

WHITEHILLS PRIMARY SCHOOL

“...putting children first....”



Online Safety Policy

School Name	Whitehills Primary School
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Contents

Background to this policy.....	3
Rationale.....	3
The online safety curriculum.....	6
Continued professional development.....	6
Monitoring and averting online safety incidents.....	7
Responding to online safety incidents.....	8
Appendix 1: Northamptonshire Safeguarding Partnership Board Procedure.....	9

Background to this policy

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school in relation to online safety, including:

- The policies and practice embedded in Whitehills Primary School and followed by the whole school community
- The infrastructure and how it is set up to keep pupils safe online, including filtering, monitoring, and preventing and responding to online safety incidents
- A progressive, relevant age-appropriate online safety curriculum for all pupils which (as a minimum) meets the requirements of the National Curriculum for Computing and the statutory Relationships and Health Education

Online safety in schools is primarily a safeguarding concern and not a technology one. Therefore, this policy should be viewed alongside other Safeguarding policies and approaches including, but not limited to:

- **Safeguarding and Child Protection**
- **Teaching and Learning Policy**
- **Data Protection**
- **Anti-Bullying Policy**
- **School Complaints Procedure**
- **Whistle Blowing Policy**
- **Acceptable use policy staff and pupils**
- **Mobile Phone Policy**
- **Artificial Intelligence Policy**

This policy must be read alongside the staff and pupil Acceptable Use Policies attached as appendices. These AUPs outline the expectations and sanctions which apply to staff and pupil use of technology.

The development of our online safety policy involved:

- **The Headteacher**
- **The Designated Safeguarding Lead**
- **The Computing Subject Leader**
- **Cambridgeshire Local Authority Advisor (The ICT Service)**
- **The governor responsible for Safeguarding**

Rationale

At Whitehills Primary School we believe that the use of technology in schools brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively.

The use of these exciting and innovative technology tools in school and at home has been shown to support learning and promote pupil achievement. Yet at the same time, we recognise that the misuse of technology can put users of technology at risk within and outside the school.

The risks they may face can broadly be categorised into the 4 C's; **Contact, Content, Conduct, and Commerce** (Keeping Children Safe in Education 2022) and may include:

- Access to harmful, illegal or otherwise unsuitable content including gaming, gambling sites, sexually explicit material and websites with extremist ideologies and images
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet, including the sharing of Self-Generated Indecent Images
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others
- Cyber-bullying
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading or streaming of music or video files
- Phishing or financial scams
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. Online safety issues can also affect adults who work or are associated with the school and this will be referenced in more detail later in this policy.

Technologies regularly used by pupils and staff include:

Staff:

- **Staff laptops / iPads / desktops - staff devices can also be used at home in accordance with the staff Acceptable Use Policy, particularly with regard to GDPR.**
- **Staff / some staff have access to school systems beyond the school building (e.g. MIS systems and Google Drive).**
- **School mobile phone and other peripherals such as visualisers and Interactive Whiteboards**
- **Staff level network access**
- **Whole school filtered access to the internet (SurfProtect)**
- **Third-party applications integrated with school accounts (e.g ClassDojo, Boomreader, TTRS, Doodle English/Maths/Spell, Busythings, Numbots).**
- **TeachMate**
- **Chat GPT**

Pupils:

- **Curriculum laptops / iPads including filtered access to the Internet and pupil level access to areas of the school network**
- **iPad cameras and peripherals including programming resources (e.g. Scratch & Scratch Junior, crumble)**

- **Third-party applications integrated with school accounts (e.g ClassDojo, Boomreader, TTRS, Doodle English/Maths/Spell, Busythings, Numbots).**

The online safety curriculum

When using online technologies, it is essential that children understand how to behave in a safe and responsible manner and also how to react when faced with inappropriate content or situations which make them feel uncomfortable. The need for a progressive, age appropriate online safety curriculum is clearly documented in the [National Curriculum for Computing \(England\)](#) and the statutory [Relationship and Health Education](#).

At Whitehills Primary School we believe that a comprehensive programme of online safety education is vital for developing our pupils' ability to use technologies safely.

Our online safety curriculum is based on the materials from [The National Online Safety](#), [UK Safer Internet Centre](#), [Teach Computing](#) and JIGSAW PSHE, with reference to UKCIS's [Education for a Connected World](#).

