





- Keeping up to date with current research, legislation, and online trends.
- Coordinating the school's participation in local and national online safety events, e.g., Safer Internet Day.
- Establishing, promoting, and maintaining a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff.
- Monitoring online safety incidents to identify trends and any gaps in the school's provision and using this data to update the school's procedures.
- Reporting to the governing board about online safety.

The Central IT team are responsible for:

- Ensuring that firewall, switches, and infrastructure are secure.
- Ensuring that regular updates are installed to servers and infrastructure.
- Managing the firewall filtering rules
- The management and updating of mobile devices such as tablets.
- Set up and maintenance of printers (this may not include copier printers as these may be covered within an existing third-party contract with the copier company)
- Deployment of software purchased via the Trust contract such as Microsoft, Safeguarding
- Installation of devices (remote and onsite support, dependent on device)

All staff members (including volunteers, students, and Governors) are responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
- Modelling good online behaviours.
- Maintaining a professional level of conduct in their personal use of technology.
- Having an awareness of online safety issues.
- Ensuring they are familiar with, and understand, the indicators that pupils may be unsafe online.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum.
- Attend all mandatory online safety training, to include Cyber Security

---

All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues affecting young people, particularly owing to the rise of social media and the increased prevalence of children using the internet.

The DSL (or other designated person) has overall responsibility for the school's approach to online safety, with support from deputies and the headteacher where appropriate, and will ensure that there are strong processes in place to manage any concerns about pupils' safety online.

The importance of online safety is integrated across all school operations in the following ways:

- Staff receive regular training.

- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible.
- Threatening or bullying emails sent

- The pupil does not want to admit to talking to someone they met on the internet for fear of judgement, feeling embarrassed, or a lack of understanding from their peers or adults in their life.
- The pupil may have been manipulated into feeling a sense of dependency on their groomer due to the groomer's attempts to isolate them from friends and family.
-

---

Staff will be aware that online activity both in and outside of school can have a substantial impact on a









- Child sexual abuse, including grooming
- Exposure to radicalising content
- Sharing of indecent imagery of pupils, e.g., sexting
- Cyberbullying
- Exposure to age-inappropriate content, e.g., pornography
- Exposure to harmful content, e.g., content that encourages self-destructive behaviour.

Parents will be informed of the ways in which they can prevent their child from accessing harmful content at home, e.g., by implementing parental controls to block age-inappropriate content.

---

Pupils, staff, and other members of the school community are only granted access to the school's internet



---

---

Access to social networking sites is blocked to all children and is available to staff as per the local schools' policy/arrangements. Staff members are advised that their conduct on social media can have an impact on their role and reputation within the school.

Schools are encouraged to ensure that staff receive annual training on how to use social media safely and responsibly. Staff are not permitted to communicate with pupils or parents over social networking sites and are reminded to alter their privacy settings to ensure pupils and parents are not able to contact them on social media.

Where staff have an existing personal relationship with a parent or pupil, and thus are connected with them on social media, e.g. they are friends with a parent at the school, they will disclose this to the DSL and headteacher and will ensure that their social media conduct relating to that parent is appropriate for their position in the school.

Pupils are taught how to use social media safely and responsibly through the online safety curriculum.