



## Hindon CE VA Primary School

# Online Safety Policy

This document provides a guide for staff and parents of pupils at Hindon Primary School.

This policy has been developed by a working group made up of:

- Interim Headteacher: Mr S Watkins
- Designated Safeguarding Lead: Miss Hall

### Schedule for review of this policy:

This policy was approved by the Governing Body on:	October 2025
This policy was published on:	November 2025
The implementation of this policy will be monitored by:	Headteacher
Nominated Safeguarding Governor	Rachel Ryan
Monitoring will take place:	Termly
Next review date:	October 2028
Should serious online safety incidents take place, the following external persons/agencies should be informed:	Wiltshire Integrated Front Door (IFD)

**Interim Head Teacher: Mr S Watkins**    **Chair of Governors: Mr R Bryson**



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## Online Safety Policy

This Online Safety Policy outlines the commitment of Hindon CE VA Primary School to safeguard members of our school community online in accordance with statutory guidance and best practice.

**This Online Safety Policy applies to all members of the school community (including staff, learners, governors, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).**

Hindon CE VA Primary School will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

## Background and Rationale

The potential that technology has to impact on the lives of all citizen's increases year on year. This is probably even truer for children, who are generally much more open to developing technologies than many adults. In many areas technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue. While developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- access to illegal, harmful or inappropriate images or other content, (e.g. pornography, fake news)
- unauthorised access to/loss of/sharing of personal information,
- the risk of being subject to grooming by those with whom they make contact on the internet,
- the sharing/distribution of personal images without an individual's consent or knowledge,
- inappropriate communication/contact with others, including strangers,
- cyber-bullying and/or peer to peer bullying (see Anti-Bullying Policy),
- extremism and radicalisation (see Tackling Extremism and Radicalisation Policy),
- access to unsuitable video internet games,
- an inability to evaluate the quality, accuracy and relevance of information on the internet,
- plagiarism and copyright infringement,
- illegal downloading of music or video files,
- the potential for excessive use which may impact on social and emotional development and learning,
- online reputations of pupils and peer pressure

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This policy sets out how we strive to keep children safe with technology while they are in school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures we put in place to keep them safe) and so this policy also sets out how we educate children of the potential risks. We are aware that many children spend a good deal of time online. It is therefore of the utmost importance that we continue to create as many opportunities as we can to support and educate children on how to stay safe online. We also explain how we attempt to inform those people who work with our children beyond the school environment (parents/carers and the wider community) to be aware and to assist and support us in this process.

## Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

### Headteacher

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is held by the Designated Safeguarding Lead, as defined in Keeping Children Safe in Education.
- The headteacher and (at least) another member of the senior leadership team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The headteacher/senior leaders are responsible for ensuring that the Designated Safeguarding Lead / Online Safety Lead, IT provider/technical staff, and other relevant staff carry out their responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.
- The headteacher/senior leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role.
- The headteacher/senior leaders will receive regular monitoring reports from the Designated Safeguarding Lead / Online Safety Lead.
- The headteacher/senior leaders will work with the responsible Governor, the designated safeguarding lead (DSL) and IT service providers in all aspects of filtering and monitoring.

### Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the governors who will receive regular information about online safety incidents and monitoring reports. Governors will:

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- Have regular meetings with the Designated Safeguarding Lead / Online Safety Lead.
- Request regular feedback from the SLT on the effectiveness of the online safety policy.
- check that provision outlined in the Online Safety Policy (e.g. online safety education provision and staff training) is taking place as intended.
- Ensure that the filtering and monitoring provision is reviewed and recorded, at least annually.
- Receive (at least) basic cyber-security training to enable the governors to check that the school meets the DfE Cyber-Security Standards.

The governing body will also support the school in encouraging parents/carers and the wider community to become engaged in online safety activities.

