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ONLINE SAFETY POLICY

Date approved by Governing Body	July 2026
Date for review.	July 2027

1. Aims

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, 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

2. Legislation and guidance

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

- [Teaching online safety in schools](#)
- [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 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](#) 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.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The governing board will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

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

The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The governing board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board will review the [DfE's filtering and monitoring standards](#), and discuss with IT staff and service providers what needs to be done to support the school in meeting the standards, which include:

- 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 their safeguarding needs.

All governors will:

- Ensure they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures
- Ensure 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 ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

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 takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher and governing board to review this policy annually and ensure 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 ICT manager to make sure the appropriate systems and processes are in place

- 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
- Ensuring that any online safety incidents are logged on CPOMS and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged on CPOMS and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board
- Undertaking annual risk assessments that consider and reflect the risks children 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

This list is not intended to be exhaustive.

3.4 The Network manager (Atom)

Atom 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 ensure pupils are kept 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
- 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
- Liaise with the DSL to discuss any specific issues that need addressing

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, and ensuring that pupils follow the school's terms on acceptable use
- Knowing that the 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 logging on CPOMS.
- 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
- 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
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

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](#)
- Online safety topics for parents/carers – [Childnet](#)
- Parent 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 (appendix 3).

4. Educating pupils about online safety

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

All schools have to teach:

- [Relationships education and health education](#) 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

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

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

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 website or virtual learning environment (VLE). 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

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with 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. (See also the school behaviour policy.)

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 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. Class teachers will discuss cyber-bullying with their tutor classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

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 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

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 / DSL**.
- Explain to the pupil why they are being searched, 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 staff member in conjunction with the DSL / headteacher / other member of the senior leadership team** 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 if 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 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 artificial intelligence (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.

RBPS 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', where AI is used to create images, audio or video hoaxes that look real.

RBPS will treat any use of AI to bully pupils very seriously, in line with our anti-bullying/behaviour policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the school/trust, and where existing AI tools are used in cases which may pose a risk to all individuals that may be affected by it, including, but not limited to, pupils and staff.

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.

More information is set out in the acceptable use agreements.

8. Pupils using mobile devices in school

Pupils in Year 6 may bring mobile devices into school, but are not permitted to use them during:

- Lessons
- Playtime/lunchtime
- Clubs before or after school, or any other activities organised by the school.

On arrival on to school premises phones should be in the child's bag. When they enter the classroom, the phone is put into the class basket and locked away until the end of the day.

We do not allow children to wear watches that access the internet, or take pictures/record video/audio.

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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always 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 Atom.

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 policies on **behaviour and internet acceptable use**. 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 **code of conduct**. 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

11.1 Staff, governors and volunteers

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).

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, especially around chat groups
 - Sharing of abusive images and pornography, 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 deputies]** 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.

11.2 Pupils

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 risks of removable storage devices (e.g. USBs)
- Multi-factor authentication
- How to report a cyber incident or attack
- How to report a personal data breach

Pupils will also receive age-appropriate training on safeguarding issues such as cyberbullying and the risks of online radicalisation.

12. Monitoring arrangements

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

This policy will be reviewed every year by the **Head teacher**. At every review, the policy will be shared with the governing board. The review (such as the one available [here](#)) 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:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
When I use the school's ICT systems (like computers) and get onto the internet in school I will: • Ask a teacher or adult if I can do so before using them • Only use websites that a teacher or adult has told me or allowed me to use • Tell my teacher immediately if: ○ I select a website by mistake ○ I receive messages from people I don't know ○ I find anything that may upset or harm me or my friends • Use school computers for school work only • Be kind to others and not upset or be rude to them • Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly • Only use the username and password I have been given • Try my hardest to remember my username and password • Never share my password with anyone, including my friends • Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer • Save my work on the school network • Check with my teacher before I print anything • Log off or shut down a computer when I have finished using it I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	Date:

Appendix 2: KS2, acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

Appendix 4: online safety training needs – self-audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: Securely system.

Appropriate Monitoring for Schools

May 2023



Monitoring Provider Checklist Responses

Schools (and registered childcare providers) in England and Wales are required “to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering”. Furthermore, it expects that they “assess the risk of [their] children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology”. There are a number of self review systems (eg www.360safe.org.uk) that will support a school in assessing their wider online safety policy and practice.