This is achieved using a combination of:

- **Discrete lessons and embedded activities drawn from a selection of age appropriate materials and is linked to demonstrating safe practice online.**
- **Key online safety messages are delivered and reinforced through whole school assemblies or key stage appropriate assemblies and discrete lessons followed by focused activities.**
- **Focus events to raise the profile of online safety for our pupils and school community (e.g. Whole school assemblies and year group activities focused on the annual event of Safer Internet Day)**
- **A flexible curriculum which is able to respond to new challenges as they arise.**

Continued professional development

In accordance with KCSiE guidance, staff at Whitehills Primary School receive safeguarding and child protection training at induction. This training covers online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring. Safeguarding, child protection and online safety training is regularly updated during staff meetings and through updates from the school's online safety and Designated Safeguarding Leads, as well as training from external providers where appropriate.

Whitehills Primary School will identify a member of the senior leadership team and a governor, to be responsible for ensuring the DfE filtering and monitoring standards are met. These identified individuals will receive more in-depth online safety training to support them in keeping up to date and reviewing the school's approach, policies and practice.

New staff receive information on the school's acceptable use policy as part of their induction, including advice on Protecting their Professional Reputation Online.

All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know what to do in the event of misuse of technology by any member of the school community.

Monitoring and averting online safety incidents

The school keeps children safe when using online technologies through a combination of online safety education, filtering and monitoring children's online activity and reporting incidents, including following Safeguarding procedures where appropriate.

The school's technology infrastructure is designed to minimise the risks associated with adult and pupil use of technology. Safeguards built into the school's infrastructure include:

- **Managed firewalling running Unified threat management (UTM) that provides restrictions on download of software, apps and file types from known compromised sites.**
- **Enhanced web filtering provided by SurfProtect.**
- **Antivirus package provided by SurfProtect Quantum+ Primary**

Staff also monitor pupils' use of technology and, specifically, their activity online. This is achieved through a combination of:

- **Appropriate levels of supervision when pupils are using online technologies**
- **Auto-generated alerts which flag up activity in specific safeguarding categories which may raise child protection concerns**
- **Use of additional reporting tools to monitor and investigate pupil use of the internet and school provided devices**
- **Alerts generated by SurfProtect are reviewed by the Headteacher as appropriate, and weekly checks are undertaken.**

Staff use of the schools' internet can also be monitored and investigated where needed.

A system of staff and pupil passwords is in place to enable appropriate access to the school network.

- All members of staff have individual, password protected logins to the school network / cloud service / MIS systems.
- All pupils have individual, password protected logins to the school network.
- Supply teachers to the school can access part of the school systems using a supply teacher visitor login and password.
- The wireless network is encrypted to the standards advised by the Local Authority and the wireless key is kept securely by the school office.
- School staff and pupils are not permitted to use personal devices within school.

Whilst we recognise that it is impossible to totally eliminate the risks associated with the use of technology, these safeguards are in place to help minimise these risks to an acceptable level.

Responding to online safety incidents

It is important that all members of staff – teaching and non-teaching – are aware of how to respond if an online safety incident occurs or they suspect a child is at risk through their use of technology.

- Staff responses to online safety incidents must be consistent with responses to other incidents in school, recording on MyConcern. This may mean that serious actions have to be taken in some circumstances.

If an online safety incident occurs, Whitehills Primary School will follow its agreed procedures for responding, including internal sanctions and involvement of parents (this may include the deactivation of accounts, restricted access to systems as per the school's Acceptable Use Policy or reporting incidents to the police and other authorities – see appendix 1: Northamptonshire Safeguarding Partnership Board Procedure).

In addition, 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 site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online safety incidents which may take place outside of the school but has an impact within the school community.

- With this in mind, the headteacher may decide to apply the sanctions and / or procedures in the relevant AUP to incidents which occur outside of schools if s/he deems it appropriate.

The Education Act 2011 gives school staff the powers, in some circumstances, to search personal digital devices and decide whether or not to delete data or files if the person thinks there is good reason to do so.

However, there is a risk that this could conflict with guidance about dealing with incidents where a child may be at risk and it may be inadvisable to delete, save or share content. The school will always seek to resolve areas of concern in line with safeguarding procedures, and with parents where appropriate, before taking any further action.

[NB: In Whitehills Primary School, the likelihood of these types of instances occurring are already reduced as we don't allow pupils to use personal devices in school.]

