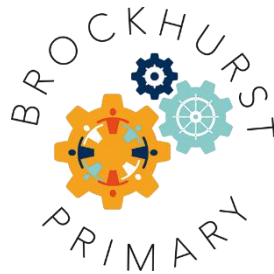




Brockhurst Primary School

Dive into learning, set sail for success!

Courage Ownership Respect Excellence

Online Safety Policy



Name of Unit/Premises/Centre/School	Brockhurst Primary School
Date of Policy Issue/Review	Issued March 2026 (Next review Spring 2027)
Name of Responsible Manager/Headteacher	Mrs. Shobana Kohli
Computing Lead	Mrs. Hannah Hay
Designated Safeguarding Lead	Mrs. Shobana Kohli
Signature of Responsible Manager/Headteacher	
Date of Full Governing Board Approval and Signature	Mrs. Lyndsay McLees 

Introduction

The purpose of this policy is to ensure that all staff, parents, governors, and pupils understand and agree to the school's approach to online safety. This policy supports the safeguarding of all pupils in their use of digital technologies and the internet, in line with statutory guidance from the Department for Education (DfE) and Keeping Children Safe in Education (2025). The Online Safety Co-ordinator's for the school are Mrs. Kohli (Headteacher) and Mrs. Hay (Computing Lead). This policy should be read in conjunction with the CORE Behaviour Policy, Acceptable Use of ICT Policy, and Safeguarding Policy.

Our 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 (which we refer to as 'mobile phones')
 - Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate
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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

Roles and Responsibilities

The Governing Board

The governing board holds overall responsibility for monitoring the online safety policy and holding the headteacher accountable for its implementation. They ensure:

- All staff receive online safety training as part of safeguarding induction and regular updates at least annually.
- Regular meetings with staff to discuss online safety, training needs, and review online safety logs from the DSL.
- Children are taught how to keep themselves and others safe online, with tailored approaches for vulnerable pupils and those with SEND.
- Appropriate filtering and monitoring systems are in place, regularly reviewed for effectiveness, meeting DfE standards including role assignment, content blocking, and safeguarding-focused monitoring.
- The governor overseeing online safety is Lyndsay McLees.

All governors:

- Read and understand this policy.
- Adhere to acceptable use terms for school ICT and internet.
- Ensure online safety is integral to safeguarding policies and teaching.

Headteacher and Senior Leaders

The headteacher and senior leaders ensure consistent policy implementation and staff understanding. They:

- Support CPD for the Computing Lead and relevant staff on online safety roles.
- Ensure incidents of cyberbullying are managed according to the CORE Behaviour Policy.

Designated Safeguarding Lead (DSL) (Mrs. Shobana Kohli)

The DSL leads on online safety, including:

- Supporting policy implementation and annual review with senior leaders and governors.
- Overseeing filtering and monitoring systems, assuring governors of their effectiveness.
- Managing online safety incidents and safeguarding concerns arising from filtering/monitoring.
- Reacting promptly to any reports of corrupted or unsafe links in circulation around school including URLs printed in fiction books or on posters etc.
- Logging and addressing cyberbullying and other incidents per school policies.
- Delivering regular staff training and updates on online safety.
- Liaising with external agencies as needed.
- Providing reports on online safety to leadership and governors.

Computing Subject Lead (Mrs. Hannah Hay)

Responsible for:

- Developing and coordinating an online safety education programme across Key Stages 1 and 2 (Purple Mash).
- Integrating online safety with PSHE and RSE curricula.
- Leading national initiatives like Safer Internet Day and Anti-Bullying Week.

- Liaising with ICT Manager to maintain effective filtering and monitoring.
- Supporting the DSL and headteacher with incident reports.
- Ensuring all stakeholders sign acceptable use agreements.

ICT Manager – School Care (Paul Davey)

Responsible for:

- Implementing and annually reviewing security protections, filtering, and monitoring on school devices and networks.
- Maintaining system security against viruses and malware with regular updates.
- Conducting fortnightly security checks and monitoring.
- Blocking access to harmful sites and files.
- Logging and supporting management of online safety incidents.