## Designated Safety Lead (DSL)

The DSL will:

- Receive relevant and regularly updated training in online safety to enable them to understand the risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online.
- Attend relevant governing body meetings.
- Report regularly to headteacher.
- Be responsible for receiving reports of online safety incidents and handling them, and deciding whether to make a referral by liaising with relevant agencies, ensuring that all incidents are recorded.
- Liaise with staff and IT providers on matters of safety and safeguarding and welfare (including online and digital safety).
- Receive regularly updated training to allow them to understand how digital technologies are used and are developing (particularly by learners) with regard to the areas defined In Keeping Children Safe in Education:
  - content
  - contact
  - conduct
  - commerce

## Teaching and support staff

School staff are responsible for ensuring that:

- they have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices
- they understand that online safety is a core part of safeguarding
- they have read, understood, and signed the staff acceptable use agreement.

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- all digital communications with parents and carers should be on a professional level and only carried out using official school systems (Class Dojo) and devices.
- they immediately report any suspected misuse or problem to the Headteacher or DSL for investigation/action, in line with the school safeguarding procedures
- online safety issues are embedded in all aspects of the curriculum and other activities
- ensure learners understand and follow the Online Safety Policy and acceptable use agreements, have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they supervise and monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies regarding these devices
- in lessons where internet use is pre-planned learners are guided to sites checked as suitable for their use.
- there is a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc
- they model safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media.
- Curriculum Leads will work with the DSL to develop a planned and coordinated online safety education programme.

## IT Provider (EFX Solutions)

The IT Technician is responsible for ensuring that:

- they are aware of and follow the school Online Safety Policy and Technical Security Policy to carry out their work effectively in line with school policy
- the school technical infrastructure is secure and is not open to misuse or malicious attack
- the school meets the required online safety technical requirements as identified by the DfE Meeting Digital and Technology Standards in Schools & Colleges and guidance from local authority or other relevant body
- there is clear, safe, and managed control of user access to networks and devices
- they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- the use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported to the DSL for investigation and action
- the filtering policy is applied and updated on a regular basis
- monitoring systems are implemented and regularly updated as agreed in school policies

## Learners

- are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and Online Safety Policy.

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- should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- should know what to do if they or someone they know feels vulnerable when using online technology.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

## Parents and carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way. The school will take every opportunity to help parents and carers understand these issues through:

- publishing the school Online Safety Policy on the school website
- providing them with a copy of the learners' acceptable use agreement
- publish information about appropriate use of social media relating to posts concerning the school.
- seeking their permissions concerning digital images
- parents'/carers' evenings, newsletters, website, social media and information about national/local online safety campaigns and literature.

**Parents and carers will be encouraged to support the school in reinforcing the online safety messages provided to learners in school.**

## The Acceptable Use of Technologies

All members of the school community are responsible for using the school IT systems in accordance with the Staff Behaviour Policy. Staff must acknowledge that they have received, read and understood the policy. Within this policy there is an Acceptable Use of Technologies section that all staff must adhere too before being given access to school systems.

Policies are revisited and resigned annually at the start of each school year and amended accordingly in the light of new developments and discussions with the children which take place at the time.

Parents sign once when their child enters the school to give permission for the use of their child's image (still or moving) on the following: our school website, photo press, photo brochure, video on the school website or video on other websites.

Staff and pupils accept the policy every time they log on to computer equipment at school.

The school has defined what it regards as acceptable/unacceptable use and this is shown in the tables below.

