Phoenix Infant and Nursery School

Online Safety Policy

Reviewed October 2026

Rachel Bloom

The Purpose of this Policy

- To ensure the safeguarding of all pupils and staff through appropriate and safe use of digital technologies.
- To protect children from online harm and support development of safe and responsible behaviours online.
- Applicable to all pupils, staff, governors, parents/carers, visitors, and volunteers using school systems or devices.

Legal and Statutory Framework

This policy aligns with the following legal and statutory guidance:

- *Keeping Children Safe in Education* (DfE, 2023)
- *Working Together to Safeguard Children* (DfE, 2018; updated 2023)
- *Education Act* 1996 and 2002
- *Children Act* 1989 and 2004
- *The Prevent Duty* (DfE, 2015)
- *Data Protection Act 2018* and UK GDPR
- *Education for a Connected World Framework* (UKCIS)
- *Teaching Online Safety in Schools* (DfE, 2019)

Context and background

The technologies
ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information, and we use a range of technology, apps and devices every day.

Young people have access to the Internet on many different devices and types of technology:

- Computers and laptops
- iPads and tablet PCs
- Game Consoles – *X-Box, Wii, PlayStation,*
- Hand-Held game devices - *Nintendo DS*
- Voice activated 'smart assistants' – *Amazon, Alexa*

Our whole school approach to the safe use of ICT

In line with current statutory guidance, we ensure that we address the following key issues:

- content: being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm

We do this by making sure we have in place:

- An effective range of technological tools – e.g. content filters, monitoring software
- Appropriate policies and procedures, with clear roles and responsibilities

For more information on the school policy for the teaching and learning of Computing and ICT, please see the Computing and ICT Curriculum Policy.

Roles and Responsibilities

Online Safety is an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team
The SLT ensures that the Policy is implemented and compliance with the Policy is monitored.

Designated Safeguarding Lead (DSL)
The Designated Safeguarding Leads for Phoenix Infant and Nursery School at Lisa Harper and Nicola McPhilbin. It is the role of the DLS to ensure they knowledgeable about Online Safety issues, guidance and updates and to feed this back to the Senior Management, Staff and Governors as necessary.

Governors
Governors need to have an overview understanding of Online Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on Online Safety and are updated at least annually on policy developments.

School Staff
All teachers are responsible for promoting and supporting safe behaviors online in their classrooms and following school Online Safety procedures. Online safety posters are displayed within each classroom and all children partake in an Online Safety unit of teaching at the start of each academic year.

All staff should be familiar with the schools' Policies including:
- Safe use of the school network, equipment and data
- Safe use of digital images and digital technologies, such as mobile phones and cameras
- Appropriate publication of pupil information/photographs and use of website
- The Staff role in providing Online Safety education for pupils

Staff Training
Staff are reminded / updated about Online Safety matters at least once a year, and have INSET when appropriate – eg new resources, national issues arising, school-specific incidents, new staff etc. Staff are also directed to complete yearly training from the National Collage covering online safety in schools to update and refresh their understanding.

Monitoring of Online Safety policy
This policy will be monitored as part of the normal monitoring cycle. The teaching and learning of Online Safety by pupils is a statutory part of the Computing curriculum and will be monitored as part of the subject monitoring process.

Evaluation of policy
This policy will be evaluated through annual reports by the post holder to the Head teacher and Governing Body. This evaluation will also inform school priorities.

Technical and hardware guidance

School Internet provision
The school uses Zen. Zen provides an always-on broadband connection at speeds up to 100 Mb.

Internet Content filter
The school uses Securly for internet filtering, providing real-time alerts and individual student activity monitoring to ensure online safety in line with KCSIE requirements. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Should this happen the school has:

- *Clear guidelines on what to do if this happens, and parents will be informed where necessary.*

- *Anyone who deliberately gains access to unsuitable material will be dealt with according to the rules outlined elsewhere in this document.*

Security and virus protection

The school subscribes to an antivirus software program, which uses Bitdefender software. The software is monitored and updated by the school technical support staff currently provided by Atom.

