



Online Safety Policy

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1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and governors
- Identify and support groups of students 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, fake news, 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

2. 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](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)
- [Using AI in education settings: support materials](#)

It also refers to the DfE’s guidance on [protecting children from 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 students’ electronic devices where they believe there is a ‘good reason’ to do so.

The policy also takes into account the National Curriculum computing programmes of study.

This policy complies with our funding agreement and articles of association.

This policy should also be read alongside the Artificial Intelligence Policy and the [“Filtering and Monitoring rationale”](#)

3. Roles and responsibilities

3.1 The Governing Board

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

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

The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The governing board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board 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 link Safeguarding Governors, Anna Jones, Hoi-Yee Roper and Francis Davies, with Bljit Thatti for Filtering and Monitoring, will oversee online safety as part of their Safeguarding responsibility.

All Governors will:

- Ensure 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
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some students 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

3.2 The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The Designated Safeguarding Lead (DSL)

Details of the school's Designated Safeguarding Lead (DSL) and Deputies are set out in our child protection and safeguarding policy, as well as relevant job descriptions.

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

- Supporting the Headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school

- Working with the headteacher and governing board to review this policy annually and ensure 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 Head of IT to make sure the appropriate systems and processes are in place
- Working with the headteacher, ICHead of IT 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 policy
- Responding to safeguarding concerns identified by filtering and monitoring
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyberbullying are logged and dealt with appropriately in line with the school 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 board
- 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

This list is not intended to be exhaustive.

3.4 The Head of IT

The Head of IT is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems (e.g. Smoothwall, GoGuardian, LGfL) on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure students are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Continually checking and monitoring our security systems to ensure they are up to date and working properly alongside our managed service provider, Eduthing.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All 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 and ensuring that students follow the school's terms on acceptable use

- 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 failing by reporting them directly to the DSL via CPOMS.
- Following the correct procedures if they need to bypass the filtering and monitoring systems for educational purposes
- Working with the DSL to ensure that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school 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'

This list is not intended to be exhaustive.

3.6 Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use outlined in the [Tiffin School Student Digital Code of Conduct](#).
- 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](#)
 - Online safety topics for parents/carers – [Childnet](#)
 - Parent resource sheet – [Childnet](#)

3.7 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.

4. Educating students about online safety

Students will be taught about online safety as part of the curriculum as set out in the [National Curriculum computing programmes of study](#) and the DfE [guidance on relationships education, relationships and sex education \(RSE\) and health education](#).

In **KS3**, students will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns

Students in **KS4** will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

By the **end of secondary school**, students will know:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
- Not to provide material to others that they would not want shared further and not to share personal material that is sent to them
- What to do and where to get support to report material or manage issues online

- The impact of viewing harmful content
- That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others, and negatively affect how they behave towards sexual partners
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence that carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including 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 students with SEND.

5. Educating parents/carers about online safety

The school will raise parents/carers' awareness of internet safety in the Head's Newsletters, the parent portal or other communications home. Details of talks and online webinars are shared. This policy will also be shared with parents/carers.

Online safety will also be covered during parents' information and welcome evenings and through the sharing of local authority webinars and information etc.

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
- What parents can do to keep their children safe online

5.1 Chromebooks

We believe that developing digital responsibility is a partnership between school and home. All students in Years 7-11 are equipped with a school-managed Chromebook. While these are a vital learning resource in lessons and beyond, it is equally important that students learn to use them in a balanced, safe, and purposeful way.

5.2 Filtering and Monitoring

To support this, all Chromebooks issued by the school are managed centrally. Internet content is filtered using **GoGuardian**, a leading educational filtering platform, to ensure students are protected from inappropriate material. The school's Filtering and Monitoring Rationale provides greater detail on the F&M.

5.3 GoGuardian Parent

In addition to this in-school filtering, we offer parents access to GoGuardian Parent, a companion app that provides insights into their child's Chromebook usage outside school hours. This optional service allows parents to engage in informed conversations at home about online behaviour and study habits.

Key features of *GoGuardian Parent* include:

- **Website Filtering:** Parents can block specific websites outside of school hours.
- **On-Demand Internet Pausing:** Allows parents to instantly pause internet access.
- **Scheduled Internet Pausing:** Enables parents to set regular offline times, e.g. during family time or bedtime.

- **Browsing History Access:** View your child's Chromebook activity over the past 30 days.

Many parents have found this tool valuable for promoting healthy digital habits and helping their children stay focused during homework or downtime. To access GoGuardian Parent, parents are invited to register using a designated sign-up form and must do so using the same email address used for school communications. Full instructions and login details are shared upon successful registration.

5.4 Google Classroom Guardian Summaries

In addition, parents may opt into Google Classroom Guardian Summaries. These email updates provide weekly or daily summaries of students' classwork. This is an excellent way for parents to stay informed about their child's learning journey, especially as an alternative to asking students to log in and show homework directly.

Together, these tools enable parents to play an active role in supporting their child's digital safety and academic progress at home.

