

Swallowtails  
Online Safety  
Policy

SWALLOWTAILS



Registered In England and Wales

Approved by	Director
Initial Ratification	18/03/2025
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## **Introduction**

Swallowtails has outside, practical education at the heart of its philosophy and, as such, children's use of technology will be limited in its scope.

## **Aims**

Where technology is used Swallowtails aims to:

- have robust processes in place to ensure the online safety of everyone at Swallowtails
- have an effective approach to online safety, which allows us to protect and educate the Swallowtails community in its use of technology

## **Legislation and guidance**

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for organisations on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010.

## **Roles and responsibilities**

The Directors have overall responsibility for monitoring and reviewing this policy. In addition they will:

- Ensure that staff understand this policy, and that it is being implemented consistently

All staff should:

- Maintain an understanding of this policy
- Implement the policy consistently
- Adhere to the terms on acceptable use of Swallowtailss ICT systems and the internet
- Ensure that students follow the organisation's terms on acceptable use
- Ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensure that any incidents of cyber-bullying are dealt with appropriately in line with the organisation behaviour policy

Parents are expected to make sure their children have understood this policy.

## **Acceptable Use by Students**

When using Swallowtails ICT systems or accessing the internet students should not:

- Use them for a non-educational purpose
- Use them without a staff being present, or without a staff's permission
- Access any inappropriate websites
- Access social networking sites (unless my staff has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a staff

- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the organisation's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my staff or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If a student brings in a personal mobile phone or other personal electronic device into organisation they must:

- Only use it appropriately during lunch or agreed breaks

### **Acceptable Use by Staff**

When using Swallowtailss ICT systems and accessing the internet in organisation on a work device staff should not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the organisation's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software
- Share my password with others or log in to the organisation's network using someone else's details

### **Training**

All staff will be made aware of this policy as part of their induction process.