



# Thames View Infants

## Online Safety & Acceptable Use Policies

### 1. Statement of Commitment

Thames View Infants recognises that technology and the internet play an increasingly important role in children's lives, both within and beyond school. Digital technologies provide significant opportunities for learning, communication, creativity and personal development. They are an essential component of modern education and support many aspects of teaching, learning and school administration.

Alongside these benefits, online technologies present safeguarding risks. Children may be exposed to inappropriate content, harmful contact, unsafe conduct, exploitation, misinformation, cyberbullying or other forms of online harm. The school therefore recognises that online safety is an essential aspect of safeguarding and child protection.

Governors, the Headteacher and staff are committed to creating a culture in which children are empowered to use technology safely, responsibly and positively whilst being protected from harm.

At Thames View Infants, online safety is viewed as a whole-school responsibility and forms an integral part of our safeguarding arrangements.

### 2. Legislative and Statutory Framework

This policy has been developed with reference to:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children
- DfE Filtering and Monitoring Standards for Schools and Colleges
- Teaching Online Safety in Schools
- UK Council for Internet Safety (UKCIS) Guidance
- Education Act 2002
- Education and Inspections Act 2006
- Prevent Duty Guidance
- UK GDPR
- Data Protection Act 2018
- Children Act 1989
- Children Act 2004

In accordance with KCSIE, the school recognises that online safety is not a standalone issue but forms part of the school's wider safeguarding and child protection responsibilities.

The Trust further recognises that technology can be a significant safeguarding factor in many areas, including child-on-child abuse, exploitation, bullying, radicalisation, mental health concerns and sexual abuse.



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### 3. Scope

This policy applies to all members of the school community including:

- pupils;
- parents and carers;
- staff;
- governors/directors;
- volunteers;
- contractors;
- visitors.

It applies whenever school technology, networks, systems or online services are used and also where off-site or personal use of technology has the potential to impact upon the safety, wellbeing or reputation of members of the school community.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy;
- Behaviour Policy;
- Anti-Bullying Policy;
- Staff Code of Conduct;
- Social Networking Policy;
- Data Protection Policy;
- Cyber Security Policy;
- Artificial Intelligence (AI) Usage Policy.

The use of Artificial Intelligence technologies is governed through the school's separate Artificial Intelligence Usage Policy.

#### 4. Understanding Online Safety Risks

The internet provides children with access to valuable educational resources and opportunities. However, online activity also presents risks which evolve continually as technologies develop.

The school recognises four broad categories of online risk:

##### **Content**

Children may encounter harmful, inaccurate, inappropriate or misleading material online, including:

- violent content;
- discriminatory content;
- extremist material;
- misinformation and disinformation;
- harmful online challenges;
- age-inappropriate content;
- AI-generated content designed to mislead.

##### **Contact**

Children may be vulnerable to inappropriate contact from others online, including:

- online grooming;
- exploitation;
- coercion;
- radicalisation;
- criminal exploitation;
- unwanted communication.

##### **Conduct**

Children and adults may engage in behaviours that create risk, including:

- cyberbullying;
- online harassment;
- sharing personal information;
- sharing images without consent;
- impersonation;
- misuse of technology.

### Commercial Risks

Users may be exposed to:

- online scams;
- phishing attempts;
- financial fraud;
- malicious advertising;
- identity theft.

The school recognises that these risks are interconnected and require a coordinated safeguarding response involving education, supervision, technical controls and partnership with parents.

## 5. Roles and Responsibilities

### Board of Directors

The Board of Directors has strategic responsibility for ensuring that appropriate online safety arrangements are in place.

The Board will:

- ensure compliance with safeguarding duties;
- approve and review this policy;
- receive annual online safety reports;
- seek assurance regarding filtering and monitoring arrangements;
- ensure sufficient resources are available to support online safety.

The safeguarding governor/director will maintain oversight of online safety as part of their safeguarding responsibilities.

### Headteacher

The Headteacher has overall responsibility for ensuring the effective implementation of this policy and for promoting a culture in which online safety is understood as a safeguarding priority.

The Headteacher will ensure that:

- appropriate procedures are implemented;
- staff receive training;

- concerns are investigated appropriately;
- safeguarding concerns are escalated where necessary.

