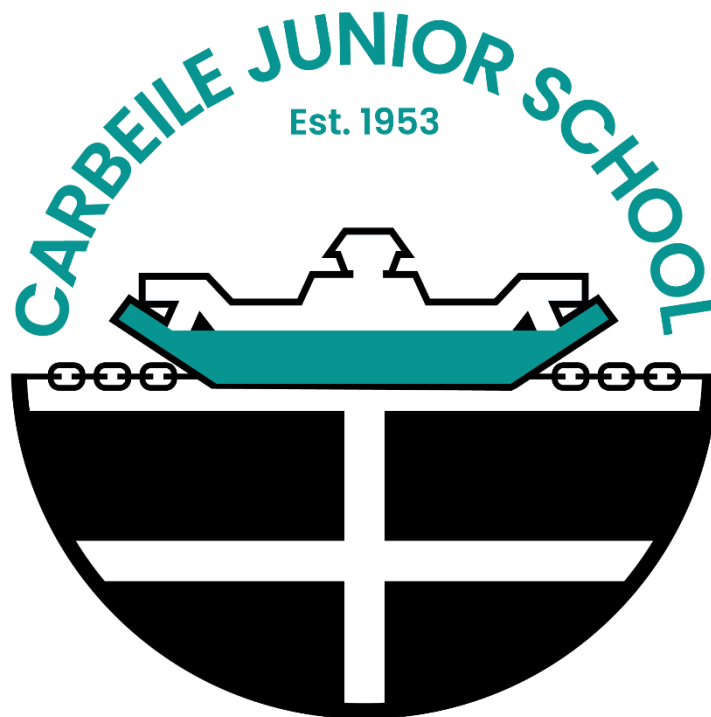


Online Safety Policy

Carbeile Junior School



Approved by: Pete Hamlyn

Date: 25.02.26

Last reviewed on: 23.01.26 by Matthew Davey

Next review due by: 25.02.27



Online Safety Policy

Carbeile Junior School



1. Purpose of the Policy

Carbeile Junior School is committed to safeguarding and promoting the welfare of all pupils, including when they are using the internet, digital technologies, and online services. The purpose of this policy is to outline how the school ensures pupils are protected from potential online risks while developing the knowledge, skills, and behaviours needed to use technology safely and responsibly.

Online safety is an integral part of the school's wider safeguarding responsibilities. The school recognises that digital technologies are an essential part of modern life and education, and that pupils must be supported to become responsible, respectful, and confident digital citizens. This policy sets out the measures in place to educate pupils, prevent harm, and respond effectively to online safety concerns.

2. Scope

This policy applies to all members of the school community, including:

- All pupils
- All staff, including teaching staff, support staff, supply staff, and volunteers
- Parents and carers
- All digital devices and online platforms used on the school site or in connection with school activities, including:
 - School-owned devices
 - Personal devices where permitted
 - Online learning platforms and educational apps
 - Remote and home learning activities

The policy applies both during the school day and to any online activity that may impact the safety or wellbeing of pupils or the wider school community.

3. Roles and Responsibilities

Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that:

- Online safety is given a high priority within safeguarding arrangements

- This policy is implemented consistently across the school
- Staff receive appropriate training and guidance on online safety
- Robust procedures are in place for responding to online safety incidents
- Serious concerns are dealt with promptly and effectively

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead alongside the Online Safety Lead are responsible for:

- Leading on online safety and digital safeguarding within the school
- Managing and responding to online safety concerns and incidents
- Keeping clear and accurate records of all online safety issues
- Liaising with external agencies (such as the local authority, police, or children's services) where necessary
- Ensuring online safety concerns are considered alongside other safeguarding issues

Staff

All staff have a responsibility to:

- Model safe, responsible, and professional online behaviour at all times
- Teach pupils how to stay safe online and how to seek help
- Be vigilant to signs of online harm, including cyberbullying or inappropriate content
- Report any concerns or incidents immediately to the DSL, in line with safeguarding procedures

Pupils

Pupils are expected to:

- Follow the school's Acceptable Use Rules for technology
- Use digital devices and online services responsibly and respectfully
- Tell a trusted adult if they see, hear, or experience anything online that makes them feel uncomfortable, worried, or unsafe
- Understand that their behaviour online should reflect the school's values
- Pupils will sign a copy of the acceptable use rules in Computing lessons

Parents and Carers

Parents and carers are encouraged to:

- Support and reinforce online safety messages at home
- Monitor and supervise their child's use of the internet and digital devices
- Communicate with the school about any online safety concerns involving their child
- Work in partnership with the school to promote safe online behaviour
- Guidance and advice is given in newsletters and parent presentations

4. Education and Awareness

Online safety is taught explicitly through the computing curriculum and is reinforced through wider safeguarding, PSHE, and pastoral learning. Teaching is age-appropriate and designed to reflect the risks pupils may encounter online.

Pupils are taught about:

- Keeping personal information private
- Creating strong passwords and keeping them secure
- Being kind, respectful, and responsible online
- Recognising and responding to cyberbullying
- Understanding that not everything online is true
- What to do if they feel worried, upset, or unsafe online
- Safe use of devices, websites, apps, games, and online communication tools

Online safety messages are reinforced regularly through assemblies, classroom discussions, displays, and themed events.

5. Acceptable Use of Technology

The school provides access to technology to support learning. All users must agree to use technology appropriately and safely.

- School devices and systems must only be used for educational purposes
- Pupils must not access, create, or share inappropriate, offensive, or harmful content
- Personal devices are only permitted in line with school rules
- Pupils must not take photographs, videos, or audio recordings without permission
- Login details and passwords must not be shared
- Any misuse of technology will be dealt with in line with the school's behaviour policy and may result in sanctions

6. Online Safety and Behaviour

The school expects high standards of behaviour both offline and online. All users must:

- Be polite, respectful, and considerate when communicating online
- Never share personal information such as addresses, phone numbers, school details, or passwords
- Report any incidents of cyberbullying, harmful content, or concerning behaviour
- Understand that online actions have real-life consequences

Cyberbullying will be taken seriously and dealt with in line with the school's anti-bullying and behaviour policies.

7. Filtering, Monitoring, and Data Protection

The school uses appropriate filtering and monitoring systems to help protect pupils from accessing harmful or inappropriate content while using school devices and networks.

- Filtering systems are regularly reviewed to ensure effectiveness
- Monitoring systems help identify potential safeguarding concerns
- All systems comply with data protection legislation, including the UK GDPR
- Staff and pupils are taught about privacy, consent, and the safe handling of personal data

8. Reporting and Responding to Incidents

Carbeile Junior School encourages an open and supportive approach to reporting online safety concerns.

- Pupils are encouraged to report concerns to a trusted adult
- Staff must report all online safety incidents or concerns to the DSL immediately
- The school will investigate concerns promptly and proportionately
- Serious incidents may be referred to external agencies, including the local authority or police
- Parents and carers will be informed where appropriate and involved in supporting the child

9. Remote Learning

If and when pupils are learning online from home:

- The same behaviour expectations apply as they do in school
- Staff will only use school-approved platforms and communication tools
- Pupils are expected to communicate respectfully and appropriately
- Parents and carers are encouraged to supervise online learning and support safe use of technology at home