

Catch22 Independent Schools Policy

Online E-Safety Policy

Include Suffolk Primary School

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This policy will be reviewed annually.

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Head Teacher
Queries to:	Head Teacher
Date created:	August 2019
Date of last review:	September 2026
Date of next review:	September 2027
Catch22 group, entity, hub:	Catch22 Education
4Policies level (all staff or managers only)	All Education Staff

Catch 22 and Independent Schools

Education Intent Statement

Catch22's Vision:

To deliver better social outcomes through transforming public service through the 3Ps:

Place

Supporting people to find, retain, transition safely into homes and communities

Purpose

Working with people to achieve their purpose in education, employment or training

People

Building networks of people around individuals

Our Education Mission:

To enable young people to progress and succeed in sustained education, training or employment.

Our School Vision:

Our vision for our Catch 22 include Suffolk Primary School pupils reflects a passionate commitment to learning and celebration of the uniqueness of our children as individuals.

We believe every child at our school deserves the best People supporting them, a safe, stimulating and inclusive Place to learn and our Purpose is to re-ignite their love of learning and help them become the very best version of themselves that they can be.

1. What is the policy about?

This policy sets out the school's approach to keeping pupils, staff and the wider school community safe when using the internet, digital technology and online services.

Technology supports learning, communication and personal development. The school aims to ensure pupils are taught to use technology safely, responsibly and appropriately.

Online safety is an important part of safeguarding. The school will identify and manage online risks through age-appropriate teaching, appropriate filtering and monitoring, staff awareness, and clear procedures for responding to concerns or incidents.

The school will consider pupils' age, developmental stage, individual needs and circumstances when teaching and managing online safety.

This policy should be read alongside the school's Safeguarding Policy and other relevant policies and procedures.

2. Who does this policy apply to?

This policy applies to all staff, governors, contractors, visitors and volunteers working at or on behalf of Catch22 Include Suffolk Primary School, as well as pupils and their parents/carers.

All members of the school community are expected to support the school's approach to safe and responsible use of technology and online services.

3. Policy requirements

In line with **Keeping Children Safe in Education (KCSIE) 2026**, online safety is an important part of safeguarding. The school will provide pupils with age-appropriate opportunities to develop the knowledge, skills and understanding they need to use technology safely and responsibly.

The school's approach considers four key areas of online risk:

- **Content** – exposure to illegal, inappropriate or harmful content.
- **Contact** – harmful or inappropriate interaction with others, including grooming, exploitation and peer pressure.

- **Conduct** – online behaviour that may cause harm to themselves or others, including bullying and the sharing of inappropriate images.
- **Commerce** – risks such as scams, phishing, inappropriate advertising and online financial activity.

The school will take appropriate steps to reduce online risks through education, safeguarding procedures, filtering and monitoring, staff awareness and appropriate support for pupils and parents/carers.

3.1 Making use of ICT and the Internet in Education

Technology is used across the curriculum to support teaching, learning, communication and pupils' wider development. This includes using the internet for research, accessing educational resources, watching and creating digital content, completing interactive activities, supporting reading and writing, and developing pupils' digital skills.

Pupils may use technology to support learning across subjects, including English, mathematics, science, computing, history, geography, art, music and PSHE.

The school will promote safe and responsible use of technology with **pupils, staff and parents/carers**. Online safety will be taught through the curriculum and reinforced when pupils are using digital technology across school.

Parents/carers are encouraged to support safe and responsible use of technology at home, including appropriate supervision, age-appropriate settings and discussing online safety with their children.

3.2 Filtering and monitoring

The school uses **Securely** to provide filtering and monitoring to help protect pupils from harmful or inappropriate online content and activity.

Filtering and monitoring systems will be regularly reviewed to ensure they remain effective and appropriate for the age and needs of pupils. Staff will understand how to identify, report and escalate concerns arising from filtering and monitoring.

The school will provide information and guidance to pupils, staff and parents/carers to support safe and responsible use of technology both in and outside school.

3.3 Roles and Responsibilities

Headteacher and Senior Leaders

- Have overall responsibility for online safety and ensuring appropriate safeguarding arrangements are in place.
- Ensure staff receive appropriate training and understand their responsibilities.
- Ensure online safety concerns and incidents are appropriately reported, recorded and followed up.