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User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not access online content (including apps, games, sites) to make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	<p><b>Any illegal activity for example:</b></p> <ul style="list-style-type: none"> <li>• Child sexual abuse imagery*</li> <li>• Child sexual abuse/exploitation/grooming</li> <li>• Terrorism</li> <li>• Encouraging or assisting suicide</li> <li>• Offences relating to sexual images i.e., revenge and extreme pornography</li> <li>• Incitement to and threats of violence</li> <li>• Hate crime</li> <li>• Public order offences - harassment and stalking</li> <li>• Drug-related offences</li> <li>• Weapons / firearms offences</li> <li>• Fraud and financial crime including money laundering</li> </ul>					X
Users shall not undertake activities that might be classed as cyber-crime under the Computer Misuse Act (1990)	<ul style="list-style-type: none"> <li>• Using another individual's username or ID and password to access data, a program, or parts of a system that the user is not authorised to access (even if the initial access is authorised)</li> <li>• Gaining unauthorised access to school networks, data and files, through the use of computers/devices</li> <li>• Creating or propagating computer viruses or other harmful files</li> <li>• Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords)</li> <li>• Disable/Impair/Disrupt network functionality through the use of computers/devices</li> <li>• Using penetration testing equipment (without relevant permission)</li> </ul>					X
Users shall not undertake activities that are not illegal but are classed as unacceptable in school policies:	Accessing inappropriate material/activities online in a school setting including pornography, gambling, drugs. (Informed by the school's filtering practices and/or AUAs)				X	
	Promotion of any kind of discrimination				X	

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User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
	Using school systems to run a private business				X	
	Using systems, applications, websites or other mechanisms that bypass the filtering/monitoring or other safeguards employed by the school				X	
	Infringing copyright and intellectual property				X	
	Unfair usage (downloading/uploading large files that hinders others in their use of the internet)				X	
	Any other information which may be offensive to others or breaches the integrity of the ethos of the school or brings the school into disrepute				X	

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Consideration should be given for the following activities:	School Staff				Learners			
	Not Allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not Allowed	Allowed	Allowed at certain times	Allowed with staff permission
Online gaming	X				X			
Online shopping				X	X			
File sharing		X			X			
Social Media in school			X		X			
Messaging/chat			X		X			
Entertainment streaming e.g. iPlayer/Netflix/Spotify			X	X	X			
Use of video broadcasting e.g. YouTube, TikTok	X				X			
Mobile phones may be brought to school and left in the staff room.		X			X			
Use of mobile phones for learning	X				X			
Taking photos on mobile phones				X	X			
Use of other personal devices e.g. tablets, gaming devices				X	X			
Use of personal email in school, or on school network/Wifi				X	X			
Use of school email for personal emails			X		X			

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When using communication technologies, the school considers the following as good practice:

- when communicating in a professional capacity, staff should ensure that the technologies they use are officially sanctioned by the school
- any digital communication between staff and parents/carers (e-mail, social media, learning platform, etc.) must be professional in tone and content
- staff should be expected to follow good practice when using personal social media regarding their own professional reputation and that of the school and its community
- users should immediately report to the Headteacher the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication

## Reporting and responding

The school will take all reasonable precautions to ensure online safety for all school users but recognises that incidents may occur inside and outside of the school (with impact on the school) which will need intervention. The school will ensure:

- there are clear reporting routes which are understood and followed by all members of the school community which are consistent with the school safeguarding procedures, and with the whistleblowing, complaints and managing allegations policies
- all members of the school community will be made aware of the need to report online safety issues/incidents
- reports will be dealt with as soon as is practically possible once they are received
- the Designated Safeguarding Lead and other responsible staff have appropriate skills and training to deal with online safety risks
- if there is any suspicion that the incident involves any illegal activity or the potential for serious harm the incident must be escalated through the agreed school safeguarding procedures, this may include
  - Non-consensual images
  - Self-generated images
  - Terrorism/extremism
  - Hate crime/ Abuse
  - Fraud and extortion
  - Harassment/stalking
  - Child Sexual Abuse Material (CSAM)
  - Child Sexual Exploitation Grooming
  - Extreme Pornography
  - Sale of illegal materials/substances
  - Cyber or hacking offences under the Computer Misuse Act
  - Copyright theft or piracy
- any concern about staff misuse will be reported to the Headteacher, unless the concern involves the Headteacher, in which case the complaint is referred to the Chair of Governors and the local authority.

