

Templefield Lower School

Online Safety Policy



Templefield Lower School

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Identify and support groups of pupils that are potentially at greater risk of harm online than others.
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones').
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, misinformation, disinformation (including fake news), conspiracy theories, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism;
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Meeting digital and technology standards in schools and colleges](#)
- [Preventing and tackling bullying](#) and [Cyber-bullying: advice for headteachers and school staff](#)
- [Searching, screening and confiscation: guidance for schools](#)

It also refers to the DfE's guidance on [The Prevent duty: safeguarding learners vulnerable to radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the [National Curriculum in England: computing programmes of study](#).

Roles and responsibilities

Governing body

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing body will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The governing body will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided

with the relevant skills and knowledge to effectively safeguard children.

The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety and requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governing body will make sure that the school teaches pupils how to keep themselves and others safe, including keeping safe online.

The governing body will make sure that the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The governing body will review the [DfE's filtering and monitoring standards](#), and discuss with IT staff and service providers what needs to be done to support the school in meeting the standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

The governor who oversees online safety is Sue Simmons, our safeguarding governor.

All governors will:

- Make sure they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (Appendix 3).
- Make sure that online safety is a running and interrelated theme when devising and implementing the whole-school approach to safeguarding and related policies and/or procedures.
- Make sure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

Headteacher

The headteacher is responsible for making sure that staff understand this policy, and that it is being implemented consistently throughout the school.

Designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in making sure that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the headteacher and governing body to review this policy annually and make sure the procedures and implementation are updated and reviewed regularly.
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks.
- Providing governors with assurance that filtering and monitoring systems are working effectively and reviewed regularly.
- Working with the IT technician to make sure the appropriate systems and processes are in place.
- Working with the headteacher, IT technician and other staff, as necessary, to address any online safety issues or incidents.
- Managing all online safety issues and incidents in line with the school's child protection and safeguarding policy.
- Responding to safeguarding concerns identified by filtering and monitoring.
- Making sure that any online safety incidents are logged (see Appendix 5) and dealt with appropriately in line with this policy.
- Making sure that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school's behaviour policy.

- Updating and delivering staff training on online safety (Appendix 4 contains a self-audit for staff on online safety training needs).
- Liaising with other agencies and/or external services if necessary.
- Providing regular reports on online safety in school to the headteacher and/or governing body.
- Undertaking annual risk assessments that consider and reflect the risks children face.
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively.

In the event that the DSL is not available, the deputies will take the lead responsibility for the points above. They will have the same training as the DSL and participate in regular safeguarding reviews to ensure they are able to fulfill their responsibilities.

IT technician

The IT technician, provided via an external contractor called Partnership Education, is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and make sure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Making sure that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems on a regular basis.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Making sure that any online safety incidents are reported to the DSL.
- Making sure that any incidents of cyber-bullying are reported to school leaders.

Staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (Appendix 3) and ensuring that pupils follow the school's terms on acceptable use (Appendices 1 and 2).
- Knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes.
- Working with the DSL to make sure that any online safety incidents are logged (see Appendix 5) and dealt with appropriately in line with this policy.
- Making sure that any incidents of cyber-bullying are dealt with appropriately in line with the school's behaviour policy.
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'.

Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy.
- Make sure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (Appendices 1 and 2),

Parents/carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Help and advice for parents and carers – [Childnet](#)
- Parents and carers resource sheet – [Childnet](#)

Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (Appendix 3).

Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum. **All** schools have to teach [Relationships education and health education](#) in primary school. Furthermore, pupils are taught about online safety as part of the computing curriculum.

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private.
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly.
- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.
- Be discerning in evaluating digital content.

By the **end of primary school**, pupils will know:

- That people should be respectful in online interactions, and that the same principles apply to online relationships as to face-to-face relationships, including where people are anonymous. For example, the importance of avoiding putting pressure on others to share information and images online, and strategies for resisting peer pressure.
- How to critically evaluate their online relationships and sources of information, including awareness of the risks associated with people they have never met. For example, that people sometimes behave differently online, including pretending to be someone else, or pretending to be a child, and that this can lead to dangerous situations. How to recognise harmful content or harmful contact, and how to report this.
- That there is a minimum age for joining social media sites (currently 13), which protects children from inappropriate content or unsafe contact with older social media users, who may be strangers, including other children and adults.
- The importance of exercising caution about sharing any information about themselves online. Understanding the importance of privacy and location settings to protect information online.
- Online risks, including that any material provided online might be circulated, and that once a picture or words has been circulated there is no way of deleting it everywhere and no control over where it ends up.
- That the internet contains a lot of content that can be inappropriate and upsetting for children, and where to go for advice and support when they feel worried or concerned about something they have seen or engaged with online.

The safe use of social media and the internet will also be covered in other subjects, where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

Pupils will be taught practical cyber security skills

All pupils will receive age-appropriate training on safe internet use, including:

- Methods that hackers use to trick people into disclosing personal information
- Password security
- Social engineering
- The risks of removable storage devices (e.g. USBs)
- Multi-factor authentication
- How to report a cyber incident or attack
- How to report a personal data breach

Pupils will also receive age-appropriate education on safeguarding issues such as cyberbullying and the risks of online radicalisation.

Educating parents/carers about online safety

The school will raise parents/carers' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents/carers.

Online safety will also be covered during parents' evenings.

The school will let parents/carers know:

- What systems the school uses to filter and monitor online use.
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online.

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

Cyber-bullying

Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school's anti-bullying policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher, can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher.
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it.
- Seek the pupil's co-operation.

