

E-Safety policy

Responsibilities

Status	Statutory
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Key school staff member & role	Nathalie Fitzgerald - Headteacher
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Version number	Date of version	Details of updates, changes or review
1.0	September 2026	Updated policy



ROWHILL SCHOOL

E-Safety Policy

Contents

Section	Page
1. Aim.....	3
2. <i>Legislation and guidance</i>	3
3. Roles and Responsibilities.....	4/5
4. <i>Educating pupils about online safety</i>	5/6
5. <i>Educating parents about online safety</i>	6
6. <i>Cyber Bullying</i>	6
7. <i>Preventing and addressing cyber-bullying</i>	7
8. <i>Examining electronic devices</i>	7/8
9. <i>Acceptable use of the internet in school</i>	8
10. <i>Remote Learning</i>	8
11. <i>Pupils using mobile devices in school</i>	8
12. <i>Staff using work devices outside school</i>	8
13. <i>Training</i>	9
14. <i>Covid 19</i>	9
15. <i>Monitoring, evaluation and review</i>	9
16. <i>Appendix 1</i>	10/11/12
17. <i>Appendix 2</i>	13



ROWHILL SCHOOL

E-Safety Policy

Aim

At Rowhill School we aim to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#)
- Preventing and tackling bullying and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the Department'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 pupils' 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.



ROWHILL SCHOOL

E-Safety Policy

Roles and responsibilities

The Governing Body has overall responsibility for:

- Monitoring this policy and holding the headteacher to account for its implementation.
- Co-ordinating regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the designated safeguarding lead (DSL). Please see appendix 4 for support

The Head teacher is responsible for:

- Ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The designated safeguarding lead (DSL) is responsible for:

- Supporting the Head Teacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Head Teacher, Strictly Education & LGfL and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged using my concern and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged using my concern and dealt with appropriately in line with the Positive Behaviour Support and Anti-bullying policy
- Updating and delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services as necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

Our delivery partners in online safety Strictly Education and LGfL are responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils 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
- Ensuring the school's network is constantly monitored by LGFL.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

All staff, contractors, 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 (appendix 1), and ensuring that pupils follow the school's terms on acceptable use
- Working with the DSL to ensure that any online safety incidents are logged 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.

Parents

- Parents are expected to:
- Notify a member of staff or the Head Teacher of any concerns or queries regarding this policy



ROWHILL SCHOOL

E-Safety Policy

- Ensure their child has read, understood and agreed to the terms on acceptable use of the School's ICT systems and internet (appendix 1)

Parents can seek further guidance on keeping children safe online from the following organisations websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

Educating pupils about online safety

Pupils in **Key Stage 2** 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
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the end of **primary school**, pupils will know:

- That people sometimes behave differently online, including 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
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

The safe use of social media and the internet will also be covered in other subjects where relevant.

The School will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

Pupils in Key stage 3 and 4 will be taught about online safety as part of the curriculum.

Educating parents about online safety

The School will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Head Teacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

Cyber-bullying

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 one person or group by another person



ROWHILL SCHOOL

E-Safety Policy

or group, where the relationship involves an imbalance of power. See also the school positive behaviour and relationship policy.

Preventing and addressing cyber-bullying

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

The School will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes Relationships and Health Education (RHE) education, and other subjects where appropriate.

All staff receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school positive behaviour and relationships policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [6 screening, searching and confiscation](#). Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.



ROWHILL SCHOOL

E-Safety Policy

Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the School's internet 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 pupils, staff, volunteers governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

Remote Learning

The online learning platforms we use are safe and secure and can only be accessed by the child and class teacher. If online learning includes any form of live streaming/videoing teachers must:

- ensure parental consent has been obtained
- be mindful of their surroundings, ensuring any personal photos etc. are not in view
- consider background noise that may be heard by children
- ensure others who they may live with are not present in the room during lessons
- ensure they dress appropriately for school
- ensure they are in control of the screen
- save the video/chat content

Pupils using mobile devices in school

Pupils who travel to school unaccompanied may bring mobile devices into school but are not permitted to use them during the school day.

Mobile phones must be handed to school staff and stored safely during the school day.

Staff using work devices outside school

Staff taking school equipment off site must sign the school equipment loan document and should ensure that the device is covered by personal insurance. All devices leaving school site must have adequate security restricting access to content as per the acceptable user agreement.

Training

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.

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, e-bulletins and staff meetings).

The DSL's 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.

Governing Body will make a declaration on safe internet use and online safeguarding issues as part of their level 1 annual safeguarding training.

Volunteers will receive appropriate training and updates, as applicable.



ROWHILL SCHOOL

E-Safety Policy

Further information about safeguarding training is set out in our child protection and safeguarding policy.

Monitoring, evaluation and review

The Governing Body will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the school. This Policy will be reviewed annually or earlier if a major incident occurs.

Adherence to the policy will be monitored by the Headteacher and Governing body