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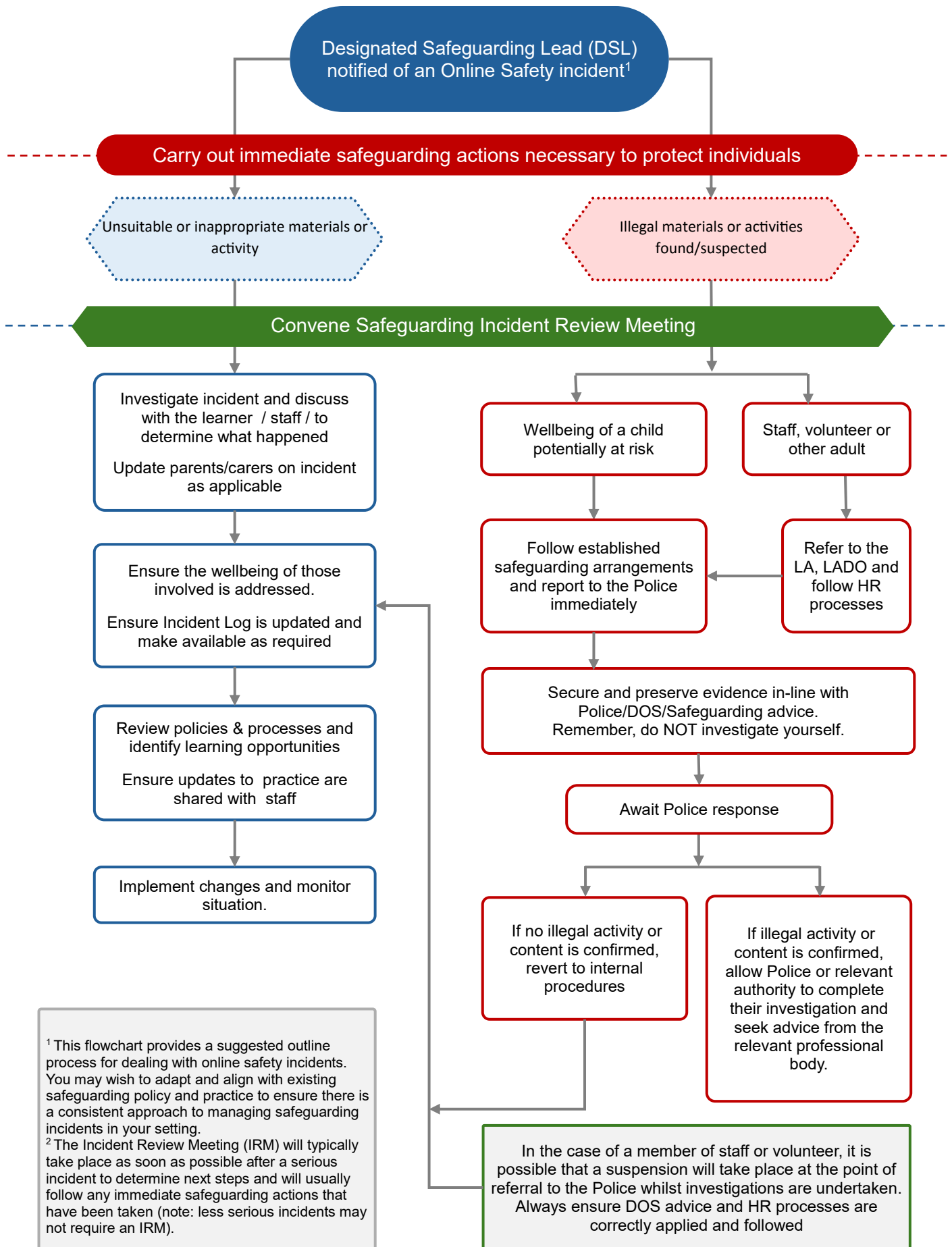