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent/carers refuses to delete the material themselves.

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [searching, screening and confiscation in schools](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#).

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation in schools](#).
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school's complaints procedure.

Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini.

Our school recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

We will treat any use of AI to bully pupils very seriously, in line with our anti-bullying policy.

Staff should be aware of the risks associated with using AI tools, particularly while they are still being developed. Staff must not enter confidential, sensitive, or personally identifiable information relating to pupils, staff, or any other individual into AI tools. A risk assessment should be carried out where new AI tools are being introduced by the school, and where existing AI tools are used in ways that may pose a risk to any individuals affected, including, but not limited to, pupils and staff.

Acceptable use of the internet in school

All pupils, parents/carers, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (Appendices 1 to 3). Visitors will be expected to read and agree to the school's terms on acceptable use, if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

More information is set out in the acceptable use agreements in Appendices 1 to 3.

Pupils using mobile phones in school

Pupils that walk to and from school on their own, with permission from parents/carers, are allowed to bring mobile phones into school. These must be switched off as soon as they arrive on the school site and handed to the class teacher as they enter the classroom. The phones will be stored in a secure location during the school day and returned to the pupils at the end of the day.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school's behaviour policy, which may result in the confiscation of their device.

Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords can be made up of three random words, in combination with numbers and special characters if required, or generated by a password manager.
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Installing anti-virus and anti-spyware software.
- Keeping operating systems up to date by always installing the latest updates.

Staff members must not use the device in any way that would violate the school's terms of acceptable use, as set out in Appendix 3.

Work devices must be used solely for work activities. If staff have any concerns over the security of their device, they must seek advice from the IT technician or Partnership Education's helpdesk.

How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a member of staff misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents that involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Training for staff, governors and volunteers

All new members of staff will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse.

- Children can abuse their peers online through:
 - Abusive, threatening, harassing and misogynistic messages.
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups.
 - Sharing of abusive images and pornography, to those who don't want to receive such content.
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element.

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse.
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks.
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term.

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

Monitoring arrangements

The DSL monitors all logs of behaviour and safeguarding issues related to online safety.

This policy will be reviewed annually by the headteacher. At every review, the policy will be shared with the governing body.

Links with other policies

This policy links with the following school policies and procedures:

- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Complaints Procedure
- Disciplinary Procedures
- ICT and Internet Acceptable Use Policy

Approved by governors: July 2026

Last reviewed: May 2026

Next review: May 2027

Appendix 1

Acceptable use agreement – EYFS and KS1 (pupils and parent/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers	
Name of pupil:	
When I use the school's ICT systems (like computers) and when I get onto the internet in school I will: • Ask a teacher or adult if I can do so before using them. • Only use websites that a teacher or adult has told me or allowed me to use. • Tell my teacher immediately if: ○ I select a website by mistake. ○ I receive messages from people I don't know. ○ I find anything that may upset or harm me or my friends. • Use school computers for school work only. • Be kind to others and not upset or be rude to them. • Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly. • Only use the username and password I have been given. • Try my hardest to remember my username and password. • Never share my password with anyone, including my friends. • Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer. • Save my work on the school network. • Check with my teacher before I print anything. • Log off or shut down a computer when I have finished using it. I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	Date:

Appendix 2

Acceptable use agreement – KS2 (pupils and parent/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers	
Name of pupil:	
When I use the school's ICT systems (like computers) and get onto the internet in school I will: • Always use the school's ICT systems and the internet responsibly and for educational purposes only. • Only use them when a teacher is present, or with a teacher's permission. • Keep my usernames and passwords safe and not share these with others. • Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer. • Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others. • Always log off or shut down a computer when I've finished working on it.	
I will not: • Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity. • Use any inappropriate language when communicating online, including in emails and in Google Classroom. • Create, link to or post any material that is offensive, obscene or otherwise inappropriate. • Log in to the school's network using someone else's details.	
If I bring a mobile phone into school: • I will not use my phone on the school premises. This includes taking photos or videos, sending messages or making calls. • I will switch my phone off as soon as I get to the school gates in the morning and I won't turn it on again until I am about to leave the school playground. • I will hand my phone to my teacher or teaching assistant as soon I get into the classroom in the morning. • I will be responsible for remembering to collect my phone at the end of the day. • On the way to and from school, I will use my phone responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online with others.	
I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for bringing a mobile phone into school, and will make sure my child understands these.	
Signed (parent/carer):	Date:

Appendix 3

Acceptable use agreement – Staff, governors, volunteers and visitors

Acceptable use of the school's ICT systems and internet: agreement for staff, governors, volunteers and visitors	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (such as a laptop or iPad) I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material). • Use them in any way that could harm the school's reputation. • Access social networking sites using personal accounts. • Use any improper language when communicating online, including in emails or other messaging services. • Install any unauthorised software, or connect unauthorised hardware or devices to the school's network. • Share my password with others or log in to the school's network using someone else's details. • Take photographs of pupils without checking with teachers first regarding pupil permissions. • Share confidential information about the school, its pupils or staff, or other members of the community. • Access, modify or share data I'm not authorised to access, modify or share. • Promote private businesses, unless that business is directly related to the school.	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and IT technician (Partnership Education) know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed:	Date:

Appendix 4

Online safety training needs – Self-audit for staff

Online safety training needs audit	
Name of staff member:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5

Online safety incident report log

Staff will use CPOMS to record the incident and will consider the following points.

Online safety incident log				
Date/time of incident	Where the incident took place	Description of the incident	Action taken	Name of the staff member recording the incident