



# Green Oaks Primary Academy

## Online Safety Policy

Persons Responsible:

Principal

Online Safety Lead

Next Review Date:

October 2026

Policy Author:

Mrs A Dickens

Review Dates:

January 2022 (AD)

January 2023 (AD)

October 2024 (AD)

October 2025 (AD)

*“The internet is no longer a web that we connect to. Instead, it’s a computerised, networked and interconnected world that we live in. This is the future, and what we’re calling the Internet of Things.”*

*Bruce Schneier, Security Technologist and Author*

### Policy Statement

In an increasingly digital world, the internet plays a crucial role in developing skills, improving communication, sharing information and of course, enhancing learning. In today’s climate, key knowledge of technology and how to use a range of devices and platforms safely will safeguard our children beyond the classroom and in their future lives.

At Green Oaks Primary Academy, it is our aim to help prepare our children for a life in a world where technology plays an ever more significant role. To ensure we do this responsibly, we have a duty of care to safeguard the pupils in our trust and help them become armed with the knowledge and resources to understand that the internet, although wonderful and fun, needs to be used responsibly. This includes, not only understanding the potential risks and how to deal with them safely as a user, but also making sure they are aware that they too have a duty of responsibility towards others.

We will do this by following the details set out in this policy and ensuring our pupils have the best possible understanding of Online Safety from the foundation years of our school and throughout their journey with us. This policy is written in line with the ‘Keeping Children Safe in Education 2025 Statutory Guidance for Schools and Colleges’ document.

## Objectives

This Online Safety Policy will aim to

- set out expectations for all GOPA community members in relation to behaviours, attitudes and use of digital technology
- help all parties recognise that online behaviour standards, including social media activity must be upheld beyond the school day and premises
- facilitate the safe, responsible and respectful use of technology in teaching and learning
- prepare children and young people for the risks and opportunities of the digital world and to thrive online
- help school staff understand their role in safeguarding young people online
- establish clear structures by which online wrongdoings will be treated, and the procedures to follow where there are doubts or concerns.

This policy applies to all members of the Green Oaks Primary Academy community including staff, pupils, parents/carers and visitors.

## Supporting Documents

- Keeping Children Safe in Education 2025
- Greenwood Academies Trust E-Safety Policy Statement
- GOPA Academy Site Specific Arrangements for Safeguarding and Child Protection
- Education for a Connected World 2020

## Roles and Responsibilities

### Principal (DSL) and Online Safety Lead

- Develop a culture of safeguarding where online safety is fully integrated to the whole-school safeguarding
- Ensure the Online Safety Policy is adhered to by all staff
- Liaise with each other and other DSLs on all online safety issues that arise
- Take day to day responsibility for online safety issues and be aware of the potential for serious online child protection concerns
- Stay up to date with the latest trends in online safety
- Review and update this policy, regularly, and when there is an update to statutory guidance including safeguarding policies
- Be aware of local and school trends
- Ensure staff are aware of all the procedures that need to be followed in the event of an online safety incident, and that these are logged in the same way as any other academy safeguarding incident (CPOMS)
- Facilitate training and advice for staff
- Keep remote learning policies up to date
- Ensure staff are aware and have access to the Greenwood Academies Trust E-Safety Policy Statement
- Provide training opportunities for staff in relation to online safety.

In addition to this the Online Safety Lead will

- Ensure provisions for lesson resources in line with the Education for a Connected World Framework 2020
- Offer support and guidance for staff
- Monitor CPD of staff to ensure it is relevant, matches the needs of the academy and is up to date
- Map progression across the academy to ensure all pupils are regularly receiving Online Safety lessons whether discrete or as part of PSHE/RSE
- Promote online safety within the academy and beyond.