All Staff and Volunteers

All staff and volunteers must:

- Understand and consistently apply this policy.
- Adhere to acceptable use agreements and ensure pupils do the same.
- Know the DSL's role in filtering/monitoring and report any system failures promptly.
- Follow procedures for bypassing filters for educational reasons where necessary.
- Work with the DSL to log and manage online safety incidents and cyberbullying.
- Respond appropriately to reports of sexual violence or harassment online or offline, maintaining vigilance.
- Respond promptly to any reports of corrupted or unsafe links in circulation around school

Parents and Carers

Parents/carers should:

- Report any concerns to staff or the headteacher.
- Respond promptly to any reports of corrupted or unsafe links in circulation around school
- Ensure their child understands and agrees to the school's acceptable use policies.
- Access further guidance on online safety via resources such as the UK Safer Internet Centre and Childnet.

Visitors and Community Members

Visitors using school ICT or internet will be informed of this policy and expected to comply with its terms, including signing acceptable use agreements where relevant.

Teaching and Learning

Pupils will be taught about online safety as part of the curriculum:

By following the National Curriculum computing programmes of study.

By following guidance on relationships education, relationships and sex education (RSE) and health education.

All schools have to teach:

- Relationships education and health education (RSE) in primary schools

In Key Stage (KS) 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage (KS) 2 will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact
- Be discerning in evaluating digital content

By the end of primary school, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
 - That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are anonymous
 - The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
 - How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
 - How information and data is shared and used online
 - What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
 - How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know
 - The benefits of rationing time spent online, the risks of excessive time spent on electronic devices and the impact of positive and negative content online on their own and others' mental and physical wellbeing
 - How to consider the effect of their online actions on others and know how to recognise and display respectful behaviour online and the importance of keeping personal information private
 - Where and how to report concerns and get support with issues online
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Importance of the Internet and Digital Communications

Internet use in school aims to raise educational standards, promote pupil achievement, support professional staff work, and enhance school management functions. Internet access is a statutory entitlement for pupils who demonstrate responsible and mature use.

Enhancing Learning through Internet Use

- The school's internet access is filtered and age-appropriate to ensure safe use.
- Pupils are taught acceptable internet use and clear objectives for its use.
- Internet use benefits education by providing access to:
 - Global educational resources
 - Vocational, social, and leisure tools
 - Experts in various fields
 - Professional development for staff
 - Collaboration across services and associations
 - Learning opportunities anytime, anywhere
 - Collaboration with Multi-Agencies

Teaching Pupils to Evaluate Internet Content

- Pupils will be taught to critically evaluate the materials they access and validate information before accepting its accuracy.
 - They will be instructed to acknowledge sources and respect copyright law in their work.
 - Staff will preview websites before use with pupils to ensure appropriateness.
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Managing Information Systems

Information System Security

- The school ICT system is regularly reviewed and updated.
- Virus protection is maintained and updated frequently.
- Use of portable media requires specific permission and virus checks.

Email Use

- Pupils may only use approved school email accounts via Purple Mash
- Offensive emails must be reported immediately to staff.
- Personal emailing between staff and pupils is prohibited.
- Pupils are taught not to open suspicious emails or attachments and not to share personal details or arrange meetings without permission.

Published Content on School Website

- The Administration Assistant, Mrs. Stubbs is responsible for ensuring content is accurate and appropriate.
- Website content complies with guidelines on intellectual property and copyright.

Images of Pupils or Published Work

- Photographs of pupils are only published with written parental permission when a pupil joins Brockhurst Primary School
 - Photographs are not accompanied by full names to protect pupil identity.
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Social Networking and Personal Publishing

- Access to social networking sites is blocked/filtered on school devices.
 - Pupils are advised of legal age restrictions for social media accounts.
 - Pupils are taught never to share personal details or accept friend requests from unknown individuals.
 - Staff must not allow pupils access to their personal social media and should not connect with pupils or former pupils under 18 on social media.
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Managing Filtering

Hampshire County Council implements blocking strategies to prevent access to unsuitable sites. Any discovery of inappropriate sites should be reported to school for the attention of Mrs. Kohli (DSL) or the DDSL's who will liaise with HCC.