- where there is no suspected illegal activity, devices may be checked using the following procedures:
  - one or more senior members of staff should be involved in this process. This is vital to protect individuals if accusations are subsequently reported.
  - conduct the procedure using a designated device that will not be used by learners and, if necessary, can be taken off site by the police should the need arise (should illegal activity be subsequently suspected). Use the same device for the duration of the procedure.
  - ensure that the relevant staff have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
  - record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed, and attached to the form
  - once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
    - internal response or discipline procedures
    - involvement by local authority / MAT (as relevant)
    - police involvement and/or action
- it is important that those reporting an online safety incident have confidence that the report will be treated seriously and dealt with effectively
- there are support strategies in place e.g., peer support for those reporting or affected by an online safety incident
- incidents should be logged on CPOMS
- relevant staff are aware of external sources of support and guidance in dealing with online safety issues, e.g. local authority; police; Professionals Online Safety Helpline; Reporting Harmful Content; CEOP.
- those involved in the incident will be provided with feedback about the outcome of the investigation and follow up actions

The school will make the flowchart below available to staff to support the decision-making process for dealing with online safety incidents.

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## School actions

It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows:

### Responding to Learner Actions

Incidents	Refer to Headteacher	Refer to Police/Social Work	Refer to local authority technical support for advice/action	Inform parents/carers	Remove device/network/internet access rights	Issue a warning	Further sanction, in line with behaviour policy
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on User Actions on unsuitable/inappropriate activities).	X	X	X	X	X	X	X
Attempting to access or accessing the school network, using another user's account (staff or learner) or allowing others to access school network by sharing username and passwords	X						
Corrupting or destroying the data of other users.	X						
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature	X			X	X		X
Unauthorised downloading or uploading of files or use of file sharing.	X						
Using proxy sites or other means to subvert the school's filtering system.	X						

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Accidentally accessing offensive or pornographic material and failing to report the incident.	X			X			
Deliberately accessing or trying to access offensive or pornographic material.	X		X	X			X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act.	X			X			
Unauthorised use of digital devices (including taking images)	X			X			X
Unauthorised use of online services	X			X			X
Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.	X			X			X
Continued infringements of the above, following previous warnings or sanctions.	X			X			X

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## Responding to Staff Actions

Incidents	Refer to Headteacher	Refer to local authority/HR	Refer to Police	Refer to LA / Technical Support Staff for action re filtering, etc.	Issue a warning	Suspension	Disciplinary action
<b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)</b>	X	X	X			X	X
Actions which breach data protection or network / cyber-security rules.	X						X
Deliberately accessing or trying to access offensive or pornographic material	X	X	X			X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X					X
Using proxy sites or other means to subvert the school's filtering system.	X						
Unauthorised downloading or uploading of files or file sharing	X						
Breaching copyright/ intellectual property	X						
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account.	X						X
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature	X						X
Using personal e-mail/social networking/messaging to carry out digital communications with learners and parents/carers	X				X		
Inappropriate personal use of the digital technologies e.g. social media / personal e-mail	X				X		
Careless use of personal data, e.g. displaying, holding or transferring data in an insecure manner	X				X		
Actions which could compromise the staff member's professional standing	X				X		

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Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.	X				X		
Failing to report incidents whether caused by deliberate or accidental actions	X				X		
Continued infringements of the above, following previous warnings or sanctions.	X				X		X

## Filtering

- the school manages access to content across its systems for all users and on all devices using the schools internet provision. The filtering provided meets the standards defined in the DfE Filtering standards for schools and colleges and the guidance provided in the UK Safer Internet Centre Appropriate filtering
- illegal content (e.g., child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation URL list and the police assessed list of unlawful terrorist content, produced on behalf of the Home Office
- there are established and effective routes for users to report inappropriate content, recognising that no system can be 100% effective. These are acted upon in a timely manner, within clearly established procedures
- there is a clear process in place to deal with, and log, requests/approvals for filtering changes
- filtering logs are regularly reviewed and alert the Designated Safeguarding Lead to breaches of the filtering policy, which are then acted upon

## Monitoring

The school has monitoring systems in place, agreed by senior leaders and technical staff, to protect the school, systems and users:

- the school monitors all network use across all its devices and services
- monitoring reports are urgently picked up, acted on and outcomes are recorded by the Designated Safeguarding Lead, all users are aware that monitoring is in place
- there are effective protocols in place to report abuse/misuse. There is a clear process for prioritising response to alerts that require rapid safeguarding intervention
- management of serious safeguarding alerts is consistent with safeguarding policy and practice
- the monitoring provision is reviewed at least once every academic year and updated in response to changes in technology and patterns of online safety incidents and behaviours. The review should be conducted by members of the senior leadership team, the designated safeguarding lead, and technical staff. It will also involve the responsible governor. The results of the review will be recorded and reported as relevant.
- devices that are provided by the school have school-based monitoring applied irrespective of their location
- monitoring enables alerts to be matched to users and devices

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## Mobile technologies

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is as follows:

- mobile phones are not allowed for pupils in school
- members of staff are permitted to bring their personal mobile devices into school. Devices must have a locked screen and a password. Members of staff can only use their mobile device in school places where pupils are **not permitted** (i.e. staff room)
- pupils are not currently permitted to bring their personal hand held devices into school
- a number of such devices are available in school (e.g. iPads) and are used by children as considered appropriate by members of staff

## Email

Access to email is provided for all users in school via the intranet page accessible via Outlook. This is accessible via the web browser (Microsoft Edge or Chrome) from their desktop and each teacher has their own private login and password.

These official school email services may be regarded as safe, secure and encrypted and are monitored by Outlook. Staff and pupils should use only the school email services to communicate with others when in school, or on school systems (e.g. by remote access):

- staff **MUST NOT** communicate with pupils by email
- staff should inform the Headteacher if any pupil attempts to make contact with them via email
- if staff use personal email accounts, they must not access them during teaching time and in the presence of pupils. They should be mindful of what they are receiving and sending
- users need to be aware that email communications may be monitored
- users must immediately report, to their class teacher/SLT (in accordance with the school Policy) the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email

## Social media

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to learners through:

- ensuring that personal information is not published
- education/training being provided including acceptable use, age restrictions, social media risks, digital and video images policy, checking of settings, data protection and reporting issues
- clear reporting guidance, including responsibilities, procedures, and sanctions
- risk assessment, including legal risk
- guidance for learners, parents/carers

School staff should ensure that:

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**E-mail: [admin@hindonce.wilts.sch.uk](mailto:admin@hindonce.wilts.sch.uk)**



# Hindon Primary School

'Where happy children learn'



- No reference should be made in personal social media to learners, parents/carers or school staff
- they do not engage in online discussion on personal matters relating to members of the school community
- personal opinions should not be attributed to the school
- security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information
- they act as positive role models in their use of social media

When official school social media accounts are established, there should be:

- a clear processes for the administration, moderation, and monitoring of these accounts – involving at least two members of staff
- a code of behaviour for users of the accounts
- systems for reporting and dealing with abuse and misuse
- understanding of how incidents may be dealt with under school disciplinary procedures

## Online Publishing

The school communicates with parents/carers and the wider community and promotes the school through:

- Public-facing website
- Social media
- Class Dojo
- Online newsletters

The school ensures that online safety policy has been followed in the use of online publishing e.g., use of digital and video images, copyright, identification of young people, publication of school calendars and personal information – ensuring that there is least risk to members of the school community, through such publications.

Where learner work, images or videos are published, their identities are protected, and full names are not published.

## Outcomes

The impact of the Online Safety Policy and practice is regularly evaluated through the review/audit of online safety incident logs; behaviour/bullying reports; surveys of staff, learners; parents/carers and is reported to relevant groups:

- there is balanced professional debate about the evidence taken from the reviews/audits and the impact of preventative work e.g., online safety education, awareness, and training
- there are well-established routes to regularly report patterns of online safety incidents and outcomes to school leadership and Governors
- parents/carers are informed of patterns of online safety incidents as part of the school's online safety awareness raising

**Interim Head Teacher: Mr S Watkins    Chair of Governors: Mr R Bryson**

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- online safety (and related) policies and procedures are regularly updated in response to the evidence gathered from these reviews/audits/professional debate
- the evidence of impact is shared with other schools, agencies and LAs to help ensure the development of a consistent and effective local online safety strategy

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