Appendix 1:

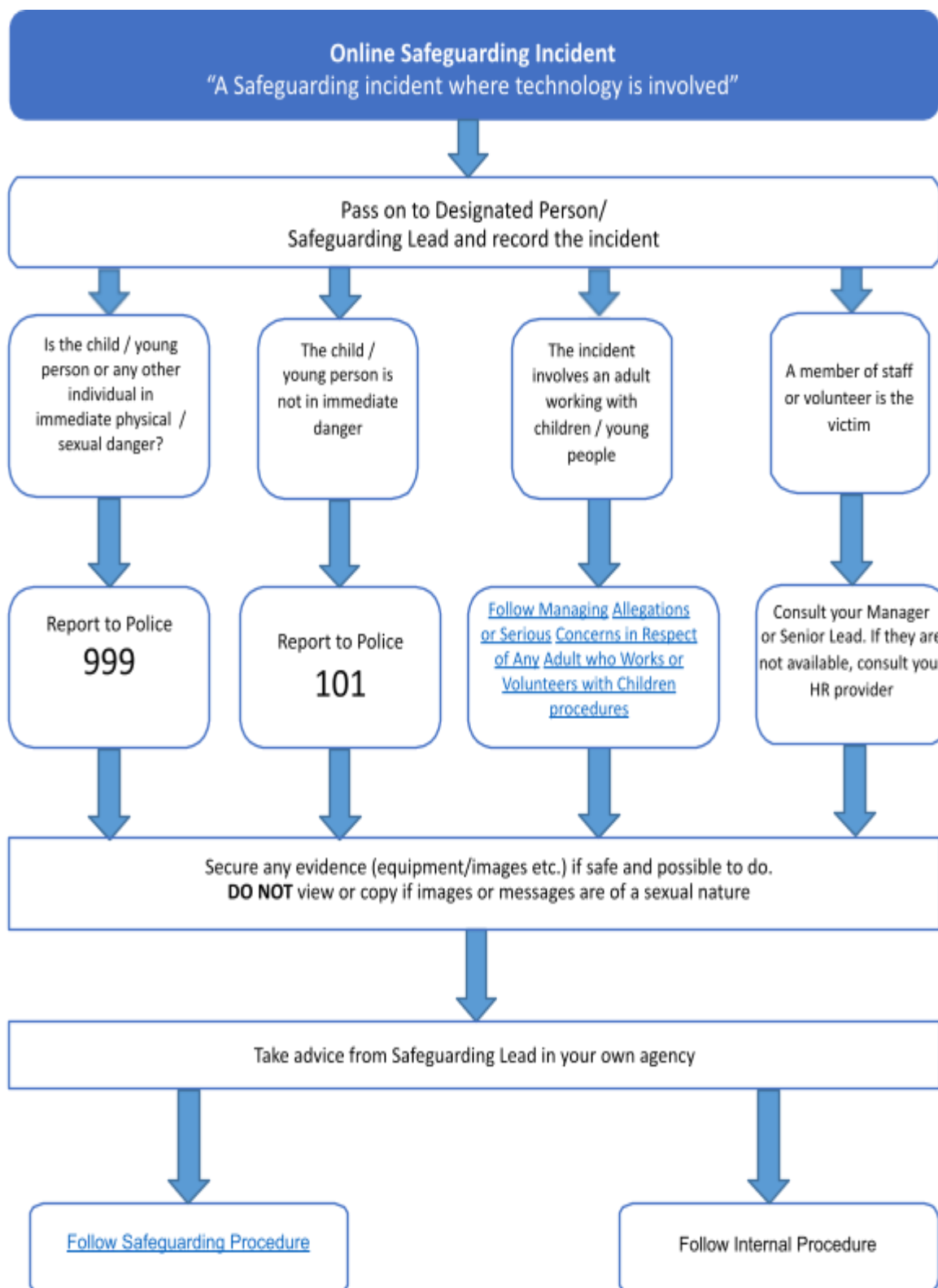
Northamptonshire Safeguarding Partnership Board Procedure

Where the school suspects that an incident may constitute a safeguarding issue, the usual Safeguarding procedures will be followed. This process is illustrated in the diagram below.

If you think that a child or young person is at risk of serious harm contact:

Northamptonshire Multi-Agency Safeguarding Hub (MASH)

Out of hours emergencies **01604 626938**.



Throughout this process, please ensure that all those involved are supported appropriately