Manor Wood Primary

Online Safety Policy

Owlcotes Multi-Academy Trust

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1. Aims

Our mission is to deliver an outstanding education at the heart of our community. We aim to prepare all for the global community of the 21st Century, reflecting the ever-changing world in which we live and work. We strive for excellence in all we do.

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

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, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, extreme sexual or physical violence, misinformation, disinformation (including fake news), and conspiracy theories

Contact – being subjected to harmful online interaction with other users or generative AI applications that simulate this, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit the user for sexual, criminal, financial or other purposes

Conduct – 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), including those generated using AI, and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. Legislation and guidance

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

- Teaching online safety
- Meeting digital and technology standards
- Preventing and tackling bullying
- Relationships and sex education (RSE) and health education
- Searching, screening and confiscation
- Mobile phones in schools

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, the Children's Wellbeing and Schools Act 2026 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.

3. Roles and responsibilities

3.1 The governing body

The governing body has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation. The governing body will ensure online safety is a running and interrelated theme in the whole-school approach to safeguarding and related policies and procedures, including when planning the curriculum, teacher training, the role of the DSL (and deputies) and any parental engagement.

The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety and requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governing body will make sure that the school teaches pupils how to keep themselves and others safe, including online.

The governing body will make sure that the school has appropriate filtering and monitoring systems in place on school devices and school networks, and that a review of the effectiveness of the filtering and monitoring systems is carried out by SLT at least once every academic year.

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems
- Reviewing filtering and monitoring provisions at least annually
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning
- Having effective monitoring strategies in place that meet the school's safeguarding needs

The governor who oversees online safety can be found on the school website and in the school office.

All governors will:

- Make sure they have read and understand this policy
- Make sure that online safety is a running and interrelated theme when devising and implementing the whole-school approach to safeguarding and related policies and/or procedures
- Make sure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The headteacher

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

They will make sure that there are robust cover arrangements for when the DSL is unavailable due to illness, leave or other circumstances – for example, a confidential shared mailbox to make sure safeguarding concerns are received, monitored and acted on without delay.

3.3 The designated safeguarding lead (DSL)

Details of the school's designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policy, as well as relevant job descriptions.

The DSL, Headteacher and safeguarding team take responsibility for online safety in school, in particular:

- Supporting the headteacher in making sure that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Computing Lead, Headteacher and Governing Board to review this policy annually and make sure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Providing governors with assurance that filtering and monitoring systems are working effectively and reviewed regularly
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school's child protection policy
- Responding to safeguarding concerns identified by filtering and monitoring
- Making sure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Making sure that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff updates to online safety.
- Liaising with other agencies and/or external services if necessary
- Undertaking annual risk assessments that consider and reflect the risks pupils face
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively
- Ensure that *all* staff read KCSIE Part 1 in full.

(This list is not intended to be exhaustive)

3.4 The ICT manager

Manor Wood's ICT management company is Data Cable. The ICT manager is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and make sure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Making sure that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a regular basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and 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 3), and making sure that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Knowing that the Headteacher and DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by speaking directly with the Headteacher so the correct procedure can be followed.
- Following the correct procedures by speaking directly with the Headteacher and contacting Data Cable if they need to bypass the filtering and monitoring systems for educational purposes
- Working with the DSL to make sure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Making sure that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Make sure that their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

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

- What are the issues? – UK Safer Internet Centre
- Help and advice for parents/carers – Childnet
- Parents and carers resource sheet – Childnet

3.7 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 expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

4. Educating pupils about online safety

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

As per the National Curriculum computing programmes of study and the government's guidance on relationships education, relationships and sex education (RSE) and health education (for introduction 1 September 2026). Children at Manor Wood Primary School will be taught:

- Relationships education and health education in primary schools

In **Key Stage (KS1)** 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 (KS2)** 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 should be respectful in online interactions, and that the same principles apply to online relationships as to face-to-face relationships, including where people are anonymous. For example, the importance of avoiding putting pressure on others to share information and images online, and strategies for resisting peer pressure
- How to critically evaluate their online relationships and sources of information, including awareness of the risks associated with people they have never met. For example, that people sometimes behave differently online, including pretending to be someone else, or pretending to be a child, and that this can lead to dangerous situations. How to recognise harmful content or harmful contact, and how to report this
- That there is a minimum age for joining social media sites, which protects children from inappropriate content or unsafe contact with older social media users, who may be strangers, including other children and adults
- The importance of exercising caution about sharing any information about themselves online. Understanding the importance of privacy and location settings to protect information online
- Online risks, including that any material provided online might be circulated, and that once a picture or words has been circulated there is no way of deleting it everywhere and no control over where it ends up
- That the internet contains a lot of content that can be inappropriate and upsetting for children, and where to go for advice and support when they feel worried or concerned about something they have seen or engaged with online

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

4.2 Pupils will be taught practical cyber security skills

The following items come from the DfE's non-statutory cyber security standards for schools and colleges.

All pupils will receive age-appropriate training on safe internet use, including:

- Methods that hackers use to trick people into disclosing personal information
- Password security
- Social engineering
- The physical security of devices
- Multi-factor authentication
- How to report a cyber incident or attack
- How to report a personal data breach

Pupils will also receive age-appropriate education on safeguarding issues such as cyber-bullying and the risks of online radicalisation.

