



Online Safety Policy

1. Introduction

a. Purpose of the Policy

This policy aims to safeguard learners, staff, and any part of the Willow Tree Community from the risks and harms of the online world. The purpose of the policy is to establish clear expectations of behaviour and use of technology and to provide a mechanism to address online safety issues that may arise.

b. Scope

This policy applies to all members of the Willow Tree Community (including educators, staff, learners, volunteers, and visitors) who have access to and are users of information technology resources within Willow Tree Community Classroom. The policy covers all forms of digital technologies and digital communication, including, but not limited to: email, social media, online gaming, and browsing.

c. Links to Other Policies

This policy is linked with several other policies:

- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection and Security Policies

2. Aims and Objectives

a. Promoting Safe and Responsible Use of Technology

Promote the safe, responsible, and ethical use of digital technologies as educational tools.

b. Protecting Learners from Harm Online

Provide a safe environment where children and staff can use technology without being exposed to inappropriate content or activities.



c. Educating Learners on their Rights and Responsibilities Online

Educate all learners on their personal and collective rights and responsibilities when accessing and using digital technologies.

3. Roles and Responsibilities

a. Designated Safeguarding Lead (DSL)

The DSL (Abbey Curtis) takes lead responsibility for online safety issues, staying up to date with new threats and ensuring all staff understand their responsibilities under this policy. The DSL is responsible for the implementation and enforcement of the Online Safety Policy. This includes facilitating training sessions for staff and incorporating online safety measures across Willow Tree.

b. Staff

All staff members must adhere to the Online Safety Policy, model good behaviour online, and educate learners about the benefits and risks of the internet.

c. Learners

Learners are expected to adhere to the guidelines set out in this policy and to report any online content or interactions that make them feel uncomfortable.

d. Parents

Parents are encouraged to support Willow Tree's online safety protocols, including monitoring their child's online activity at home.

4. Education and Curriculum

a. Curriculum Coverage

Online safety will be taught as appropriate during relevant learning activities or if incidents occur.

b. Staff Training

All staff will receive ongoing training about online safety, encompassing both opportunities and threats in the digital world.



c. Parental Engagement

Parents may be provided with workshops and resources to support them in managing their children's online environment effectively.

5. Managing Willow Tree's Information Systems

a. Security of Information Systems

Implement strong security mechanisms like firewalls and antivirus software to protect Willow Tree's information systems.

b. Mobile Phone and Personal Device Management

The use of mobile phones and personal devices are tolerated within the Willow Tree Classroom providing that staff, learners and other parties are using them with due care and caution. Willow Tree recognises the importance of having communication devices readily available for children and young people. All staff, volunteers and visitors will be required to keep personal devices in a separate, locked area to ensure that devices are not used for personal use including, but not limited to: photographing, videoing or use of inappropriate websites. However, Willow Tree recognises that there may be occasions where staff may be required to use personal devices. For example, contacting parents/carers or using a Willow Tree approved device to take photographs for Willow Tree's website and social media accounts.

6. Dealing with Incidents

a. Identifying Concerns

Staff are trained to identify signs of misuse or inappropriate online behaviour.

b. Responding to Concerns

A structured procedure is in place for dealing with online safety concerns, clearly outlining steps to be taken when incidents occur.

c. Reporting to External Bodies

Specify when and how serious incidents must be reported to external bodies, such as the CEOP or the local police.



7. Monitoring and Evaluation

a. Monitoring Compliance

Regular audits and checks will be conducted to ensure compliance with the online safety measures set forth in this policy.

b. Reviewing the Policy

The policy will be reviewed annually, or following any serious incident, to ensure it remains current and effective.

8. Appendix

a. Relevant Legislation and Guidance

- Keeping Children Safe in Education (KCSIE)
- DfE statutory guidance
- UK Safer Internet Centre guidelines

This policy framework serves to protect all members of the Willow Tree community from online risks, equip them with the skills and knowledge to manage their online presence safely and responsibly, and ensure a harmonious and safe digital learning environment.