The Department for Education’s statutory guidance ‘Keeping Children Safe in Education’ obliges schools and colleges in England to “ensure appropriate filters and appropriate monitoring systems are in place and regularly review their effectiveness” and they “should be doing all that they reasonably can to limit children’s exposure to [Content, Contact, Conduct, Contract] risks from the school’s or college’s IT system” however, schools will need to “be careful that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.”

By completing all fields and returning to UK Safer Internet Centre (enquiries@saferinternet.org.uk), the aim of this document is to help monitoring providers to illustrate to schools how their particular technology system(s) meets the national defined ‘appropriate monitoring’ standards. Fully completed forms will be hosted on the UK Safer Internet Centre website alongside the definitions

The results will help schools better assess, in conjunction with their completed risk assessment, if the monitoring system is ‘appropriate’ for them.

Company / Organisation	Securly
Address	Third Floor One London Square, Cross Lanes, Guildford, Surrey, United Kingdom, GU1 1UN https://www.securly.com/
Contact details	uksales@securly.com 0141 343 8322
Monitoring System	Securly Filter, Aware and On-call
Date of assessment	3rd August 2023

System Rating response

Where a supplier is able to confirm that their service fully meets the issue identified in a specific checklist the appropriate self-certification colour for that question is GREEN.



Where a supplier is not able to confirm that their service fully meets the issue identified in a specific checklist question the appropriate self-certification colour for that question is AMBER.



Monitoring Content

Monitoring providers should ensure that they:

Aspect	Rating	Explanation
Are IWF members		Securly has been an IWF member since 01/03/2016
Utilisation of IWF URL list for the attempted access of known child abuse images		Securly receives and incorporates the IWF and CTIRU feeds into its filtering technology Securly blocks access to illegal content including CSAM.
Work with CTIRU 'the police assessed list of unlawful terrorist content, produced on behalf of the Home Office'		Securly integrates and block unlawful terrorist content using the list provided by the UK Home Office and Met Police CTIRU (Counter-Terrorism Internet Referral Unit).
Confirm that monitoring for illegal content cannot be disabled by the school		All illegal content categories are locked at a system level. Schools cannot disable these filters.

Inappropriate Online Content

Monitoring providers should both confirm, and describe how, their system monitors/manages the following content

Content	Explanatory notes – Content that:	Rating	Explanation
Illegal	content that is illegal, for example child abuse images and unlawful terrorist content		Illegal content such as CTIRU list of terrorist content and IWF list of child abuse content are both built into Securly Filter for blocking and monitoring.

Bullying	Involve the repeated use of force, threat or coercion to abuse, intimidate or aggressively dominate others		Securly Aware's 'Think Twice' cyberbullying prevention widget promotes responsibility and digital citizenship. Think Twice prompts students to reconsider before they send hurtful messages by automatically detecting bullying in typed text and presenting the student with a message immediately. Securly uses AI-powered heuristic tools to provide built-in sentiment analysis which detects bullying content, emails, web searches and social media posts. Securly will flag bullying activity in real-time to enable intervention.
Child Sexual Exploitation	Is encouraging the child into a coercive/manipulative sexual relationship. This may include encouragement to meet		Securly is an IWF member and fully CIPA compliant. Access to known child abuse and exploitation sites is prevented.
Discrimination	Promotes the unjust or prejudicial treatment of people on the grounds of race, religion, age, sex, disability or gender identity		Securly provides a "Hate" category which allows administrators to block access and alert on websites and content which promote hatred and discrimination across race, religion, age, or sex.

Drugs / Substance abuse	displays or promotes the illegal use of drugs or substances		Securly provides a "Drugs" category which allows administrators to block access and alert on websites and content which include details of manufacture, sale, and distribution.
Extremism	promotes terrorism and terrorist ideologies, violence or intolerance		Securly includes the CTIRU illegal terrorist content blocklist and provides a "Hate" category. This allows administrators to block access and alert on websites and content which includes promote terrorist organisations and actions, violence and intolerance.
Gambling	Enables gambling		Securly provides a "Gambling" category which allows administrators to block access and alert on websites and content that promotes betting or risky actions for a reward.

Pornography	displays sexual acts or explicit images		Securly provides a “Pornography” category which allows administrators to block access and alert on websites that contain pornographic or explicit images and media.
Self Harm	promotes or displays deliberate self harm		Securly Aware uses AI sentiment analysis to detect self-harm content, emails, web searches and social media posts. Alerts are categorised under the terms ‘Self-harm’ and ‘Grief’ Securly will flag activity from vulnerable students in real-time to enable emergency intervention.
Suicide	Suggest the user is considering suicide		Securly uses AI sentiment analysis which detects content that suggests suicidal ideation in emails, web searches, online docs, and social media posts. Alerts are categorised under the terms ‘Self-harm’ and ‘Grief’ Securly will flag activity from vulnerable students in real-time to enable emergency intervention.
Violence	Displays or promotes the use of physical force intended to hurt or kill		Securly uses AI sentiment analysis which detects violent language towards others in emails, web searches, online docs, and social media posts. Alerts are categorised under the terms ‘Violence’ Securly will flag activity from vulnerable students in real-time to enable emergency intervention.