Online Safety Lead/DSL

- Lead on the day-to-day management of online safety.
- Keep up to date with relevant guidance and ensure the policy and curriculum reflect current risks.
- Provide advice and support to staff, pupils and parents/carers.
- Monitor and review online safety concerns and incidents and report significant issues to senior leaders.

Technical Support

- Maintain appropriate security, filtering and monitoring systems.
- Respond to technical concerns and ensure issues affecting filtering or monitoring are reported promptly.
- Support the school to maintain secure systems and appropriate access controls.

Teaching and Support Staff

- Model safe and responsible use of technology.
- Follow the school's online safety and acceptable use arrangements.
- Teach and reinforce online safety across the curriculum.
- Report concerns or incidents promptly to the DSL/Online Safety Lead.

- Monitor pupils' use of technology and ensure online resources are appropriate.

Pupils

- Use school technology and online services safely and responsibly.
- Follow the school's Acceptable Use Agreement.
- Report anything that makes them feel unsafe, uncomfortable or concerned.

Parents/Carers

- Support the school in promoting safe and responsible use of technology.
- Encourage appropriate use of technology and online services at home.
- Report online safety concerns to the school where appropriate.

3.4 Training

Staff

All staff will receive appropriate online safety training and understand their responsibilities under this policy.

- Online safety will be included in staff induction.
- Staff will receive regular updates and training in line with the school's training programme and current safeguarding guidance.
- The DSL/Online Safety Lead will provide additional advice and support where required.

3.5 Learning to Evaluate Internet Content

Pupils will be taught, in an age-appropriate way, to use the internet safely and critically. This includes:

- considering whether information is accurate, reliable and appropriate;
- using suitable search tools and websites;
- recognising that information found online may not always be accurate or trustworthy;
- respecting copyright and acknowledging sources when using information or resources; and
- knowing how to report anything that is inappropriate, harmful or concerning.

Staff will guide pupils towards appropriate online resources and will use the school's filtering and monitoring systems to support safe internet use.

If unsuitable or potentially harmful content is identified, this should be reported to the DSL/Online Safety Lead and managed in accordance with the school's safeguarding procedures.

3.6 Managing Information Systems

The school will take appropriate steps to protect its digital systems, devices, networks and data from unauthorised access, misuse and other security threats.

This includes:

- using secure logins and passwords;
- ensuring appropriate access to school systems and data;
- not downloading or installing unauthorised software;
- maintaining appropriate security and virus protection;
- ensuring school data is appropriately protected when accessed or stored outside school; and
- reporting any suspected loss, misuse or security concern promptly.

The school will work with its IT provider to maintain the security of its systems and respond to technical or security concerns. Data protection requirements are set out in the school's Data Protection Policy.

3.7 Email and Digital Communication

Email and other digital communication are used to support teaching, learning and communication with staff, pupils and parents/carers.

Staff will:

- use school-provided accounts and systems when communicating with pupils and parents/carers;
- communicate professionally and appropriately at all times;
- maintain confidentiality and follow data protection requirements;

- not use personal email accounts or messaging services for school business; and
- report any offensive, threatening or inappropriate communication to the DSL or a member of the senior leadership team.

Pupils will be taught to recognise common online risks, including spam, phishing and unsafe links or attachments, and how to report anything that concerns them.

3.8 Published Content and the School Website

The school website and other school-approved online platforms, for example Class Dojo, are used to share information, celebrate pupils' achievements and promote the work of the school.

All content published online will be considered carefully to ensure that it:

- is appropriate and suitable for a public audience;
- protects the privacy and safety of pupils, staff and families;
- complies with data protection and copyright requirements; and
- does not contain unnecessary personal information.

Only authorised staff will publish content on behalf of the school. Any concerns about published content should be reported to the Headteacher or DSL.

3.9 Safe Use of Pupils' Photographs and Work

The school recognises the value of celebrating pupils' achievements through photographs, videos and examples of their work.

Parent/carers consent is obtained as part of the pupil induction process. Photographs or videos of pupils will not be published externally without the appropriate consent being in place.