Managing Video Conferencing and Webcam Use

- Although, video conferencing is rarely used with pupils, it may be used with multi-agencies (Educational Psychologists, Children's Services, Author visits, Online Workshops)
 - Video conferencing is supervised, and pupils must seek permission before making or accepting calls.
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Managing Emerging Technologies

- Mobile phones are not permitted for pupil use on school premises; staff may use phones only in designated areas (e.g., staffroom). On occasion, phones may be

used in an emergency at the discretion of the Headteacher in an agreed designated area.

- Abusive or inappropriate text messaging is prohibited.
 - Cameras on mobile phones, Smart watches are banned for use by staff and pupils; only school cameras and iPads are used for educational photography.
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Use of Artificial Intelligence (AI) in School

The school recognises the growing presence of Artificial Intelligence (AI) technologies in education. To ensure safe and responsible use, AI tools will only be used in ways that are age-appropriate and supervised by staff. Pupils will be taught about the ethical use of AI, understanding that AI-generated content may not always be accurate or suitable. The school's approach to AI use is integrated within the broader online safety and safeguarding framework, addressing risks related to content, contact, conduct, and commerce as outlined in Keeping Children Safe in Education (2025).

Protecting Personal Data

Personal data handling complies with the Data Protection Act 2018. Staff must not store confidential information on removable devices unless suitably protected.

Policy Decisions

Authorising Internet Access

Parents are informed that pupils will have supervised internet access. Both pupils and parents must sign the Acceptable Use Agreement (AUP).

Assessing Risks

The school takes all reasonable precautions to restrict access to inappropriate material. However, due to the nature of the internet, it cannot guarantee complete protection from unsuitable content and accepts no liability for material accessed or consequences thereof. The school will assess any incident and alert HCC to ensure that any material is filtered appropriately.

Online Safety Complaints

Complaints of internet misuse by pupils or staff are referred to the Headteacher. Child protection concerns are handled according to the school's safeguarding procedures. Pupils and parents are informed of the complaint's procedure and consequences for misuse.

Communication of Policy

To Pupils

- E-Safety rules are displayed in all rooms with internet access.
- Pupils are informed that their network and internet use is monitored.
- Regular e-safety lessons are provided, and pupils sign the AUP.

To Staff

- All staff receive a copy of the Online Safety Policy.
- Staff are aware that internet use is monitored and traced to individual users.
- Ongoing training on safe and responsible internet use is provided.
- Staff sign the AUP.

To Parents

- The policy is shared via newsletters, the school brochure, and the website.
- Internet safety issues are handled sensitively with parental involvement.
- Parent partnerships are encouraged through newsletters and advice on safe home internet use.
- Parents sign the AUP.

This policy will be reviewed annually to ensure it remains in line with current DfE guidance and safeguarding requirements.

References:

- Keeping Children Safe in Education (DfE, 2025)
 - Teaching Online Safety in Schools (DfE)
 - Data Protection Act 2018
 - Hampshire County Council ICT and Filtering Guidance
 - National Curriculum
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BROCKHURST PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT – KS1



Appendix 1.

How we all agree to stay safe when using devices and online

I have **COURAGE**

- I will ask an adult before opening an email from someone I don't know.
- I will not send upsetting messages to other people.
- I will ask my teacher before using photos or video.
- If I see something on a screen which upsets me, I will always tell an adult

I take **OWNERSHIP**

- I will only use the school's devices (including computers, cameras etc.) for schoolwork.
- I will always ask for permission first when I use schools devices.
- I will only use the internet, apps or e mail when an adult is nearby
- I will not share my passwords with other people
- I will not share details about myself such as name, phone number or home address.
- I will ask if I need to look at other peoples' work on the computer
- I will not bring my own device to school, without permission from my class teacher.

I am **RESPECTFUL**

- I use school equipment respectfully
- I know not everything or everyone online is honest or truthful.

I show **EXCELLENCE**

- I have read and talk about these rules with my parents/carers.
- I know that if I do not follow these rules then I will lose access to devices and the internet.

Signed

Name:

Date

BROCKHURST PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT – KS2



Appendix 2.

