"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Online Safety Policy

"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Identify and support pupils who may be at greater risk of harm online
- Deliver an effective approach to online safety that empowers the whole school community
- Establish clear mechanisms to identify, intervene and escalate incidents where appropriate

Online safety is a key part of safeguarding and child protection. Safeguarding is everyone's responsibility, and all staff must remain vigilant and act immediately if they have concerns.

The school recognises that no filtering system can be completely effective; therefore, staff vigilance, careful curriculum planning and restricted searching are essential to keeping pupils safe online.

The 4 Key Categories of Risk

Our approach is based on:

- **Content** – exposure to harmful material (e.g. pornography, extremism)
- **Contact** – harmful interaction with others
- **Conduct** – inappropriate behaviour online
- **Commerce** – scams, phishing and financial exploitation

2. Legislation and Guidance

This policy is based on:

- Keeping Children Safe in Education (KCSIE)
- Teaching Online Safety in Schools (DfE)
- Behaviour and Anti-Bullying guidance
- RSE and Health Education guidance
- Searching, Screening and Confiscation
- Working Together to Safeguard Children

3. Roles and Responsibilities

3.1 Governing Body

The governing body will:

- Ensure filtering and monitoring systems are effective and reviewed
- Ensure staff training is up to date
- Monitor online safety through DSL reports
- Ensure DfE filtering and monitoring standards are met

3.2 Headteacher

Responsible for consistent implementation of this policy.

3.3 Designated Safeguarding Lead (DSL)

The DSL will:

- Lead on online safety
- Manage incidents and recording (CPOMS)
- Deliver staff training
- Liaise with external agencies
- Review safeguarding risks regularly

3.4 ICT Manager

Responsible for:

- Maintaining filtering and monitoring systems
- Blocking harmful content
- Supporting incident response

3.5 All Staff and Volunteers

All staff must:

- Follow safeguarding procedures at all times
- Maintain vigilance
- Report concerns or system failures immediately
- Ensure pupils follow acceptable use expectations

3.6 Parents/Carers

Expected to:

- Support safe online behaviour
- Report concerns
- Reinforce safety at home

3.7 Visitors

Must follow this policy when using school systems.

4. Educating Pupils About Online Safety

Pupils are taught through:

- PSHE
- Computing
- Relationships Education

They learn about:

- Staying safe online
- Respectful behaviour
- Recognising risks
- Reporting concerns

5. Educating Parents/Carers

The school supports parents through:

- Communication and guidance
- Workshops and information sharing

6. Cyber-Bullying

Definition

Intentional harm carried out online.

Response

- Managed through behaviour and safeguarding procedures
- Recorded and escalated where necessary

7. Use of Artificial Intelligence (AI)

- Must not be used to harm others
- Staff must not input sensitive data
- Pupil use must be supervised
- Misuse will be managed appropriately

8. Acceptable Use

All users must:

- Use systems for educational purposes
- Follow acceptable use agreements
- Understand that usage is monitored

Filtering systems are in place but are not foolproof.

8A. Safe Searching and Use of the Internet (NEW SECTION)

The school recognises that, despite robust filtering and monitoring systems, it is not possible to block all harmful or inappropriate online content at all times.

Inappropriate material may occasionally appear unexpectedly, including through pop-up advertisements or embedded content. These risks are managed through vigilant supervision, strong systems and clear procedures.

Staff Responsibilities – Safe Use of Search

To minimise risk:

- **Pupils must not freely search the internet.**
  All internet use must be **planned, structured and supervised**.
- **Staff must pre-select and check all websites in advance of lessons.**
  Only **trusted and appropriate websites** should be used.
- **Open internet searching (e.g. Google searches) must not be used by pupils**, unless it is:
  - Carefully planned
  - Closely supervised
- **Staff must not carry out unrestricted internet searches while connected to classroom display boards or screens.**

Responding to Inappropriate Content

If inappropriate material appears:

- Close or minimise it immediately

- Report to the DSL and/or ICT support without delay
- Ensure the content/site is blocked and reviewed
- Record incidents in line with safeguarding procedures (CPOMS), where appropriate

Safeguarding Approach

The school uses a **layered approach to online safety**, including:

- Filtering and monitoring systems
- Safe curriculum design
- Staff supervision and vigilance
- Clear reporting systems
- Ongoing staff training

The school recognises that:

- The internet is constantly changing
- Some harmful content may bypass filters temporarily
- Swift reporting is essential to protect all users

9. Mobile Devices

Pupils are not permitted to use mobile devices in school unless authorised.

10. Staff Use of Devices

Staff must:

- Keep devices secure
- Use them appropriately
- Report concerns immediately

11. Responding to Misuse

The school will:

- Act quickly and proportionately
- Follow safeguarding procedures
- Involve external agencies where necessary

12. Training

- Annual safeguarding and online safety training for all staff
- Regular updates and briefings
- DSL and governor training

13. Monitoring and Review

- Incidents recorded and analysed
- Trends reviewed by DSL and SLT
- Annual policy review

14. Links to Other Policies

- Safeguarding Policy

- Behaviour Policy
- Data Protection Policy
- Acceptable Use Policy

Safeguarding Statement

Pattishall CE Primary School is committed to safeguarding and promoting the welfare of children.
All staff and volunteers share this responsibility and will always act in the best interests of the child.