



Online Safety Policy 2026-2027

Date Reviewed: September 2026

Review Date: September 2027 (or sooner in line with dfe guidance)

Approved by H&S Governors: September 2026

Key Personnel

Role	Name
Designated Safeguarding Lead (DSL)	R. Cook (Headteacher)
Online Safety Lead	C. Squire (Class Teacher)
Deputy DSL	K. Byrne-Corbett (Pastoral Manager)
Deputy DSL	P. Titley (Deputy Nursery Manager)
Deputy DSL	M. Shayes (Class Teacher/CIC Lead)
Deputy DSL	C McFarland (SENDco & AHT)
Safeguarding Governor	R. Penwright
Online Safety & Cyber Security Governor	D. Shorter
Computing Lead	C. Squire
RSHE Leads	L. Churm (Class Teacher)
Network Support	D. Clarke (T&W IDT)
Data Protection Officer	R. Montgomery

Policy Statement

At Newdale Primary School, technology is an important part of teaching, learning and children's everyday lives. We want our pupils to enjoy the opportunities technology provides while developing the knowledge, confidence and behaviours they need to navigate the online world safely and responsibly.

We recognise that children's online experiences are closely connected to their lives beyond school. Our approach therefore combines education, safeguarding, appropriate technical protection and partnership with parents and carers. We want children to understand not only how to stay safe, but also how to behave respectfully, question what they see online, make sensible choices and seek help when something does not feel right.

Online safety is an integral part of safeguarding at Newdale and is the responsibility of our whole school community. Although filtering and monitoring systems provide important protection, we recognise that technology alone cannot keep children safe. Effective online safety depends upon a strong safeguarding culture, appropriate supervision, high-quality education and children feeling confident that they can speak to a trusted adult.

This policy supports the school's commitment to safeguarding and promoting the welfare of all children and should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy

- Staff Code of Conduct
- Data Protection Policy
- Cyber Security Policy
- Acceptable Use Agreements (AUPs)

Aims

This policy aims to:

- Safeguard pupils when using digital technologies.
- Promote safe, responsible and respectful online behaviour.
- Develop pupils' digital resilience and critical thinking skills.
- Support staff, governors and parents in understanding their online safety responsibilities.
- Ensure effective filtering and monitoring arrangements.
- Provide clear processes for responding to online safety concerns.
- Promote positive digital wellbeing for all members of the school community.

Scope

This policy applies to all members of the Newdale Primary School community, including:

- Pupils
- Staff
- Governors
- Volunteers
- Contractors
- Visitors
- Parents and carers

The policy applies whenever technology is used for school-related purposes, whether on school premises or elsewhere.

Roles and Responsibilities

Governing Body

The Governing Body has strategic oversight of online safety at Newdale Primary School and will ensure that statutory safeguarding requirements are met. Governors will receive appropriate safeguarding and online safety updates and provide challenge and support in relation to online safety, filtering and monitoring and cyber security.

Governors will support an inclusive and anti-discriminatory culture in which online abuse, prejudice-based harm and discriminatory behaviour are recognised, challenged and addressed as safeguarding concerns.

Headteacher

The Headteacher is responsible for ensuring that this policy is implemented effectively across Newdale Primary School and that online safety forms part of the school's wider safeguarding culture. This includes ensuring that staff receive appropriate training and that effective arrangements are in place for filtering and monitoring.

Designated Safeguarding Lead (DSL)

The DSL has lead responsibility for online safety and will:

- Manage online safety incidents.
- Work with technical staff regarding filtering and monitoring.
- Ensure safeguarding records are maintained.
- Deliver or coordinate staff training.
- Review the effectiveness of online safety procedures.
- The DSL and Online Safety Lead will consider patterns and trends within online safety concerns recorded on CPOMS. Where these indicate an emerging issue for an individual pupil, group, year group or the wider school, appropriate action will be considered. This may include targeted teaching, communication with parents or carers, staff guidance or additional safeguarding action.

Online Safety Lead

The Online Safety Lead works closely with the DSL to ensure that online safety remains visible across Newdale Primary School. The role includes supporting staff with the teaching of online safety, keeping colleagues informed about emerging risks and changes to guidance and ensuring that these are reflected appropriately within the curriculum and wider school practice.

The Online Safety Lead also supports parents and carers with relevant guidance. Where appropriate, our Digital Leaders, supported by the Online Safety Lead, provide pupils with opportunities to contribute to the promotion of positive online safety messages across school.

Staff

All staff will:

- Model safe and professional online behaviour.
- Follow the Acceptable Use Policy.
- Monitor pupils' use of technology.
- Report concerns immediately using safeguarding procedures.