5. Educating parents/carers about online safety

The school will raise parents/carers' awareness of internet safety in letters or other communications home, and in information via our school website. This policy will also be shared with parents/carers.

Online safety will also be covered during parents' evenings.

The school will let parents/carers know:

- What systems the school uses to filter and monitor online use
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online
- The school's expectations in respect of appropriate use of AI by pupils

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the class teacher which can be passed onto the headteacher and/or the DSL.

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

6. Cyber-bullying

6.1 Definition

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 1 person or group by another person or group, where the relationship involves an imbalance of power.

6.2 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 encourage them 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. Class teachers will discuss cyber-bullying with their classes through the planned computing curriculum and the planned PSHE curriculum

The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour 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/Headteacher will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

• Poses a risk to staff or pupils, and/or

• Is identified in the school rules as a banned item for which a search can be carried out, and/or

• Is evidence in relation to an offence Cause harm, and/or

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

• Make an assessment of how urgent the search is and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher.

• Explain to the pupil why they are being searched, and how the search will happen; and give them the opportunity to ask questions about it

• Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so. When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

• Cause harm, and/or

• Undermine the safe environment of the school or disrupt teaching, and/or

• Commit an offence

If inappropriate material is found on the device, it is up to the headteacher to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response. When deciding whether there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence.

In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

• They reasonably suspect that its continued existence is likely to cause harm to any person, and/or

• The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member suspects a device may contain an indecent image of a child (also known as a nude or semi-nude image), they will:

• Not view the image

• Confiscate the device and report the incident to the Headteacher/DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening,

searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

• The DfE's latest guidance on searching, screening and confiscation

• UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

• Our behaviour policy

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

6.4 Artificial intelligence (AI)

Generative AI tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini.

Manor Wood recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes' or 'deep nudes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

Generative AI & Deepfakes: AI-generated, modified, or synthetic response nude/semi-nude images are a child protection issue (Child on Child Abuse) requiring a formal safeguarding response.

- Manor Wood will treat any use of AI to bully pupils very seriously, in line with our behaviour/anti bullying policy.
- Manor Wood staff should only use the recommend AI tool of Google Gemini when using AI within school or on a school device. No other AI tool is permitted to be used unless it is built into a programme that the headteacher has directed staff to use.
- Any use if AI should be using in line with the Owlcotes MAT AI usage policy.

7. Acceptable use of the internet in school

All pupils, parents/carers, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. 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 and restrict access through filtering systems where appropriate.

8. Pupils using mobile devices in school

In line with statutory guidance, our school is a mobile phone-free environment by default. Pupils are not permitted to have access to or use their mobile phones or smart technology with similar functionality to mobile phones (e.g. smart watches), which we refer to collectively as 'mobile phones', throughout the school day. This prohibition includes all lessons, the time between lessons, breaktimes, and lunchtimes. Pupil who do bring a mobile phone to school will follow the expectations outlined in the schools mobile phone policy.

Any deviation from this mobile phone-free baseline will be by exception only (for example, approved arrangements for specific medical tracking or documented safeguarding needs) and must be explicitly authorised by the headteacher.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords can be made up of 3 random words, in combination with numbers and special characters if required, or generated by a password manager
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date by promptly installing the latest updates
- Staff members must not use the device in any way that would violate the school's terms of acceptable use.
- Work devices must be used solely for work activities.
- If staff have any concerns over the security of their device, they must seek advice from Data Cable.

10. How the school will respond to issues of misuse

- Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our acceptable use agreement and behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident and will be proportionate.
- Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the schools disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.
- The school will consider whether incidents that involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training for staff, governors and volunteers

All new staff members will receive training, as part of our safeguarding training cycle, 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).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
    - Abusive, threatening, harassing and misogynistic messages

    - Non-consensual sharing of indecent nude and semi-nude images and/or videos, including images generated or altered by AI, especially around chat groups
- Sharing of abusive images and pornography, including images generated or altered by AI, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and the safeguarding team 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.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

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

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety.

This policy will be reviewed every year by the Headteacher. At every review, the policy will be shared with the governing body. The review will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Links with other policies

This online safety policy is linked to our Safeguarding and Child Protection Policy; Behaviour and Restorative Practice Policy; Data Protection Policy and privacy notices; Complaints Policy; Mobile Phone Policy and Acceptable Use of IT Policy. This list is not intended to be exhaustive.

Child-on-Child Abuse and Online Behaviour Statement

Child-on-Child Abuse

Manor Wood Primary has a zero-tolerance approach to child-on-child abuse in all its forms, whether occurring on site, off site, or online. Online abuse is child protection and safeguarding issue not merely a standard disciplinary matter.

The school recognises that digital technology, social media, online gaming and generative AI can be vector tools for child-on-child abuse.

Handling Reports and Incidents

Any incident of online child-on-child abuse, regardless of whether it occurs on school-owned devices or personal devices outside school hours will be managed through the Child Protection and Safeguarding Policy.

This Online Safety Policy was adopted by Manor Wood Primary School on 15th October 2026

Chair of Governors – Mrs K Adams		
Signature:	**Kim Adams**	Kim Adams
Frequency of review:	2 years	
To be reviewed and approved by:	MWPS Full Board	
Date of next review:	October 2028	

REVIEW RECORD

Date of review	Reason for review	Date of next review

Name:		Signature:	

on behalf of MWPS Full Board

Date of review	Reason for review	Date of next review

Name:		Signature:	

on behalf of MWPS Full Board

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