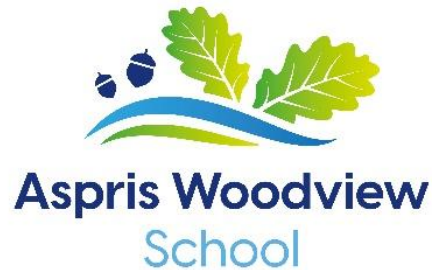


Aspris



Woodview School

Online Safety Procedure.

September 2026-2027

aspris.com

Aspris Woodview School, Crockenhill Road, Orpington, Bromley, BR5 4EP
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Online Safety procedure

Aims

Woodview School aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers, and governors.
- Identify and support groups of pupils 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 (referred to as 'mobile phones').
- Establish clear mechanisms to identify, intervene, and escalate an incident where appropriate.

Legislation and Guidance

This Local Procedure 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.
- [Relationships and sex education – remove if not applicable, see section 4].
- Searching, screening, and confiscation.

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

Roles and Responsibilities

The Governing Board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation. They will ensure all staff undergo online safety training as part of child protection and safeguarding training and understand their expectations, roles, and responsibilities around filtering and monitoring.

The Headteacher

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

Designated Safeguarding Lead

The DSL takes lead responsibility for online safety in school, including supporting the headteacher in ensuring staff understand this policy, working with the headteacher and governing board to review the policy annually, managing all online safety issues and incidents, and ensuring incidents are logged and dealt with appropriately.

ICT Manager

The ICT manager is responsible for implementing appropriate security protection procedures, conducting regular security checks, blocking access to potentially dangerous sites, and ensuring online safety incidents are logged and dealt with appropriately.

All Staff and Volunteers

All staff and volunteers are responsible for maintaining an understanding of this policy, implementing it consistently, and adhering to the acceptable use of the school's ICT systems and the internet. They must report any incidents to the DSL.

Parents/Carers

Parents/carers are expected to notify a member of staff or the headteacher of any concerns or queries regarding this policy and ensure their child understands and adheres to the terms of acceptable use of the school's ICT systems and the internet.

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 are expected to read and follow it.

Educating Pupil about Online Safety

Pupils will be taught about online safety as part of the curriculum. In Key Stages 1 to 4, they will learn to use technology safely and responsibly, recognize acceptable and unacceptable behavior, and understand the risks associated with online activity.

Educating Parents/Carers about online safety

The school will raise parents'/carers' awareness of internet safety through letters, communications, and information on the school's website. Online safety will also be covered during parents' evenings.

Cyber Bullying

Definition

Cyber-bullying is the repetitive, intentional harming of one person or group by another person or group where the relationship involves an imbalance of power. It takes place online, through social networking sites, messaging apps, or gaming sites.

Preventing and Addressing Cyber-bullying

The school will ensure pupils understand what cyber-bullying is and how to report it. Staff will receive training on its impact and ways to support pupils. Information on cyber-bullying will be provided to parents/carers.

Examining Electronic Devices

The headteacher and authorized staff members can search and, if necessary, erase data or files on electronic devices if they believe there is a 'good reason' to do so.

Artificial intelligence (AI)

Woodview School recognizes the potential of AI in education but will treat any use of AI to bully pupils in line with the school's anti-bullying policy.

Acceptable use of internet in school

All users of the school's ICT systems must sign an agreement regarding acceptable use. The use of the school's internet must be for educational purposes or for fulfilling the duties of an individual's role.

Pupils Using Mobile Devices in School

Pupils may bring mobile devices to school; however, on arrival all devices must be switched off, placed in a named wallet, and handed to Reception for secure storage throughout the school day. Mobile devices will be returned at the end of the school day. Failure to comply with this requirement may result in disciplinary action.

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Staff Using Work Devices Outside School

Staff must ensure their devices remain secure by keeping them password-protected, installing anti-virus software, and not sharing the device among family or friends. Work devices must be used solely for work activities.

How the School Will Respond to Issues of Misuse

Responses to misuse will be in line with the school's behaviour and ICT acceptable use policies. The school will consider reporting incidents involving illegal activity to the police.

Training

All staff will receive training on safe internet use and online safeguarding issues as part of their induction and through annual refresher training. The DSL will undertake regular updates on online safety.

Monitoring Arrangements

The DSL will log behaviour and safeguarding issues related to online safety. This policy will be reviewed annually and shared with the governing board.

Links with Other Policies

This online safety policy is linked to:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
September 2025	Karen Humberstone	Document created
September 2026	Angela Abbott	Document checked and changed regarding young people handing over their device