The school will ensure that:

- images and pupil work are used appropriately and stored securely;
- photographs and videos are carefully selected to protect pupils' privacy, dignity and safety;

- pupils' full names are not published alongside photographs externally;
- pupils are encouraged to speak to a member of staff if they are uncomfortable about a photograph or recording; and
- any external or professional photographer working on behalf of the school is appropriately briefed and will not have unsupervised access to pupils.

Any concern about the misuse of photographs, videos or pupils' work will be dealt with through the school's safeguarding and complaints procedures, as appropriate.

3.10 Social Networking, Social Media and Personal Publishing

The school recognises that pupils and staff may use social media and other online platforms both in and outside school. The school will promote safe, responsible and respectful online behaviour.

The school will ensure that:

- pupils are taught about the risks associated with social media and online communication in an age-appropriate way;
- websites and online platforms used as part of learning are checked by staff to ensure they are appropriate and safe;
- any school blogs or online platforms used by pupils as part of the curriculum are approved, appropriately protected and moderated by a member of staff;
- pupils are taught not to share personal information or publish content that could be harmful, hurtful or inappropriate;
- staff maintain appropriate professional boundaries when using social media and online platforms; and
- staff understand that their online behaviour should reflect the professional standards expected by the school.

Any concerns about inappropriate online behaviour involving pupils or staff will be managed through the school's safeguarding, behaviour or other relevant procedures.

3.11 Mobile Phones and Personal Devices

The school recognises that mobile phones and personal devices can present risks including distraction, inappropriate internet access, cyberbullying, loss or theft, and the inappropriate taking or sharing of photographs or recordings.

Pupils

- Pupils should not use mobile phones or personal devices during the school day.
- Where a pupil needs a mobile phone for their journey to and from school, it must be handed in at the school gate on arrival and stored securely in the school office until the end of the learning day.
- Pupils will not have access to their phones during the learning day.
- If a pupil needs to contact their parent/carer, the school will provide access to a school telephone.
- Parents/carers who need to contact their child urgently should contact the school office.

The school does not accept responsibility for loss or damage to personal devices brought onto the school site.

Staff

- Staff must not use personal devices to contact pupils or parents/carers, except where there is an emergency.
- Staff must not take photographs or videos of pupils using personal devices. School equipment must be used for school-related photography or recording.
- Personal mobile phones should be switched off or on silent and stored safely during school hours.
- Staff must model appropriate and professional use of technology at all times.

Any concerns or breaches involving personal devices will be managed in accordance with the school's relevant safeguarding, behaviour or staff procedures.

3.12 Cyberbullying

Cyberbullying is treated as seriously as other forms of bullying. The school will respond promptly to concerns and provide appropriate support to pupils affected.

Where cyberbullying is reported or suspected, the school will:

- listen to the pupil and establish the facts as far as possible;
- provide support and reassurance to the pupil who has been affected;
- record and report the concern in accordance with the school's safeguarding procedures;
- take appropriate steps to stop the behaviour and reduce the risk of it continuing;
- consider relevant digital evidence where this is necessary and appropriate;
- involve parents/carers and other agencies where appropriate; and
- follow the school's Anti-Bullying and Behaviour Policies.

The school will also consider whether wider teaching, support or risk-management measures are needed to help prevent further incidents.

3.13 Managing Emerging Technologies

Technology develops rapidly and new technologies may present both educational opportunities and online safety risks.

The school will:

- consider the educational benefits and potential risks before introducing new technologies;
- risk-assess new technologies and online services before they are used by pupils;
- ensure that any technology introduced is appropriate for the age, developmental stage and needs of pupils;
- provide staff with appropriate guidance where new technologies are introduced; and
- review its approach as new risks or technologies emerge.

Where appropriate, concerns relating to emerging technologies will be managed through the school's safeguarding, data protection and online safety procedures.

3.14 Protecting Personal Data

The school is committed to protecting the personal data and privacy of pupils, staff and families.

Personal data will only be collected, accessed, used and shared where there is a legitimate and appropriate reason to do so, and in accordance with data protection requirements.