All staff receive regular online safety and safeguarding training, including emerging technologies, artificial intelligence, filtering and monitoring, and current online risks to children.

Parents and Carers

Newdale Primary School recognises that working in partnership with parents and carers is an important part of keeping children safe online. Parents and carers are encouraged to support their child's safe and responsible use of technology at home, engage with online safety information and guidance shared by the school and inform us of online concerns that may affect their child's welfare or experiences in school.

Pupils

Pupils are expected to:

- Follow the Pupil Acceptable Use Agreement.
- Use technology responsibly.
- Treat others respectfully online.
- Report anything that concerns or upsets them.

Online Safety Education

At Newdale Primary School, online safety is not taught as a one-off topic. We aim to build children's knowledge and confidence progressively throughout their time at school so that they are increasingly able to recognise risks, make informed choices and know when and how to seek help.

Online safety is taught explicitly through Computing and our Life Learning lessons and is reinforced through RSHE, assemblies, Safer Internet Day and relevant opportunities across the wider curriculum. Staff also respond to emerging issues where appropriate so that teaching reflects the online experiences and risks relevant to our pupils.

Our curriculum develops children's understanding of privacy and personal information, online relationships, consent and respectful communication, cyberbullying, digital footprints, social media, online gaming, misinformation, scams and digital wellbeing. As technology develops, pupils are also taught age-appropriate messages about artificial intelligence, including the fact that AI-generated information and images may not always be accurate or authentic and that digitally manipulated content can be used to mislead or cause harm.

We use the UK Council for Internet Safety's *Education for a Connected World* framework to support progression across the school. Children are regularly reminded that if anything they see or experience online worries, frightens or upsets them, they should tell a trusted adult. Our priority is that pupils feel able to report concerns and know that they will be listened to and supported without judgement.

Digital Wellbeing

At Newdale Primary School, we want children to develop a healthy and balanced relationship with technology. Through our curriculum and wider school life, pupils are encouraged to think about how their use of technology can affect their wellbeing, relationships and behaviour. Children learn about developing healthy online habits, balancing screen use with other activities and maintaining positive relationships both online and offline.

We recognise that children's experiences of technology extend beyond the school day. We therefore aim to work in partnership with parents and carers, sharing guidance where appropriate and encouraging consistent messages about healthy and responsible technology use at home and at school.

Artificial Intelligence (AI)

Newdale Primary School recognises that artificial intelligence is becoming an increasing part of children's everyday experiences and the wider digital world. Our approach is to help pupils understand AI in an age-appropriate way, recognising both the opportunities it can provide and its limitations and potential risks.

Through online safety education, pupils are taught that AI-generated information may be inaccurate or misleading and that images, videos and other content can be digitally created or manipulated. Teaching may include age-appropriate discussion of misinformation, deepfakes, online manipulation and scams, privacy and the responsible and ethical use of AI.

Where AI tools are used in school, they must be appropriate for the age of the pupils, have a clear educational purpose and be approved for use in accordance with the school's safeguarding and data protection arrangements. Staff must not enter personal, confidential or sensitive information about pupils into publicly available AI systems.

We recognise that AI technologies can also be misused to create harmful or manipulated images. Where such content involves or affects a pupil, it will be treated as a safeguarding concern and managed in accordance with the school's safeguarding procedures.

Filtering and Monitoring

Newdale Primary School uses **Lightspeed Filtering** and **SENSO Monitoring** as part of its approach to keeping pupils safe when using school technology. Filtering provides a preventative layer of protection by restricting access to inappropriate or harmful online content, while monitoring supports the identification of potentially concerning activity.

Filtering and monitoring do not replace staff supervision. Staff remain responsible for actively supervising children's use of technology and must report any concerns in accordance with the school's safeguarding procedures.

The school's filtering and monitoring arrangements are overseen by Miss R Cook (Headteacher and DSL), supported by our technical support provider. The effectiveness of these arrangements

is formally reviewed at least once each academic year, with findings and required actions recorded and reported through the school's governance arrangements.

Managing Online Safety Concerns

Online safety concerns are treated as safeguarding concerns. Online incidents may constitute child-on-child abuse and will be managed in line with the Child-on-Child Abuse Policy and Safeguarding and Child Protection Policy.

All staff must:

- Remain vigilant.
- Act immediately.
- Report concerns to the DSL on the same day.
- Record concerns using the school's safeguarding system – CPOMS.

Online safety concerns may involve issues such as cyberbullying, online abuse, grooming or exploitation, exposure to inappropriate or harmful content, sharing of nude or semi-nude images, sexual harassment, extremism or radicalisation, scams, AI-generated harmful content or discriminatory behaviour. This includes racism, faith-targeted abuse, sexism, misogyny, homophobic, biphobic or transphobic abuse and other forms of prejudice-based harm.

