



POLICY – ONLINE SAFETY

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Author:	R CHAMBERS	Committee responsible for Review:	Learning & Achievement
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Office use only:

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Pupil Admissions booklet:
- Positive Behaviour and anti-bullying policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- IT and internet acceptable use policy

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1. Aims

At St Paul's we aim to:

Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.

Identify and support groups of pupils that are potentially at greater risk of harm online than others.

Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')

Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

Teaching online safety in schools

Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

Relationships and sex education

Searching, screening and confiscation



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It also refers to the DfE'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](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The Governing Board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The governing board will also make sure all staff receive regular online safety updates (via email / staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The governing body must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring standards;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

The governor who oversees online safety is **Mrs Roseline Fernandes**

All governors will:

Ensure that they have read and understand this policy

Agree and adhere to the terms on acceptable use of the school's IT systems and the internet (Appendix 3)

Ensure that online safety is a running and interrelated theme while devising and implementing their whole school approach to safeguarding and related policies and/or procedures

Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with SEND because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.

3.2 The Headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The Designated Safeguarding Lead

Details of the school's DSL and deputies are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher and governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Working with the IT manager to make sure the appropriate systems and processes are in place
- Working with the headteacher, IT manager and other staff, as necessary, to address any online safety issues or incidents



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- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged and dealt with appropriately.
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

This list is not intended to be exhaustive.

3.4 The IT manager/technician

The IT manager is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's IT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's IT systems on a regular basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's IT systems and the internet (Appendix 3), and ensuring that pupils follow the school's terms on acceptable use (Appendices 1 and 2)
- Knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by:
 - (If they relate to a child) - recording them on CPOMs and alerting the Headteacher and DSL
 - Reporting concerns / requests you have that haven't directly impacted a child to the IT Technician or DSL
- Following the correct procedures by checking content carefully in advance and ensuring that devices are locked when unattended, if they need to bypass the filtering and monitoring systems for educational purposes
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents/ carers

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's IT systems and internet (Appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

What are the issues? – [UK Safer Internet Centre](#)



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Hot topics – [Childnet International](#)

Parent resource sheet – [Childnet International](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's IT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (Appendix 3).

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

The text below is taken from the [National Curriculum computing programmes of study](#).

It is also taken from the [guidance on relationships education, relationships and sex education \(RSE\) and health education](#).

All schools have to teach:

[Relationships education and health education](#) in primary schools

In Key Stage 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage 2 will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the end of primary school, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website.

This policy will be shared with parents.

Online safety will also be covered during parents' evenings.

The school will let parents / carers know:

- What systems the school uses to filter and monitor online use

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites.



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Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes RHE and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained to ensure the privacy of the victim.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher, can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher or DSL

- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL / headteacher, to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.



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7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's IT systems and the internet (Appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

The school system is 'firewall' protected so that inappropriate material cannot be accessed by pupils or staff. Filtering is provided by RM SafetyNet. Websites are filtered in line with the DfE's statutory list and West Berkshire LA's recommendations. The school also has the option of adding to this list to suit our own requirements / in response to concerns. The IT technician does this in consultation with the headteacher / DSL / computing subject leader. Filters are tested at least annually.

Pupils are not to be left unattended with access to the internet and staff physically monitor whilst children are accessing the internet. The IT technician is also able to access logs to monitor activity across the school. Staff are able to log in to bypass the filtering when they are required to access materials that would otherwise be blocked (eg educational You Tube videos). When they do this, they should logout as soon as possible and ensure that their device is left locked whilst the filtering is bypassed.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

8. Pupils using mobile devices in school

Only Year 6 Pupils may bring mobile devices into school, but they must hand them in to a member of staff at the gate on arrival, and collect them from there at the end of the day. If a child is attending ASC, their phone will be passed to ASC staff to give to them when they leave. If a child goes to a club other than ASC (eg drama), they will collect their phone from the school office when they leave.

Devices are stored securely by school staff until the end of the school day.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device is locked if left inactive for a period of time
- Not sharing the device among family or friends

- Installing anti-virus and anti-spyware software
- Ensuring that any USB devices containing data related to the school are encrypted

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in Appendix 3.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from relevant role of individual, e.g. the IT manager

10. How the school will respond to issues of misuse

Where a pupil misuses the school's IT systems or internet, we will follow the procedures set out in our behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's IT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures/staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, staff meetings and INSET days).

By way of this training, all staff will be made aware that:



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- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography, to those who don't want to receive such content
 - Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse
- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. All incidents will be reported on CPOMs if a child is involved or affected, or in our filtering monitoring spreadsheet.

This policy will be reviewed every year. At every review, the policy will be shared with the governing board.

APPENDIX 1: (SCHOOL ADMISSION PACK)

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS IN EYFS AND KS1

Name of pupil:	
When I use the school's IT systems (like computers/IPads) and get onto the internet in school I will: Ask a teacher or adult if I can do so before using them Only use websites that a teacher or adult has told me or allowed me to use Tell my teacher immediately if: I click on a website by mistake I receive messages from people I don't know I find anything that may upset or harm me or my friends Use school computers for school work only Be kind to others and not upset or be rude to them Look after the school IT equipment and tell a teacher straight away if something is broken or not working properly Only use the username and password I have been given Try my hardest to remember my username and password Never share my password with anyone, including my friends. Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer Save my work on the school network Check with my teacher before I print anything Log off or shut down a computer when I have finished using it I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's IT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	Date:



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APPENDIX 2: (FOR TRANSITION INTO YEAR 3)

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS OF CHILDREN IN KS2

Name of pupil:	
<p>I will read and follow the rules in the acceptable use agreement policy When I use the school's IT systems (like computers) and get onto the internet in school I will: Always use the school's IT systems and the internet responsibly and for educational purposes only Only use them when a teacher is present, or with a teacher's permission Keep my username and passwords safe and not share these with others Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others Always log off or shut down a computer when I'm finished working on it</p> <p>I will not: Access any inappropriate websites including: social networking sites, email accounts, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity Use any inappropriate language when communicating online, Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate Log in to the school's network using someone else's details Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision Use any kind of external storage device without permission from a teacher.</p> <p>If I bring a personal mobile phone or other personal electronic device into school, I will hand it in at the school gate in the morning and collect it there at the end of the day. I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.</p>	
Signed (pupil):	Date:
Parent/carer's agreement: I agree that my child can use the school's IT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's IT systems and internet, and for bringing mobile phones to and will make sure my child understands these.	
Signed (parent/carer):	Date:

APPENDIX 3:

ACCEPTABLE USE OF THE SCHOOL'S IT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS

Name of staff member/governor/volunteers	
When using the school's IT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: <ul style="list-style-type: none">• Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)• Use them in any way which could harm the school'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, or connect unauthorised hardware or devices to the school's network• Share my password with others or log in to the school's network using someone else's details• Take photographs of pupils without checking with teachers first• Share confidential information about the school, its pupils or staff, or other members of the community• Access, modify or share data I'm not authorised to access, modify or share• Promote private businesses, unless that business is directly related to the school	
<p>I will only use the school's IT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.</p> <p>I agree that the school will monitor the websites I visit and my use of the school's IT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.</p> <p>I will let the designated safeguarding lead (DSL) and IT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.</p> <p>I will always use the school's IT systems and internet responsibly, and ensure that pupils in my care do so too.</p> <p>If I log in to bypass the filtering systems for educational purposes, I will ensure that my device is left locked when unattended.</p>	
Signed (staff member/governor/volunteer):	Date: