



Online Safety Policy

1. Purpose

NewHeart Learning Limited is committed to ensuring that pupils, staff, and visitors are protected from risks associated with the use of technology, including the internet, mobile devices, and online platforms. This policy provides clear guidance to safeguard everyone within the school community and promote responsible online behaviour.

2. Scope

This policy applies to:

- All pupils, staff, volunteers, and visitors using school devices, networks, or online services.
- All personal devices used on site where access to school systems or pupils is possible.
- All online communications, platforms, and software used for learning or administrative purposes.

3. Roles and Responsibilities

Designated Online Safety Lead (DSL for Online Safety):

- Daniella Hart is the DSL for Online Safety.
- Oversees the implementation of the policy.
- Provides training and guidance to staff and pupils.
- Monitors and responds to online safety incidents.

All Staff:

- Promote safe and responsible use of technology.
- Report online safety concerns promptly.
- Model appropriate online behaviour.

Pupils:

- Use school technology responsibly.
- Report any inappropriate or unsafe online content or behaviour.

Parents/Carers:

- Support the school's online safety guidance at home.
- Report concerns about online safety affecting their child.

4. Acceptable Use

- School devices and systems must be used primarily for educational purposes.
- Personal devices may be used on school premises only under staff supervision and according to the school's guidelines.
- Users must not access, create, or share material that is illegal, offensive, or discriminatory.
- Passwords must be secure and not shared.

5. Education and Training

- Online safety education is embedded in the curriculum for all pupils.

- Staff receive regular training to understand risks and maintain safe online practices.
- Parents are provided with guidance to support safe technology use at home.

6. Managing Risks

Filtering and Monitoring:

- School networks have filtering systems to block inappropriate content.
- Monitoring is in place to detect unsafe or harmful online behaviour.

Cyberbullying and Harassment:

- All forms of online bullying are prohibited.
- Incidents will be investigated promptly and handled according to the school's behaviour and safeguarding policies.

Data Protection:

- Personal data is protected in line with GDPR and the Data Protection Act 2018.
- Pupils' work and information are stored securely.

7. Reporting and Responding to Incidents

- Any online safety incident must be reported to the DSL for Online Safety immediately.
- Incidents will be investigated and documented, and appropriate actions taken, including involvement of parents, external agencies, or law enforcement if necessary.

8. Remote Learning and Online Communication

- All online teaching platforms must be approved by the school.
- Staff and pupils must follow professional and safe communication practices.
- Video calls and online interactions are supervised and logged where appropriate.

9. Related policies and procedures

This policy should be read alongside our organisational policies and procedures which include:

- Behaviour Policy
- Code of Conduct for Staff and Volunteers
- Safeguarding Policy

10. Monitoring and Review

- The Online Safety Policy is reviewed annually or sooner if new technology or legislation requires.
- The school evaluates the effectiveness of online safety education, procedures, and monitoring systems.

Date of last review:	22 July 2025
Date to review:	22 July 2026
Author:	Daniella Hart



	Head of Provision
Signed:	<i>Daniella Hart</i>

Appendix 1

Online Safety Agreement

NewHeart Learning recognises the importance of children being able to use the internet for learning, personal development, and social engagement, including social media, games, and apps. We aim to support children and young people in using these tools safely and responsibly. At the same time, we recognise that safeguards must be in place to protect everyone at all times.

This agreement forms part of our broader Code of Behaviour for pupils, staff, and volunteers, and aligns with our Online Safety Policy. For more information, please contact Daniella Hart, Designated Safeguarding Lead (DSL).

For Pupils

Please read this agreement carefully and discuss it with your parents/carers and a staff member.

For Parents/Carers

Please read this agreement with your child, discuss it, sign it, and ask your child to sign it. Return the completed agreement to the staff member overseeing your child's induction. If you have any questions or concerns, contact Daniella Hart, DSL.

Pupil Agreement

I understand that:

- I am responsible for my behaviour when using the internet, including social media, games, and apps, and for the content I access and share.
- I will not intentionally browse, download, or upload material that is offensive, inappropriate, or illegal. If I encounter such material accidentally, I will report it immediately to a staff member.
- I will not send threatening, bullying, offensive, or illegal content to anyone.
- I will keep personal information private, including my name, phone number, or address.
- I will not share my passwords with anyone.
- I will not arrange to meet anyone I meet online in person without discussing it with my parents/carers and a staff member, and I will be accompanied by a trusted adult.
- If I see something online that upsets or worries me, or if I receive concerning messages, I know I can speak to any staff member at NewHeart Learning.
- I understand that my use of the internet at NewHeart Learning will be monitored and logged, and this information may be shared with staff to ensure my safety.
- I understand that these rules are in place to keep me safe. If I do not follow them, my parents/carers may be contacted.

Signatures

We have discussed this Online Safety Agreement, and:

Pupil Name: _____ agrees to follow the rules above.

Parent/Carer Signature: _____ **Date:** _____

Pupil Signature: _____ **Date:** _____