The school will take appropriate steps to:

- protect personal data from unauthorised access, loss or misuse;
- ensure staff understand their responsibilities when handling personal data;
- use secure systems and appropriate access controls; and
- report any suspected data breach or loss of personal information promptly.

Further information is set out in the school's Data Protection Policy.

3.15 Unsuitable/Inappropriate Activities

The following activities are not permitted when using school systems, devices or networks:

- accessing or attempting to access pornography or other illegal, inappropriate or harmful content;
- promoting discrimination, hatred, violence or harm;
- using threatening, abusive, offensive or defamatory language or content;
- using school systems to conduct private business or unauthorised commercial activity;
- attempting to bypass filtering, monitoring or other school security measures;
- infringing copyright or using digital content without appropriate permission;
- sharing confidential information, personal data, passwords or access codes without authorisation;
- creating, introducing or distributing viruses or other harmful files;
- using online gambling services;

- using social media, messaging services, video-sharing or broadcasting platforms without appropriate permission;
- accessing online games or other services where this has not been authorised by staff; and
- any other activity that is unlawful, unsafe or contrary to the school's policies and expectations.

Educational use of websites, online games, video platforms or other digital services may be permitted where this has been assessed as appropriate and authorised by staff.

3.16 Responding to Incidents of Misuse

The school will respond promptly and appropriately to concerns about the misuse of technology, online services or school systems.

Where an incident is suspected or reported, the school will:

- report and record the concern in accordance with the school's safeguarding procedures;
- involve the DSL/Online Safety Lead and other appropriate senior staff;
- preserve relevant information or digital evidence where necessary and appropriate;
- seek technical support where the incident involves school systems, filtering, monitoring or network security;
- report any suspected data breach to the school's IT team and record it on Datix in accordance with the school's reporting procedures;
- inform parents/carers where appropriate;
- consider whether the incident requires referral to the Police or another external agency; and
- take appropriate action in accordance with the circumstances, the school's Behaviour Policy, Safeguarding Policy and relevant staff procedures.

Where there is a concern that content may involve child sexual abuse material or other potentially illegal activity, staff must not download, copy, forward or otherwise handle the

material unnecessarily. The concern should be reported immediately to the DSL, who will follow the appropriate safeguarding and reporting procedures.

Any restrictions on access to school systems will be proportionate to the circumstances and reviewed as appropriate.

4. Related Policies

This policy should be read alongside other relevant school policies and procedures, including:

- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy
- Acceptable Use Policy
- Staff Code of Conduct
- Complaints Policy, where relevant

Online safety is also embedded within the school curriculum, including PSHE, computing and wider safeguarding education.

5. Definitions

N/A

6. Appendices

N/A

Annex 1: Equality Impact Assessment

1. Summary

This EIA is for:	Online E-Safety Policy
EIA completed by:	Executive Assistant
Date of assessment:	September 2023
Assessment approved by:	Education SLT

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010.

Definitions are based on the Equality & Human Rights (EHRC) guidance.

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether or not people share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
Age Does this policy impact on any particular age groups or people of a certain age?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of age. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their age.
Disability Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of any disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of any disability.
Gender reassignment (transsexual, transgender, trans) Does this policy impact on people who are transitioning from one gender to another (at any stage)	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their gender at any given time. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their gender.
Marriage and civil partnership Does this policy impact on people who are legally married or in a civil partnership?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of marital status. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their marital status.
Pregnancy and maternity (in work this is linked to maternity leave, non-work this is for 26 weeks after giving birth) Does this policy impact on people who are pregnant or	☐	☒	☐	It is not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.

in their maternity period following the birth of their child?				
Race Does this policy impact on people as defined by their race, colour and nationality (including citizenship) ethnic or national origins	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their race, origin, colour or nationality. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Religion and belief Does this policy impact on people who practice a particular religion or none, or who hold particular religious or philosophical belief or none?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of religion or beliefs. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Sex Does this policy impact on people because they are male or female?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their sex. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sex.
Sexual orientation Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?	☐	☒	☐	The policy applies equally to all staff and pupils regardless of their sexual orientation. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sexual orientation.

3. More information/notes

N/A

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