### Designated Safeguarding Lead

In accordance with KCSIE, the Designated Safeguarding Lead takes lead responsibility for online safety.

The DSL will:

- oversee online safety provision;
- manage safeguarding incidents involving technology;
- maintain incident records;
- monitor emerging risks;
- work alongside technical staff regarding filtering and monitoring;
- provide reports to senior leaders and governors.

### Staff

All staff share responsibility for safeguarding children online.

Staff will:

- model safe and responsible behaviour;
- supervise pupils appropriately;
- deliver online safety education;
- report concerns immediately;
- follow the Staff Acceptable Use Agreement.

## 6. Online Safety Education

The most effective means of protecting children online is through education and the development of safe behaviours.

At Thames View Infants, online safety education is embedded throughout school life and forms part of the Computing, PSHCE and wider safeguarding curriculum.

Pupils will be taught in age-appropriate ways to:

- recognise trusted adults who can help them;

- understand the importance of keeping personal information private;
- recognise situations that make them feel uncomfortable or unsafe;
- report concerns confidently;
- understand age restrictions on websites, games and applications;
- behave respectfully when using technology.

Given the age of pupils at Thames View Infants, online safety education focuses heavily upon supervision, communication and the development of early protective behaviours.

### 7. Filtering and Monitoring

The school recognises the importance of effective filtering and monitoring arrangements as outlined within the DfE Filtering and Monitoring Standards.

The school maintains filtering systems designed to reduce access to inappropriate material and monitoring systems designed to identify potential safeguarding concerns.

Filtering and monitoring systems are reviewed regularly by the Headteacher, the DSL and technical support providers to ensure that they remain effective and appropriate to the age and needs of pupils.

However, no filtering system can provide complete protection. Consequently, active staff supervision remains essential whenever pupils access online resources.

Where monitoring identifies safeguarding concerns, these will be reviewed promptly and referred to the DSL in accordance with safeguarding procedures.

Governors receive regular assurance regarding the effectiveness of filtering and monitoring arrangements.

### 8. Safe Use of Technology

The school provides access to technology for educational purposes and expects all users to act responsibly and respectfully.

Users must:

- use technology appropriately;
- respect the rights of others;
- protect passwords and login credentials;
- follow staff instructions;
- report concerns promptly.

The school reserves the right to monitor usage of school systems where lawful, necessary and proportionate.

### 9. Images, Video and Digital Media

The school celebrates children's achievements and values opportunities to share learning with parents and the wider community within school and via official Social Networking comms.

The use of images and video recordings must always place safeguarding and privacy at the forefront.

Parental consent will be obtained in accordance with school procedures.

The school will not publish children's full names alongside photographs and will ensure that images are stored securely within approved systems that comply with UK GDPR requirements.

Staff must only use authorised school equipment and systems for capturing, storing and sharing pupil images.

### 10. Data Protection and Cyber Security

Protecting personal information is a fundamental responsibility of the school.

The school maintains appropriate technical and organisational measures to safeguard personal data and protect school systems from cyber threats.

All staff receive regular safeguarding and cyber security training, including guidance relating to:

- phishing attacks;
- password security;
- multi-factor authentication;
- data breaches;
- safe handling of personal information.

Any suspected cyber security incident or data breach must be reported immediately.

### 11. Responding to Online Safety Concerns

Online safety concerns are treated as safeguarding concerns where appropriate.

Any member of staff who becomes aware of:

- cyberbullying;
- online abuse;
- grooming concerns;
- exploitation;
- harmful content;
- image-sharing incidents;
- filtering breaches;
- online conduct that places a child at risk

must report the matter immediately to the Designated Safeguarding Lead.

The DSL will determine the appropriate response and whether external agencies should be involved.

Incidents will be recorded in accordance with the school's safeguarding procedures.

## 12. Partnership with Parents and Carers

The school recognises that parents and carers play a vital role in helping children remain safe online.

The school will work in partnership with families by:

- providing online safety information and guidance;
- communicating emerging risks and trends;
- offering support where concerns arise;
- encouraging open discussion between children and trusted adults.

Parents are encouraged to reinforce key online safety messages at home and to communicate any concerns that may affect a child's wellbeing.

