St John Henry Newman Catholic Primary School

Online Safety Policy

Approved: October 2025

Next Review Date: October 2026

Section 1 – Policy Statement and Aims

At St John Henry Newman Catholic Primary School, we believe that digital technology and the internet are essential for learning, communication, and creativity. However, we recognise the risks that children, staff, and the wider community may face online. This policy sets out our approach to keeping everyone safe online, promoting responsible digital behaviour, and ensuring compliance with statutory safeguarding requirements.

Aims:
- Protect pupils, staff, and the wider school community from online harm.
- Promote safe and responsible use of technology.
- Ensure compliance with safeguarding legislation and data protection.
- Provide clear guidance on roles, responsibilities, and acceptable behaviour online.
- Teach pupils to be digitally resilient and responsible citizens.

Section 2 – Scope

This policy applies to all staff, pupils, governors, volunteers, contractors, and parents/carers who use the school's IT systems, devices, networks, or platforms, including personal devices used for school purposes. It covers internet, email, learning platforms, social media (in a school context), mobile devices, video conferencing, and any online tools connected to school activity.

Section 3 – Principles and Legal Obligations

The school will:
- Safeguard children in line with Keeping Children Safe in Education and related statutory guidance.
- Ensure filtering, monitoring, and network security are in place.
- Respect data protection requirements (UK GDPR, Data Protection Act 2018).
- Promote responsible use of digital technology.

Section 4 – Roles and Responsibilities

Role	Responsibility
Governing Body	Approve and review policy; allocate resources; monitor implementation.
Headteacher	Overall responsibility for online safety; ensures training and response to incidents.
Designated Safeguarding Lead (DSL)	Point of contact for online safety; investigates concerns; liaises with agencies.
IT/Network Manager	Maintain filtering, monitoring, and security systems; support staff with technology safety.
Staff	Model safe behaviour; teach pupils online safety; follow procedures; report concerns.
Pupils	Use technology responsibly; follow rules; report concerns to staff.
Parents/Carers	Support safe online behaviour at home; reinforce school guidance; raise concerns if necessary.

Section 5 – Acceptable Use and Behaviour

- Staff use school-provided accounts and devices for school purposes.
- Pupils follow age-appropriate rules for online behaviour.
- No user should attempt to bypass filtering or monitoring systems.
- All communications must be respectful, lawful, and considerate.
- Staff must model positive online behaviour, including use of social media (see Social Media Policy also).

Section 6 – Education and Training

- Pupils receive age-appropriate online safety education in curriculum and assemblies.
- Staff and governors receive regular training and updates.
- Parents/carers are supported with workshops, resources, and updates.

Section 7 – Risk Assessment, Filtering and Monitoring

- Filtering systems block harmful and illegal content.
- Monitoring systems detect misuse; logs are reviewed.
- Risk assessments cover online hazards (e.g., cyberbullying, grooming, data misuse).
- Reports of harmful content are investigated promptly.

Section 8 – Responding to Incidents

- Concerns must be reported to the DSL immediately.
- DSL follows safeguarding policy to assess and act on incidents.
- External agencies (local safeguarding partners, police etc.) may be contacted.
- All incidents are recorded and reviewed; lessons inform updates.

Section 9 – Policy Review

This policy will be reviewed annually, or sooner if legislation, technology, or incidents require updates. Governors, staff, parents, and pupils may be consulted during the review process.

Signatures

___ Headteacher: _____ Date: _____

___ Chair of Governors: _____ Date: _____