Online Safety Policy

Monitoring Responsibility	Chief Education Officer
Next Review Date	July 2025
Approval Body	Curriculum and Standards
Date Ratified	2 September 2024
Chair of Committee Signature	

1. Introduction

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

Each Voyage Academy recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that all pupils, staff and trustees will be supported to use internet, mobile and digital technologies safely.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

This policy has due regard to the related statutory legislation and guidance including, but not limited to, the following:

- Keeping Children Safe in Education September 2024
- Prevent Duty 2023
- Computer Misuse Act 1990
- The Data Protection Act 2018
- Freedom of Information Act 2000
- Communications Act 2003
- Malicious Communications Act 1988
- The Protection of Children Act 1978
- Criminal Justice Act 1988
- Public Order Act 1986
- Serious Crime Act 2015
- Criminal Justice and Courts Act 2015

This document forms part of our integrated safeguarding portfolio and should be read alongside:

- Voyage Education Partnership: Trust Safeguarding & Child Protection Policy;
- Voyage Education Partnership: Policy and Procedure for allegations and concerns raised in relation to staff, supply staff, contractors and volunteers
- Voyage Education Partnership : Staff Code of Conduct
- Voyage Education Partnership: Prevent Policy
- Voyage Education Partnership: Acceptable Use Policy

2. Scope of policy

The policy applies to:

- Pupils
- All Trust staff including all staff based within academies
- Trustees
- Parents/carers
- Peripatetic teachers/coaches, supply teachers, student teachers
- Visitors
- Volunteers

The DfE Keeping Children Safe in Education guidance states that:

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.
- Contact: being subjected to harmful online interaction with other users; for example: 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: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and nonconsensual 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.

3. Responsibilities

Headteacher and senior leaders are responsible for:

•	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 / E Safety Officer supported by the Voyage IT Services Team 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 / E Safety Officer.

• The headteacher/senior leaders will work with the designated safeguarding lead (DSL) and Voyage IT Services Team in all aspects of filtering and monitoring.

The headteacher, including Executive Headteachers, have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored.

Organisations that are hiring space from the school and are a totally separate organisation should have and follow their own online safety policy and acceptable use agreements. However, if the organisation has any access to the school network, cloud-based services and/or equipment then they must adhere to the school's online safety procedures and acceptable use agreements.

All named personnel allocated the above Academy responsibilities and to whom breaches should be reported to are named in Appendix A of this policy.

The Trust is responsible for:

- maintaining filtering and monitoring systems
- providing filtering and monitoring reports
- completing actions following concerns or checks to systems
- In conjunction with the school reviewing the effectiveness of our provision, making sure that processes are in place so that incidents are urgently picked up, acted on and outcomes are recorded

All Trust and Academy staff should be clear on:

The expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of their safeguarding training. For example, noticing and monitoring what's is on pupil's screens.

How to report safeguarding and technical concerns. All concerns relating to academy filtering and monitoring should be reported to the Academy E-safety Officer immediately. Any Trust staff who have filtering and monitoring concerns, should reported them to Trust IT Service Desk.

Staff should report concerns if:

- They witness or suspect unsuitable material has been accessed
- They are able to access unsuitable material
- They are teaching topics that could create unusual activity on the filtering logs
- There is failure in the software or abuse of the system
- There are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
- They notice abbreviations or misspellings that allow access to restricted material

4. Curriculum

The following subjects have the clearest online safety links:

PSHE and Relationships Education

Computing

However, as stated in the role descriptors above, it is the role of all staff to identify opportunities to thread online safety through all school activities, both within the classroom outside the curriculum, and making the most of unexpected learning opportunities as they arise.

5. Equal Opportunities

Voyage Education Partnership is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and pupils. The Trust will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.

Appendix A – academy specific information

Insert academy logo

All breaches of this policy should be reported to the **Academy E-Safety Officer**.

All breaches of this policy that may have put a child at risk must also be reported to the **DSL**.

Academy DSL	
Academy E-Safety Officer	

The DSL and E-safety Officer of the academy is responsible for:

- Ensuring there is a holistic approach to E-Safety in order to safeguard all learners.
- Ensuring all staff are aware that if a child is at risk of harm then the DSL is notified immediately in line with the Welfare Concerns Pathway.
- Ensuring staff recognise the role of Online Safety in relation to the PREVENT Duty
- Ensuring they understand the filtering and monitoring processes are in place and ensure that staff have the knowledge and ability to report any concerns.
- This includes overseeing and acting on:
  - o Filtering and monitoring reports
  - o Safeguarding concerns
  - o Regularly checking filtering and monitoring systems on site
  - o Working with Trust IT staff to make sure the IT systems are effective

The Trust is responsible for:

- Providing the filtering and monitoring system that the academy uses. The Voyage Education Partnership provider is Smoothwall
- Documenting what is blocked or allowed, and why
- In conjunction with the school reviewing the effectiveness of the IT systems, making sure that processes in place so that incidents are urgently picked up, acted on and outcomes are recorded