How we all agree to stay safe when using devices and online

I have **COURAGE**

- I will only send message which are polite and friendly.
- I will only talk with and open messages from people I know.
- I will only click on links I know are safe.
- If someone online suggests meeting up, I will immediately talk to a trusted adult.
- If I am aware of anyone being unsafe with technology, I will tell a trusted adult.
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the screen and tell a trusted adult straight away.

I take **OWNERSHIP**

- I always ask or am given permission before using a school device or using the internet
- I only use websites and search engines that my teacher has chosen or allowed.
- I will not use my own personal device/mobile phone in school.
- If I am allowed to have a phone for journeys to school, I will hand it into the office on arrival.
- I will keep my personal information safe and private online.
- I will keep my passwords safe and not share them with anyone.
- I will not access or change other people's files or information.
- I use school equipment respectfully

I am **RESPECTFUL**

- I know not everything or everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, image or text I use.

I show **EXCELLENCE**

- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices and internet access will be monitored.
- I have read and talk about these rules with my parents/carers.
- I know that if I do not follow these rules then I will lose access to devices and the internet.

Signed

Date

BROCKHURST PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT – STAFF



Appendix 3.

At Brockhurst Primary School, we use our CORE values to guide how we behave when using technology and working online.

Courage

- We act with courage when we speak up and protect the safety of our pupils and colleagues.
- I will report any online safety concerns or inappropriate content immediately following safeguarding procedures.
- I will challenge unsafe or inappropriate use of technology when I see it.
- I will communicate online with pupils, parents and colleagues in a professional and appropriate manner.
- I will only communicate with pupils through approved school platforms and systems.

Ownership

- We take responsibility for how we use technology and protect information.
- I will use school devices, systems and internet access in line with school policies.
- I will keep personal data and confidential information secure and follow data protection guidance.
- I will keep my passwords secure and not share them with others.
- I will not access, change or share other people's files or information without permission.
- I will only use approved websites, platforms and digital resources for educational purposes.

Respect

- We treat others with respect when communicating and sharing content online.
- I will communicate politely and professionally in all online interactions.
- I will respect copyright and intellectual property by crediting sources for images, text and resources used.
- I will ensure any online content shared with pupils is appropriate, safe and suitable for learning.
- I will respect the privacy of pupils, families and colleagues when using technology.

Excellence

- We use technology thoughtfully to support high-quality teaching, learning and safeguarding.
- I will model positive and safe digital behaviour for pupils.
- I will ensure technology is used effectively to enhance learning.
- I understand that the school's filtering and monitoring systems are in place to protect staff and pupils, and I will not attempt to bypass them.
- I understand that use of school devices and internet access may be monitored.
- I understand that failure to follow these expectations may result in action in line with school policies.

Signed: _____ Name: _____

Date: _____

BROCKHURST PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT – PARENTS/CARERS



How we work together to keep children safe when using devices and the internet

At Brockhurst Primary School we use our CORE values; Courage, Ownership, Respect and Excellence to guide how we keep children safe online. Parents and carers play an important role in supporting safe and responsible use of technology.

Courage

- We encourage children to speak up if something online worries them.
- I will encourage my child to tell a trusted adult if something online makes them feel worried, upset or uncomfortable.
- I will support my child in understanding that not everyone online is who they say they are.
- I will work with the school if any online safety concerns arise.

Ownership

- We take responsibility for helping children develop safe habits when using technology.
- I will help my child understand how to use devices and the internet safely.
- I will support the school's expectations regarding the use of personal devices and mobile phones.
- If my child brings a mobile phone to school for journeys, I understand it must be handed into the school office on arrival.
- I will encourage my child to keep personal information private online.

Respect

- We promote respectful behaviour when communicating and sharing online.
- I will remind my child to communicate kindly and respectfully when using technology.
- I will support my child in understanding the importance of respecting others' work and not copying or sharing content without permission.
- I will encourage responsible behaviour when using social media, games and messaging platforms.

Excellence

- We work in partnership with the school to promote safe and positive use of technology.
- I understand the school uses filtering and monitoring systems to help keep children safe online.
- I will support the school's online safety rules and expectations.
- I will speak with the school if I have any concerns about online safety or my child's use of technology.
- I will help my child develop positive digital habits that support their learning and wellbeing.

Parent/Carer Name: _____

Child's Name: _____

Signed: _____

Date: _____