## 13. Monitoring, Evaluation and Review

The effectiveness of this policy will be reviewed through:

- safeguarding monitoring;
- incident analysis;
- governor scrutiny;
- staff feedback;
- pupil voice;
- reviews of filtering and monitoring systems.



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Where appropriate, a report will be presented to the Board of Directors covering:

- significant incidents;
- training undertaken;
- emerging online risks;
- filtering and monitoring effectiveness;
- areas for development.

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or safeguarding practice.



### APPENDIX A

### STAFF, GOVERNOR, VOLUNTEER AND CONTRACTOR ACCEPTABLE USE AGREEMENT

I understand that:

- online safety is everyone's responsibility
- school systems are provided primarily for professional purposes
- use of school systems may be monitored
- confidential information must be protected
- safeguarding concerns must be reported immediately

I agree that I will:

- use technology safely and professionally
- follow all school policies
- maintain secure passwords
- use multi-factor authentication where available
- protect personal and confidential information
- report online safety concerns immediately
- report suspected cyber incidents or data breaches immediately
- use only authorised software and services
- comply with the school's AI Usage Policy when using AI technologies
- maintain professional boundaries online
- avoid communication with pupils through personal accounts
- act in a manner that protects the reputation of the school

Failure to comply with this agreement may result in disciplinary action.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### APPENDIX B

#### PUPIL ONLINE SAFETY RULES

##### Think Before You Click or Tap

We will:

- ask an adult before going online
- only use websites chosen by an adult
- tell an adult if something worries us
- be kind online
- keep personal information private
- never share passwords
- only use technology safely
- stop and tell an adult if we are unsure

These rules help keep everyone safe.

### APPENDIX C

## PARENT AND CARER ONLINE SAFETY AGREEMENT

### Working Together to Keep Children Safe Online

At Thames View Infants, we believe that online safety is a shared responsibility between school and home. Technology offers many opportunities for learning, creativity and communication, and we ask all parents and carers to work in partnership with us to help children develop safe and positive online habits.

As a parent or carer, I will:

#### Support Safe Technology Use

- Take an active interest in my child's use of technology, games, apps and online activities.
- Encourage my child to use age-appropriate websites, apps, games and online services.
- Be aware of age restrictions on social media and messaging platforms and support my child in following them.
- Help my child understand the importance of keeping personal information private.

#### Promote Positive Online Behaviour

- Encourage my child to be kind, respectful and responsible when using technology.
- Talk regularly with my child about online safety and what to do if something worries them online.
- Encourage my child to tell a trusted adult if they see or experience anything upsetting, inappropriate or unsafe.

#### Work in Partnership with School

- Support the school's Online Safety and Acceptable Use Policy.
- Inform the school of any significant online safety concerns that may affect my child or other pupils.
- Work positively with the school if online incidents arise involving my child.
- Respect the privacy and wellbeing of other children, families and staff when sharing information online.

#### Use Social Media Responsibly

- Communicate with the school through appropriate channels.
- Avoid posting comments, photographs, videos or information online that could identify, embarrass, harm or place at risk any child, parent, member of staff or member of the school community.



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- Not use social media or messaging platforms to raise concerns or complaints about the school, individual pupils, parents or staff members. Concerns should be addressed through the school's established procedures.
- Respect the privacy of other families when attending school events and activities.

#### Photographs and Video Recordings

When attending school performances, celebrations or events, I understand that:

- Images and recordings should be for personal family use only unless otherwise agreed by the school.
- Images or recordings containing other children should not be shared publicly on social media or online platforms without appropriate permission.
- I will follow any guidance provided by the school regarding photography and recording at events.

#### Artificial Intelligence (AI)

I understand that the school has a separate Artificial Intelligence (AI) Usage Policy and will support my child in using AI technologies safely, responsibly and age-appropriately where relevant.

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### Parent/Carer Declaration

I have read and understood the Parent and Carer Online Safety Agreement and agree to support Thames View Infants in promoting safe, responsible and respectful use of technology.

Child's Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Thames View Infants

### Online Safety & Acceptable Use Policies

#### **Status**

Statutory Safeguarding Policy

#### **Approved by**

Board of Directors

#### **Responsible Officer**

Headteacher

#### **Designated Lead**

Designated Safeguarding Lead (DSL)

#### **Review Frequency**

Annually

#### **Next Review Date**

June 2027