devices for taking/transferring images of pupils or staff without permission.
- store images or other files off-site without permission from the head teacher or their delegated representative.

I will ensure that any private social networking sites, blogs, etc. that I create or actively contribute to, do not compromise my professional role.

I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure, and confidential. The only exceptions are when there is a safeguarding issue, or I am required by law to disclose such information to an appropriate authority.

I accept that my use of the school ICT facilities may be monitored, and the outcomes of the monitoring may be used.

SIGNED	
NAME IN BLOCK CAPITALS	
DATE	

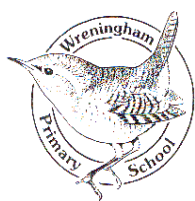
This checklist can be used to carry out a very simple audit of the online safety provision in your school.

It is recommended that a more thorough audit is carried out using the 360 Degree self-review online tool. It is freely available through this web link:

<http://swgfl.org.uk/products-services/esafety/services/360>

The responsible member of the Senior Leadership Team is: Mr R Jones	
The responsible member of the Governing Body is: Steve Kittle	
Has the school got an online safety Policy that allies with Norfolk guidance?	Y
When was the policy updated/reviewed? October 2022	
The school online safety policy was agreed by governors on:	
How is the policy made available for staff? : Copy in Staffroom and online on website	
How is the policy made available for parents/carers?: Available in 'Policies' page on school website	
Is a clear, progressive online safety education programme in place for all pupils? Online safety progression is taught through learning objectives relating to online safety within the Purple Mash Computing Scheme of Work. Within the scheme, there are additional opportunities to reference safe online practices within lessons that are not specifically noted as a learning objective of the lesson. Additional online safety is delivered through planned RSHE online safety teaching and start of term refresh of the SMART online safety approach.	Y
Are all pupils aware of the School's ICT Code of Conduct (Think then Click) /Acceptable Use Policy? KS2 pupils refresh and sign annually.	Y
Are online safety rules displayed in all rooms where technologies are used and expressed in a form that is accessible to all pupils?	Y
Has up to date online safety training been provided within the last year for staff? Staff Meeting from Norfolk Education Online Safety Professional – September 2022.	Y
Is there a clear procedure for a response to an incident of concern?	Y
Do all staff receive and sign an ICT Code of Conduct on appointment?	Y
Do parents/carers sign and return an agreement that their child will comply with the School ICT Code of Conduct/Acceptable Use Policy? – yearly refresh in parents evening week before autumn half-term.	Y
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	Y (Visitors as required)
Is Internet access provided by an Internet service provider which complies with DfE/NEN requirements?	Y
Have online safety materials from CEOP been obtained?	Y
Is personal data collected, stored and used according to the principles of GDPR?	Y
Where appropriate, have teaching and/or technical members of staff attended training on the school's filtering system?	N/A

Wreningham V.C. Primary School



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Headteacher: Mr R Jones M.A.

Monday 6 September, 2021

Photographs and Video Consent Form

Dear Parents,

This consent form is with regard photographs and video consent in school and is consistent with our Online Safety Policy. Photographs and videos will only be collected and stored with a documented lawful basis. They will be used where they are deemed essential for performing the public task of the school, for example for assessment purposes e.g. EYFS including learning new skills and feedback.

Where photographs are required for other purposes, these purposes will be documented and explicit consent sought. The retention period for photographs and videos is documented in the school's retention policy. At the end of the retention period photographs will either be destroyed, or may be retained for archiving purposes in the public interest.

We recognise that during the course of the school year there may be opportunities to publicise some of the activities your child is involved in e.g. class performances, Christmas plays, Sports Day, school excursions and residential trips. These activities may well involve filming or photographing the children. As a school we welcome these opportunities and hope that you do too. There may also be occasions when we arrange photography for our own purposes, such as displays and school brochures.

Before using any photographs of your child we need your permission. Please read the statements below, then sign and date the form where shown. At all times we are committed to the safeguarding of all the children in our school. Photographs that include an individual pupil will be published only if they comply with the school rules i.e. photographs will not clearly identify individuals in that only the first name will appear beside any photographs to be published: the full name will not be used.

We collect and use photographs for the following purposes (please tick the box to confirm you agree to the use of photographs for each purpose):

	Yes	No
For display in access-controlled areas of the school (such as corridors, classrooms).		
For display in public areas of the school (such as the school office, staffroom).		
For use in the school newsletter and other documents (such as the prospectus).		
For use on the school Website.		
School photographs can be provided to the media for publication or broadcast.		

If, at any time, you wish to withdraw consent, please ask the school office for a consent withdrawal form.

Parents' Photo Policy Statement

Where appropriate, we believe parents have the right to 'capture' memorable moments within their children's school lives in photographs and/or video. When parents attend events and performances within school, they should make every effort to only take photographs featuring their own children. Any photographs, video or recordings must be kept for your personal family use only. This means that they must not be:

- Shared on any social media website or platform.
- Shared with any third-party organization
- Broadcast or shown in public
- Used in published material

By signing and returning this form I confirm I have provided consent freely and I have read and understood the information including the Parents' Photo Policy Statement .

Parent's signature..... Date...../...../.....

Name of Child.....

THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE

THINK BEFORE YOU POST



Here are some top tips to help;

- Keep your device secure – do not share log-in information or passwords and check your settings and who can view your content
- Don't share your personal details like your name, date of birth, age, address or school and think about posting content with school logos or door number in the photo
- Think about who you are sending requests to and receiving them from – do you know them in real life? Only add people you know in real life.
- Think before you post – once the content is in a public space it can be shared with anyone
- Think about who you are talking to – people can trick you into trusting them and sharing your information
- Fake accounts – You may be asked to meet up with someone who is pretending to be someone else. Don't arrange to meet anybody you've only spoken to online.

If you need us

We have launched a new phone line and text message service for you to use. We hope you are feeling happy and safe at home, however if you're feeling unsafe or scared, then don't keep it to yourself. We're here to help you!

Text on: 07480 635060

Call on: 0344 800 8029

Norfolk Safeguarding Children Partnership (NSCP) is here to help keep children safe at home. The partnership includes Norfolk Constabulary, Norfolk County Council's Children's Services and Norfolk Children and Young People's Health Services.

You can also find more support and advice at:

norfolkscb.org | norfolk.police.uk | parentsprotect.co.uk | thinkuknow.co.uk |



Norfolk Safeguarding
Children Partnership

