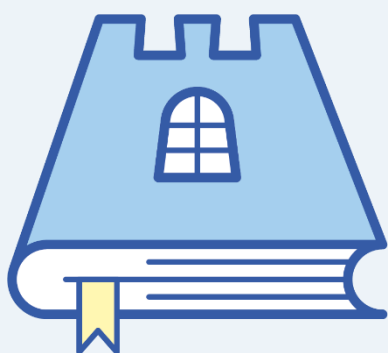


The Keep Learning Trust

Online Safety Policy



The Keep Learning Trust

Creating Chances and Choices

Date of review: Sept 2025

Approved by: Schools Improvement & Safeguarding Officer

Next review date: Sept 2026

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Introduction:

The Keep Learning Trust want all members of our school communities to enjoy and benefit from the advantages that technology offers for learning.

We do not want the inherent risks associated with access to information, electronic communications and social networking to reduce our use of technology.

Instead, we want to ensure that our staff, pupils, Governors and Trustees use the internet in a responsible way so that they do not put themselves or others at risk.

Purpose:

The purpose of the online safety policy is to:

- Promote the use of technology within the curriculum.
- Protect children from harm.
- Ensure that the Trust fulfils its duty of care to pupils.
- Provide clear expectations for staff and pupils on acceptable use of the internet.

At The Keep Learning Trust we will do this by: -

- Providing a safe internet platform using Surf Protect, which will minimise the chances of pupils encountering unsuitable material.
- Developing a culture of safe practice where everyone is aware of the expected standards of online behaviour.
- Giving staff, Governors and Trustees training a high priority.
- Teaching our children to keep themselves and others safe online and use technology responsibly.
- Ensuring online safety is embedded in the curriculum and actively promoted and a high profile is maintained.
- Monitor use of each school's computer system's by using Securus and Surf Protect softwares.
- Working in partnership with parents and carers to raise awareness of the potential risks of internet use.
- Ensuring all internet users agree to Acceptable Use Agreement that sets out their rights and responsibilities and incorporates the Trust's online safety rules before they work on technology.

This policy must be read in conjunction with our Trus Safeguarding Statement and each schools safeguarding policies.

Roles and Responsibilities:

Every member of the school community has a role to play in online safety.

Headteachers:

The Headteacher at each of our schools has ultimate responsibility for their school's online safety issues including:

- Ensuring that online safety issues are given a high profile within the school community.
- Linking with parents and carers to promote online safety.
- Ensuring online safety is embedded in the curriculum.
- Ensuring that staff and pupils are aware that any online incident should be reported to them.
- Being the first point of contact and advice for school staff, pupils and parents and school governors.
- Keeping up to date with online safety issues and advise of new trends, incidents or arising problems, including assessing the impact of emerging technology and the school's response to this.
- Managing sanctions against staff and pupils who are in breach of the Acceptable Use Agreement.
- Raising the profile of online safety awareness by ensuring regular staff and governor training.
- Ensuring all staff, pupils and Governors have read their code of conduct policies.
- Liaising with ICT support to ensure that the anti-virus, filtering and monitoring systems are maintained, audits are carried out and any breaches investigated and records kept.

Local Governing Body:

Members of our Governing bodies, ie Trustees and school Governors are subject to the same online safety rules as staff members outlined in the code of conduct policy in order to keep them safe from allegations and ensure a high standard of professional conduct.

Staff:

All Staff have a dual role concerning their own internet use and providing guidance, support and supervision for pupils. Their role is to:

- Adhere to the Trust's online policy and acceptable use procedures.
- Communicate the Trust's online policy and acceptable use procedures to pupils, including when they are accessing the schools wrap around care.
- Engage in online safety training.
- Keep pupils safe and ensure they receive appropriate supervision and support whilst using the internet.
- Plan use of the internet for lessons and researching online materials and resources.
- Report breaches of internet use to the Head Teacher.
- Recognise when pupils are at risk from their internet use or have had negative experiences and take appropriate action. Examples of risk might be inappropriate contact with an adult they have met online; risk from contact with violent extremists; risks from sites advocating suicide, self-harm and anorexia.