- *Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the Computing lead/Atom.*

Internet access at school

Use of the Internet by pupils

- *Pupils are always actively supervised by an adult when using the Internet*

Teaching safe use of the Internet and computing

The safe and responsible use of computing is now a statutory part of the Computing curriculum introduced in September 2014, and will be taught discretely with age appropriate lessons, activities and resources. This is embedded within the lessons in the Purple Mash scheme of work that the school subscribes to and follows.

Please see the Computing scheme of work for more details.

	Digital Literacy* - *Understanding and Using Technology Safely
Key Stage 1	• Know how computers and other devices can be connected into networks with cables and WiFi • Understand and describe some of the ways we communicate with others online • Be able to identify appropriate places to meet and chat online • To know why they should not to talk to strangers • Know what info they should NOT share with others online • Understand that there are rules about how we should use technology to keep us safe • Be able to discuss how they would ask for help if they felt they needed it

Using the Internet for as a resource for learning

The Internet is an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

More details can be found in our Computing and ICT Curriculum Policy.

Internet Content

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material.

- *We evaluate, purchase and provide access to relevant online digital resources such as Purple Mash.*

Unsuitable material

Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. Posters displayed in each classroom promote this too.

Contact details and privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Use of the Internet and ICT resources by school staff

The Internet

The Internet is a valuable resource for school staff with a wealth of resources, teaching materials and information. It allows staff to share resources with other schools, and to engage in discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

- The Internet is available in school to all staff for professional use.

Professional use

- Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils
- Staff also consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.
- Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

Personal use of the Internet and ICT resources

- We recognise that staff may occasionally find it useful to use the Internet at work for personal purposes
- However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below

E-mail

- Staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.
- Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

Online discussion groups, bulletin boards and forums, online chat and messaging

- The use of online discussion groups and any bulletin boards relating to professional practice and continuing professional development is encouraged, staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

- The school appreciates that many staff will use social networking sites and tools.
- The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.
- There are resources, weblinks and guidance in the Online Safety folder on the Staff Drive.

Data Protection and Copyright

- The school has data protection policy in place – please see Data Protection policy for more details.
- Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.
- Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

School Staff Online Safety Agreement Form

This document covers the use of school digital technologies and networks in and out of school.

Access

- I will obtain the appropriate log on details and passwords from the ICT Co-ordinator.
- I will not reveal my password(s) to anyone other than the appropriate staff managing the system.
- If my password is compromised, I will ensure I change it.
- I will not use anyone else's password if they reveal it to me.
- I will not allow unauthorised individuals to access school ICT systems or resources.

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Online Safety coordinator or member of the SMT.

Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I will never include pupils or former pupils as part of a non-professional social network or group.
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.

Email

- I will only use the approved, secure email system for any school business or communication with parents (currently Office 365)

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance).

Use of School Equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and will return it when requested to be updated by the school technician.
- I will not connect a computer, laptop or other device to the network that does not have up-to-date anti-virus software.

Teaching and Learning

- I will always actively supervise, or arrange for suitable adult supervision of pupils that I have directed or allowed to use the Internet.
- I will embed the school's Online Safety curriculum into my teaching, using agreed resources and materials.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.

Copyright

- I will not publish or distribute work that is protected by copyright.

Data protection

- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

User Signature

- I agree to abide by all the points above.
- I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety policies.

Signature ..... Date .....
Full Name ..... (printed)
Job title .....
School .....

Phoenix Infant and Nursery School
Home School Online Safety Agreement



Child:	
	I will always ask an adult before I use the internet.
	I will make sure an adult is with me when I use the Internet.
	I will tell a grown up if I see something that worries me.
	I will ask an adult if I don't know what to do
	I will keep personal information such as my name, my address, my school or pictures of me and my friends and family 'TOP SECRET!' and not share them on websites or apps.
	I will always be polite and kind to other people online.

Parents/Carers:

- I have read and understood the online safety agreement and give permission for my child to access the internet at school.
- I understand that the school will take every reasonable precaution to ensure that my child will be safe when using the internet.
- I will encourage my child to abide by the same rules when using the internet outside of school and contact the school if I have any concerns.
- I will monitor the apps and webpages that my child accesses outside of school to ensure that they are age appropriate.
- I will follow the schools guidance to taking and sharing photos and videos at school events.

Parents signature: _____

Date: _____



Child's name: _____

Language Opportunity Values Excellence Diversity