This list should not be considered an exhaustive list. Please outline how the system manages this content and many other aspects

Securly Filter categories include keywords/phrases, URLs and domains of over the top one million websites.

- Securly PageScan provides automated categorisation of previously unknown websites by scanning the page content and images.
- Selective HTTPS man-in-the-middle decryption to provide real-time, URL filtering, keyword filtering and sentiment analysis.
- Our customers can provide their own block and allow lists in policies and can submit any websites for inclusion in our categories.

Unlike traditional on-premise filtering solutions Securly will selectively intercept to block and filter content. This prevents over blocking or problems with safe content and education services online.

Previously unknown or uncategorised websites will be analysed by Securly Pagescan to accurately determine their content and determine if they need to be filtered.

Administrators also have ability to manage their own safe sites and override Securly categorised websites.

Monitoring System Features

How does the monitoring system meet the following principles:

Principle	Rating	Explanation
• Age appropriate – includes the ability to implement variable monitoring appropriate to age and vulnerability. This will in turn define which alerts are prioritised and responded to. Further situations may warrant additional capability, for examples boarding schools or community based access		Securly can be configured to use GSuite OUs or Azure/EntraID Groups to define separate filtering policies appropriate to different ages or roles. (E.g. Staff, Primary Students, Senior Students).
• Alert Management – how alerts are managed – if schools manage system alerts or support/management is provided		Alerts can be configured at a global level, as well as on a per-policy level. Staff groups can be configured to receive instant alerts about specific groups of students. Administrators can configure scheduled reports to selected users.

• Audit – Any changes to the monitoring system are logged enabling an audit trail that ensures transparency and that individuals are not able to make unilateral changes.		Securly administrators can permit or deny by using their own domain names and keywords globally or per policy. Any changes to the system are logged in an audit trail. Reports that are exported from the system are logged separately within the system.
• BYOD (Bring Your Own Device) – if the system includes the capability to monitor personal mobile and app technologies (ie not owned by the school), how is this deployed and supported and how data is managed. Does it monitor beyond the school hours and location		BYOD devices on school premises can be monitored using Guest Network policies. BYOD are sometimes enrolled in management systems and could have filtering applied to them whilst off-site although this is not typical.
• Data retention –what data is stored, where is it (physically– ie cloud/school infrastructure) stored and for how long. This should also include any data backup provision		All log data is stored securely within Securly's cloud infrastructure. Measures are taken to ensure compliance with local laws and regulations such as GDPR and DPA. EU customer data resides solely within the EU. Data retention is not currently limited but can be removed at a customer's request.
• Devices – if software is required to be installed on devices, the monitoring system should be clear about the devices (and operating systems) it covers		Securly is network based solution and no client-side software is required. Securly is device and operating system agnostic.
• Flexibility - changes in keywords (addition or subtraction) can be easily amended according to an agreed policy		Administrators can edit policies to include their own custom keywords to allow, block or alert on.

Group / Multi-site Management – the ability for deployment of central policy and central oversight or dashboard		As a cloud-based service, the Securly Safety Console is available anywhere with Internet access. Delegated control can be provided to additional administrators or Safeguarding teams. Multiple sites and take-home policies can all be managed from the same central dashboard. For large school trusts or partners managing filtering for multiple schools, Securly’s Multi-School Dashboard provides a dropdown that lets the admin switch across different schools without having to log in separately each time.
Monitoring Policy – How are all users made aware that their online access is being monitored? Is any advice or guidance provided to support schools?		We recommend schools allow for monitoring within their own Acceptable Usage Policy and IT policies so all users are aware. Securly can assist by providing templates and training webinars on what should be included.
Multiple language support – the ability for the system to manage relevant languages?		Securly implements multiple language support for both filtering and management interface in English, French, and Spanish. Language support is being continually developed and additional languages will be added as available.
Prioritisation – How are alerts generated and prioritised to enable a rapid response to immediate issues. What operational procedures are in place to facilitate that process?		Securly flag high priority issues in their “flagged” reporting section and alerts are triggered immediately. Additionally, the Securly On-call team can provide additional human review of alerts around the clock and notify emergency contacts or authorities in highest risk cases.

