



St Leonard's

C of E Primary School

Online Safety Policy

This policy was written in:	September 2025
To be reviewed:	September 2028
By:	Kay Proctor & Sally Walsh

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

Introduction

The Headteacher and Governors at St Leonard's Primary School recognise the importance of online learning and the significant benefits presented to pupils, staff and parents by the emerging technologies used at home, at school and in the workplace.

There are however, also significant risks in the use of these technologies and this policy aims to reduce these risks by:

- Ensuring that all with responsibilities in the area of online safety clearly understand their roles and duties.
- Explaining the School's approach to online safety.
- Providing a framework for the handling of online safety incidents.

This policy applies to all members of the school family (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Supporting documents and websites to be read in conjunction with this policy:

<https://saferinternet.org.uk/>

<https://www.childnet.com/parents-and-carers/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Roles and responsibilities

Head teacher and Senior Leadership Team

The head teacher has a duty of care for ensuring the safety (including online safety) of members of the school community. However, the day to day responsibility for online safety will be delegated to the Computing subject leader and Designated Safeguarding Leads.

The head teacher and Senior Leadership Team:

- Are aware of the procedures to be followed in the event of a serious online safety allegation being made against another child or member of staff.
- Are responsible for ensuring that the Online Safety Lead and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues.
- Will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role.

Computing Subject Leader

The computing subject leader will:

- Take day to day responsibility for online safety issues.
- Ensure that all staff are aware of the procedures to take if an online safety incident occurs.
- Provide training and advice for staff.
- Keep a log of online safety incidents and report these regularly to the senior leadership team.
- Liaise with school technician.

Computing Technician

The computing technician is responsible for ensuring:

- The school's technical infrastructure is secure and not open to misuse or malicious attack. (BTLS)
- That the school meets required online safety technical requirements and any Local Authority/HAD safety policy/guidance that may apply.
- That users may only access the networks and devices through a password protected policy.
- Filtering is applied and updated on a regular basis. Netsweeper filtering system is used and monitored regularly.
- That the use of the networks/internet/digital technologies and emails are regularly monitored in order that any misuse/attempted misuse can be reported to the headteacher for investigation.
- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- That monitoring software/systems are implemented and updated as appropriate.
- Ensure children cannot access terrorist and extremist material when using the internet and that suitable filtering software and supervision is in place.

Teaching and Support Staff

All teachers and teaching assistants are responsible for ensuring that:

- They have an up-to-date awareness of online safety matters and of the current school online safety policy and practices.
- They have read, understood, and accept the staff acceptable use policy (AUP).
- They report any suspected misuse or problem to the Headteacher/Senior Leadership Team/Online Safety Lead for investigation.
- All digital communications with students/parents/carers should be on a professional level and only carried out using official school systems.
- Online safety issues are embedded in all aspects of the curriculum and other activities.
- Monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.

Children

- Children understand and follow the Online Safety rules.
- Children have a good understanding of research skills.
- In lessons where internet use is pre-planned, children will be guided to sites checked as suitable (QR codes) for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school.

Designated Safeguarding Lead (DSL)

Our school DSL is Kay Proctor (Headteacher) and the Deputy DSLs are Sally Walsh (Deputy Headteacher) and Joanne Waring (Assistant Headteacher).

DSLs are responsible for ensuring the schools filtering and monitoring system is in place. The school uses Netsweeper. Filtering and monitoring reports are generated regularly and these are checked and monitored. Any issues arising are addressed and dealt with in a timely manner. Parents will be informed if necessary.

The DSL training includes online safety issues and awareness of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- online-bullying

Parents/Carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, social media and information about national/local online safety campaigns/literature.

Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and on-line student records
- their children's personal devices

Teaching and learning

Whilst regulation and technical support are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the schools online safety provision. Children need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum is provided as part of Computing and PSHE lessons and is regularly revisited.
- Key online safety messages are reinforced as part of Collective Worship and pastoral/nurture activities.
- All pupils will take part in an annual online safety day where these key messages are explicitly taught. The children will contribute to a display which communicates these messages.
- Pupils are taught in all lessons to be critically aware of the content they access online.

Use of digital images

Written permission has been obtained from all parents and carers for photos of children to be published on the school website and in local press. These pictures are only taken on a school device and are deleted once uploaded to the secure network. Pupil's personal details will not be published alongside their photos. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

This policy links to the following policies:

Behaviour Policy

Anti-Bullying Policy

Data Protection Policy

Safeguarding Policy