



Southdown Primary School



Online Safety Policy 2026

Chair of Governors: 	Headteacher: 
Ratified on: 29 th April 2026	Review by: Summer 2029

Southdown Primary School

Online Safety Policy

Scope of the Policy

This Online Safety Policy outlines the commitment of Southdown Primary School to safeguard members of our school community online in accordance with statutory guidance and best practice.

This policy applies to all members of the school (including staff, students / pupils, 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

Southdown Primary 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.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

Roles and Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

Headteacher and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is held by the Designated Safeguarding Lead, as defined in Keeping Children Safe in Education.
- The Headteacher, Deputy Headteacher and the Senior Leadership Team (SLT) should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher, Deputy Headteacher and SLT are responsible for ensuring that all staff carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.
- The Headteacher 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.
- The Headteacher, Deputy Headteacher and SLT will work with the Digital Lead and IT service providers in all aspects of filtering and monitoring.

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. This will mainly be through the Headteacher's Report to Governors and School Strategy, Curriculum and Safeguarding meetings. The governing body will also support the school in encouraging parents/carers and the wider community to become engaged in online safety activities.

Designated Safeguarding Person (DSP)

The DSP will:

- Hold the lead responsibility for online safety, within their safeguarding role.
- Receive relevant and regularly updated training in online safety to enable them to understand the risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online.
- Report regularly to governors to discuss current issues, review (anonymised) incidents and filtering and monitoring logs and ensuring that annual filtering and monitoring checks are carried out.
- Be responsible for receiving reports of online safety incidents and handling them, and deciding whether to make a referral by liaising with relevant agencies, ensuring that all incidents are recorded.
- Liaise with staff and IT providers on matters of safety and safeguarding and welfare (including online and digital safety).

Online Safety Officer/ Lead

The Online Safety Lead will:

- Work closely with the Designated Safeguarding Lead (DSP).
- Receive reports of online safety issues, being aware of the potential for serious child protection concerns and ensure that these are logged to inform future online safety developments.
- Have a leading role in establishing and reviewing the school online safety policies/documents.
- Promote an awareness of and commitment to online safety education / awareness raising across the school and beyond.
- Liaise with curriculum leaders to ensure that the online safety curriculum is planned, mapped, embedded and evaluated.
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place and the need to immediately report those incidents.
- Provide (or identify sources of) training and advice for staff/governors/parents/carers/learners.
- Liaise with school/ local authority/ external provider technical staff, pastoral staff and support staff.
- Receive regularly updated training to allow them to understand how digital technologies are used and are developing with regard to the areas defined in Keeping Children Safe in Education:
 - content
 - contact
 - conduct
 - commerce

Local Authority Technical Staff

Local Authority technical support is responsible for ensuring:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the meets required online safety technical requirements and any Local Authority Online Safety Policy/ Guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
- 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.

Curriculum Leads

Curriculum Leads will work with the Online Safety Officer/Digital Lead to develop a planned and coordinated online safety education programme e.g. Project EVOLVE .

This will be provided through:

- A discrete programme.
- Health & Wellbeing and RSE programmes.
- A mapped cross-curricular programme.
- Assemblies and pastoral programmes
- Through relevant national initiatives and opportunities e.g. Safer Internet Day and Anti-bullying week.

All staff

School staff are responsible for ensuring that:

- They have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices.
- They understand that online safety is a core part of safeguarding.
- They have read, understood, and signed the staff acceptable use agreement (AUA).
- They follow all relevant guidance and legislation including, Keeping Children Safe in Education and UK GDPR regulations.
- All digital communications with learners, parents and carers, should be on a professional level and only carried out if using official school systems and devices.
- They immediately report any suspected misuse or problem to the Online Safety Officer/ Digital Lead or the Designated Safeguarding Person for investigation/action, in line with the school safeguarding procedures.
- Online safety issues are embedded in all aspects of the curriculum and other activities.
- Ensure learners understand and follow the Online Safety Policy and Acceptable Use Agreements, have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They supervise and monitor the use of digital technologies such as Chromebooks and iPads in lessons and other school activities and implement current policies regarding these devices.
- In lessons where internet use is pre-planned, learners are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches (Smoothwall).
- Where lessons take place using live-streaming or video-conferencing, there is regard to national safeguarding guidance and local safeguarding policies.
- Have a tolerant approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc.
- They model safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media.
- They have a basic understanding of cybersecurity and adhere to the school's Cyber Response Plan.
- They have a general understanding of how the learners in their care use digital technologies outside of school, in order to be aware of online safety issues that may develop from the use of these technologies.
- They are aware of the benefits and risks of the use of AI services in school, being transparent about how they use these services. AI should assist, not replace, human decision making. Staff must ensure that final judgements, particularly those affecting people, are made by humans, fact-checked and critically evaluated.
- Where staff use AI, they should only use school approved AI platforms for work purposes which have been evaluated to comply with organisational security and oversight requirements.

Learners

- Are responsible for using the school digital technology systems in accordance with the learner Acceptable Use Agreement and Online Safety Policy.
- Should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Should know what to do if they or someone they know feels vulnerable when using online technology.
- 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, if related to their membership of the school.
- Should avoid plagiarism and uphold copyright laws.
- Should be aware of the benefits and challenges of using AI for when they are legally allowed to use it.

Parents and Carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way.

The school will take every opportunity to help parents and carers understand these issues through:

- Publishing the school Online Safety Policy on the school website.
- Providing them with a copy of the learners' Acceptable Use Agreement which the school will require to be signed and returned to acknowledge the agreement.
- Publish information about appropriate use of social media relating to posts concerning the school.
- Seeking their permissions concerning digital images on various school platforms.

Parents and carers will be encouraged to support the school in:

- Reinforcing the online safety messages provided to learners in school.
- The safe and responsible use of their children's personal devices in the school.
- Monitor their child's online usage at home to ensure they are remaining safe and respectful.
- That they are only accessing digital platforms that are age appropriate.
- Encouraging screen free time to ensure the well-being of their children.

Technical Equipment

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities.

The LA will also have their own lines of responsibility for ensuring the firewall and security elements are kept up to date and ensure pupils are safe when searching online.

Mental Health and Emotional Wellbeing Impact Statement

Southdown Primary School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been quality impact assessed and we believe that it is line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote quality at Southdown Primary School.