The school will work with parents and carers, external agencies and the police where appropriate to safeguard and support the children involved.

Remote Learning and Online Communication

Where learning takes place remotely, Newdale Primary School will use approved platforms and ensure that parents and carers are made aware of the arrangements in place. The same expectations for safe and responsible use of technology apply during remote learning as they do in school. Pupils will be reminded how to report anything that concerns them, and staff will follow safeguarding procedures and maintain appropriate professional boundaries when communicating with pupils and families online.

Sharing Nude or Semi-Nude Images

The school follows UK Council for Internet Safety (UKCIS) guidance regarding incidents involving nude or semi-nude images.

Staff must:

- not view, copy, print, share, store or save the imagery;
- not ask a pupil to share, download or reproduce the imagery; and
- report the concern immediately to the DSL.

The DSL will manage the incident in accordance with current UKCIS guidance, including determining any necessary safeguarding action and whether other agencies should be involved. In exceptional circumstances, the DSL may decide that viewing imagery is necessary in order to safeguard a child, in accordance with the guidance

Cyberbullying

Cyberbullying is taken seriously at Newdale Primary School and will be addressed in accordance with the school's Behaviour and Anti-Bullying Policies. It may include abusive or unkind messages, deliberately excluding others online, sharing harmful content, creating fake profiles or filming or sharing incidents without permission. Where cyberbullying affects pupils' welfare or relationships within school, appropriate support will be provided to those involved and safeguarding procedures will be followed where necessary.

Social Media

Members of the Newdale Primary School community are expected to use social media responsibly and respectfully. Harassment or intimidation, inappropriate comments about pupils, staff or families, sharing confidential information or posting images without appropriate permission will not be accepted. Where social media activity gives rise to a safeguarding concern or affects members of the school community, the matter will be considered through the school's appropriate safeguarding, behaviour or staff procedures.

Photography and Video

Newdale Primary School uses photographs and video to celebrate children's achievements and provide a record of learning and school experiences. Images of pupils will only be taken, stored and used in accordance with parental permissions, data protection requirements and school procedures.

When photographs are shared on the school website or Facebook page, images will only show children from behind so that their faces are not visible.

Consent records are reviewed appropriately and images are stored securely. Pupils will not be identified by their full name alongside photographs shared publicly.

Parents, carers and visitors must follow the school's arrangements for photography and video at events such as performances and celebrations. Filming, photographing or live-streaming pupils, staff, parents or other members of the school community without permission is not permitted.

Mobile Phones and Personal Devices

Pupils

Pupils who bring mobile phones to school must hand them to the school office upon arrival.

Phones will be returned at the end of the school day.

Pupils must not:

- Use mobile phones during the school day.
- Photograph or record others without permission.
- Use devices in a way that causes disruption or harm.

Please refer to our mobile phone policy for more information.

Staff

Staff should keep personal phones on silent and use them only in designated staff areas, except where their use is required as part of the school's agreed emergency procedures.

Staff must not:

- Store school data on personal devices.
- Communicate with pupils through personal accounts.
- Use personal devices inappropriately whilst supervising pupils.

Visitors, Volunteers and Contractors

Personal devices should not be used around pupils unless authorised by the Headteacher.

Cyber Security and Data Protection

Newdale Primary School recognises that effective cyber security contributes to both data protection and safeguarding. The school works with its technical support provider to maintain appropriate security arrangements and follows relevant Department for Education cyber security standards. Staff are expected to use strong passwords, follow required authentication procedures, store information securely, respect access controls, keep school systems and devices appropriately updated and report suspicious activity promptly.

Data protection legislation and UK GDPR does not prevent appropriate information sharing for safeguarding purposes. Where there is a concern about a child's welfare, staff will follow the school's safeguarding procedures and relevant information-sharing guidance.

Protecting children will always be the priority.

Breaches of this Policy

Where this policy or the school's Acceptable Use Agreements are not followed, Newdale will respond proportionately according to the nature and seriousness of the incident. This may include:

- Loss of access to school technology
- Behaviour sanctions
- Safeguarding intervention
- Parent meetings
- Referral to external agencies where appropriate
- Disciplinary action for staff

Serious incidents may be referred to the police or other statutory agencies.

Monitoring and Review

This policy will be reviewed annually by the Headteacher, Designated Safeguarding Lead and Online Safety Lead, with appropriate oversight from the Governing Body. It may be reviewed sooner in response to changes in legislation or statutory guidance, emerging online safety risks, safeguarding incidents or changes to practice at Newdale Primary School.