Remote monitoring – with many children and staff working remotely, the ability, extent and management for the monitoring of devices (school and/or personal). Included here is the hours of operation together with the explicit awareness of users.		Securly Filter can be applied to school owned devices regardless of how they access the internet or whether they are within the school network. Securly Filter can also be applied to BYOD schemes, and Guest networks ensuring all devices using the school broadband connection are appropriately filtered.
Reporting – how alerts are recorded within the system?		As well as email all alert events are also recorded to the web dashboard reports or flagged activity section.
Harmful Image detection – The inclusion or extent to which visual content is discovered, monitored and analysed (eg Image hash)		Securly Aware automatically recall emails containing violence, bullying, or nudity and quarantine images for review by a designated safeguarding lead.

Pro Active Monitoring - how any pro-active monitoring support is provided including if any automation is utilised and the safeguarding capability of the organisation's teams.

Securly offers institutions a range of preventative tools to support student safeguarding and wellness.

Securly Aware creates a Student Wellness Level for every user. SLT or DSLs can quickly identify the students who are trending negatively, drill down into individual student's wellness levels and gain insight into contributing online activities (with Filter). Proactively investigate students who are trending negatively, and provide preventative support and intervention before they become extreme risks

Securly Aware's 'Think Twice' cyberbullying prevention widget promotes responsible digital citizenship. Think Twice, prompts students to reconsider before they send hurtful messages.

Wellness Widget Intervention. When a student's Wellness Level drops, the Wellness Pathways widget will automatically present helpful resources to them on their screen.

Recall emails and quarantine images. Securly Aware automatically recalls emails containing violence, bullying, or nudity.

Securly are a Student Safety company and are concerned with the wellbeing of students beyond web filtering;

- [Securly Aware](#) - Student safety and wellness solution that provides unprecedented visibility into your students' mental health and wellness. Google Drive files, One Drive files, emails, social media, and web searches are scanned to identify indications of suicide, depression, violence, bullying, and nudity.
- [On-call](#) - Enlist a team of expert analysts to manage your school's Aware alerts and notify you if a student needs help now
- [Securly Home](#) - Parent app, a free feature included with your school's Filter purchase, giving parents control over their child's school device when it goes home, including web filtering, site restrictions, and monitored screen time.
- [Classroom](#) - Classroom management tool that works seamlessly across Chrome, Windows, and Mac.

Please note below opportunities or enhancements to support schools (and other settings) with their obligations around Keeping Children Safe in Education?

Securly is a student safety company and provides services beyond web filtering and student wellness monitoring.

- On-Call - Enlist a team of expert analysts to manage your school's Aware alerts and notify you if a student needs help now
- Training sessions and material provided to Schools to help follow best practice and integrate Securly technology into their safeguarding procedures.

Securly Filtering and Monitoring Annual Review

- Strategic reviews of filtering and monitoring policies
- Review of adequate filtering and monitoring procedures
- Data assessment and insights: activity, alerts and safeguarding trends

Securly implements multiple language support for both filtering and management interface in English, French, and Spanish.

Securly administrators can permit or deny by using their own domain names and keywords globally or per policy.

Staff members assigned to Faculty Groups can now edit policies that affect OUs or Security Groups assigned to them. This feature can be enabled and disabled at an admin level.

Any changes to the system are logged in an audit trail.

Securly's filtering policies are customisable and policy changes can be applied to specific user groups by the administrator, so that overlocking doesn't occur for certain student groups if they are researching legitimate areas to do with sexual health for due to the requirements of the RHSE and PSHE curriculum.

MONITORING PROVIDER SELF-CERTIFICATION DECLARATION

In order that schools can be confident regarding the accuracy of the self-certification statements, the supplier confirms:

- that their self-certification responses have been fully and accurately completed by a person or persons who are competent in the relevant fields
- that they will update their self-certification responses promptly when changes to the service or its terms and conditions would result in their existing compliance statement no longer being accurate or complete
- that they will provide any additional information or clarification sought as part of the self-certification process
- that if at any time, the UK Safer Internet Centre is of the view that any element or elements of a provider's self-certification responses require independent verification, they will agree to that independent verification, supply all necessary clarification requested, meet the associated verification costs, or withdraw their self-certification submission.

Name	Jarrett Volzer
Position	VP of Product
Date	03/08/2023

Signature	
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