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.

6. Cyber-bullying

6.1 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 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school Safeguarding Policy, Behaviour Policy and Anti-bullying Policy.)

6.2 Preventing and addressing cyber-bullying

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

Curriculum and Personal Development

The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Cyber-bullying features in the Tutor and Twenty First Century Life programmes, an overview of which can be found on the school website. 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.

Staff Training

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

Communication

The school also sends information/leaflets/details of webinars etc. 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.

Safeguarding and the Behaviour Policy

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the School Behaviour Policy. Where illegal, inappropriate or harmful material has been spread among students, 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.

6.3 Examining electronic devices

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

- Poses a risk to staff or students, 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 students and staff. If the search is not urgent, they will seek advice from headteacher and DSL
- Follow the school's Search and confiscation policy
- Explain to the student why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the student'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 student and/or the parent/carer 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 immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) 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 students will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- Our Safeguarding, Behaviour and Pupil Discipline Policy which includes our searches and confiscation policy

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

6.4 Artificial intelligence (AI)

Generative AI tools, such as ChatGPT and Google Gemini, are now widely available and increasingly used in educational and non-educational settings. As a school, we recognise both the opportunities and the risks these technologies present.

We are mindful of the new DfE guidance: [Generative artificial intelligence \(AI\) in education - GOV.UK](#) and have taken steps to ensure that our practice is informed, proportionate, and aligned with our safeguarding responsibilities. This should be read in conjunction with the school's Artificial intelligence Policy.

Key principles and actions:

- **AI in Learning:** We acknowledge that approved AI tools can support teaching and learning - for example, in lesson planning, the drafting of general feedback and student engagement - provided that outputs are reviewed by staff, professional judgement is retained and no personal or confidential information is entered into an AI tool unless its use has been explicitly approved and complies with data protection requirements.
- **Staff Awareness and Training:** Staff receive regular training on AI, including through Thursday morning briefings. This training covers safe, effective, and ethical use, as well as the identification of AI-generated misinformation, bias, or inappropriate content.
- **Student Conduct:** The responsible use of AI is covered in the Student Digital Code of Conduct. Students are explicitly warned about the risks of using AI to harass or impersonate others, including the creation or distribution of deepfake content.
- **Safeguarding and Behaviour:** Any use of AI to bully, intimidate or harm others – including through deepfakes, AI-generated pornography, or hoax material – will be dealt with seriously under our Behaviour & Discipline Policy and safeguarding procedures.
- **Approval and Risk Assessment:** Staff must use only AI tools and use cases approved by the school. New tools must be submitted for central risk assessment and approval before use, in accordance with the school's Use of Artificial Intelligence Policy. Risk assessments will consider safeguarding, age restrictions, filtering and monitoring, data protection, consent and reputational risk.
- **Student Engagement:** students have been introduced to the topic of AI through assemblies, lessons and tutor time, and we continue to promote AI literacy, ensuring students understand both the capabilities and limitations of these technologies.
- **Policy Review:** Our use of AI is under regular review to respond to technological developments, feedback from the school community, and changes in statutory guidance.

7. Acceptable use of the internet in school

All students, 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 in accordance with our Fair Use Policies. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet and Chromebooks 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 students, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

8. students using mobile devices in school

Full details are outlined in the Student Code of Conduct and the Digital Code of Conduct.

- Mobile phones must not be used on school premises, except by Sixth Formers (and only in designated 6th Form only areas).
- Phones must be switched off and put away while on site.
- If a phone is seen or used, it will be:
 - Confiscated and handed to the School Office
 - Returned at the end of the same day
- The student will receive:
 - A demerit
 - A 60-minute school detention
 - Parental notification by email
 - Three confiscations will result in an SLT detention.
- Use of phones is only permitted under direct staff instruction as part of a lesson.

9. 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 with a strong password as per our guidance (shared with staff annually in start-of-year CPD sessions) or via fingerprint or face identification.
- Ensuring no school data is downloaded onto a personal device ever. Our cloud based systems allow us to keep everything on our systems and never someone else's. If data needs to be downloaded it should only be done so on to a school managed device.
- 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.

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 Manager.

10. How the school will respond to issues of misuse

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

Where a staff member 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 Code of Conduct. 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.

11. Training

11.1 Staff, governors and volunteers

All new staff members 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. This forms part of our start-of-year CPD as well as Induction Programme.

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, staff portal 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 students can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence students to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and DDSs and other senior leaders 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.

11.2 students

All students 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

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

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. This is recorded via CPOMS. This policy will be reviewed every year by the DSL. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment or LGfL audit that considers and reflects the risks students face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Links with other policies

This online safety policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour and Pupil Discipline Policy including Anti-Bullying Approach
- Staff Behaviour and Grievance policies and procedures
- Data Protection Policy and Privacy Notices
- School Complaints Policy
- Student Digital Code of Conduct
- Staff Code of Conduct
- Use of Artificial Intelligence Policy
- Filtering and monitoring Rationale