## All Staff

- Understand that online safety is a core part of safeguarding; as such it is part of everyone's job
- Know who the Designated Safeguarding Leads (DSL) are, and who the Online Safety Lead is
- Read and follow this policy in conjunction with the school's main safeguarding policy and the Greenwood Academies Trust E-Safety Policy Statement
- Record online safety incidents in the same way as any safeguarding incident and report in accordance with school procedures (CPOMS)
- Deliver engaging lessons and embed consent, mental wellbeing, healthy relationships and staying safe online into the PSHE/Relationships Education curriculum, complementing the existing computing curriculum
- Identify opportunities to thread online safety through all school activities, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise (these have a unique value for pupils)
- Whenever overseeing the use of technology (devices, the internet, remote learning etc) in the academy setting or as homework tasks, encourage sensible use, monitor what pupils are doing and consider potential dangers and the age appropriateness of websites
- To carefully supervise and guide pupils when engaged in learning activities involving online technology (including, remote learning, extra-curricular and extended school activities if relevant), supporting them with search skills, critical thinking (e.g. fake news), age appropriate materials and signposting, and legal issues such as copyright and data law
- Encourage pupils to use devices, platforms and the internet responsibly, and enforce school sanctions if not
- Notify DSLs/Online Safety Lead of new trends and issues
- Be aware that you are often most likely to see or overhear online safety issues in the playground, corridors and other communal areas outside the classroom – let the DSLs/Online Safety Lead know
- Model safe, responsible and professional behaviours in their own use of technology

## Pupils

- Through lessons, understand the importance of reporting abuse, misuse or access to inappropriate materials
- Know what action to take if they or someone they know feels worried or vulnerable when using online technology
- Understand the importance of adopting safe and responsible behaviours and good online safety practice when using digital technologies both inside and outside of school, including on social media
- Understand the benefits/opportunities and risks/dangers of the online world and know who to talk to at school or outside school if there are problems
- Use devices, platforms and online responsibly and respectfully.

## Parents/Carers

- Consult with the academy if they have any concerns about their children's use of technology
- Promote positive online safety and model safe, responsible and positive behaviours in their own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, contractors, pupils or other parents/carers

## Education and Curriculum

The following subjects have the clearest online safety links

- PSHE and Relationships Education
- Computing
- Citizenship

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 outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise.

At Green Oaks Primary Academy, we recognise that online safety and broader digital resilience must be thread throughout the curriculum.

Annual reviews of curriculum plans/schemes of work (including for SEND pupils) are an opportunity to consider the teaching of the key areas of Self-image and Identity, Online Relationships, Online Reputation, Online Bullying, Managing Online Information, Health, Wellbeing and Lifestyle, Privacy and Security, and Copyright and Ownership.

As an academy we follow the Jigsaw scheme of learning for PSHE and RSE, which also provide lessons for online safety and relationships.

### Handling Incidents

It is vital that all staff understand that online safety is part of safeguarding and should be actioned as any other safeguarding incident.

Green Oaks Primary Academy commits to take all reasonable precautions to ensure online safety but recognises that incidents will occur both inside school and outside school (and that those from outside school will continue to impact on pupils when they come into school). All members of the school are encouraged to report issues swiftly via the CPOMS platform, to allow us to deal with them quickly and sensitively through the school's escalation processes.

Any suspected online risk or infringement should be reported to a Designated Safeguarding Lead on the same day – where clearly urgent, it will be made by the end of the lesson.

Any concern/allegation about staff misuse is always referred directly to the Principal in person or by using the QR code on the safeguarding board, unless the concern is about the Principal in which case the complaint is referred to the Senior Education Advisor for the Academy, Vicci Godbold at [vicci.godbold@greenwoodacademies.org](mailto:vicci.godbold@greenwoodacademies.org).

The school will actively seek support from other agencies as needed (i.e. the local authority, National Online Safety, UK Safer Internet Centre's Professionals' Online Safety Helpline, NCA CEOP, Prevent Officer, Police). We will inform parents/carers of online safety incidents involving their children, and the Police where staff or pupils engage in or are subject to behaviour which we consider a risk.

### System Security

As part of the Greenwood Academies Trust, Green Oaks Primary Academy adheres to the GAT E-Safety Policy Statement. Whilst we educate our young people and train staff on the issues around online safety, the Trust provides technical safety in terms of filtering and monitoring of usage. Any identified misuse by a member of staff or pupil is alerted to the Principal by the IT Department and action taken accordingly.

### Monitoring and Review

Monitoring of the teaching of online safety will be carried out by the Online Safety Lead. Pupil and staff voice will be gathered to ensure that all parties understand their roles and responsibilities and so that support, and advice can be further provided.

This policy will be reviewed yearly unless there is a significant change to statutory guidance or responsibilities within the academy.

All supporting documents and further advice and guidance has been published on the academy website under the Online Safety tab.