Victory Heights Primary School
City of Arabia
Online Safety Policy

Version Date: August 2025

Last review date: August 2025
Next review date: August 2026
Responsible SLT: Headteacher

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Equal Opportunities Statement

Victory Heights Primary School City of Arabia is committed to promoting equality and inclusivity for all students, staff, and stakeholders. The Online Safety Policy applies to all users of our digital platforms regardless of age, ability, background, or prior experience. Online safety guidance and education will be delivered in accessible, age-appropriate formats and in line with our values of fairness, safety, and opportunity for all.

Policy Purpose & Scope

This policy sets out how Victory Heights Primary School City of Arabia (VHPS-COA) ensures children and adults use technology safely, responsibly, and respectfully. Online safety is embedded as a core element of safeguarding and applies to all:

- Students
- Staff
- Parents and carers
- Governors
- External contractors and visitors using the school's digital systems

This policy should be read alongside:

- Safeguarding and Child Protection Policy (inc. online abuse)
- Behaviour and Anti-Bullying Policy
- Responsible Use Policy (students)
- Generative AI Policy
- Data Protection and Privacy Policy

Alignment with Safeguarding

VHPS-COA regards online safety as a fundamental component of safeguarding. The DSL works in close collaboration with the Head of IT and PLT to ensure that all filtering, monitoring, reporting and intervention practices are robust and consistent with statutory requirements.

For full procedural guidance on:

- Keyword alerts
- Monitoring and filtering technology
- DSL response pathways
- Safeguarding referrals

Refer to the VHPS-COA Safeguarding and Child Protection Policy, sections: Internet Filtering, Online Abuse, and Reporting Systems.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

- Overall lead on online safety incidents, investigations and referrals
- Liaison with external agencies when required

Head of Digital Innovation:

- Oversees filtering, firewalls, device management (Chromebooks, etc.)
- Reviews security logs, implements updates, and manages alerts via Securly

All Staff

- Responsible for modelling safe and respectful use of technology
- Report any concerns or suspicious activity immediately to the DSL
- Attend mandatory training on online safety protocols annually

Student Ambassadors

- Promote safe digital habits through assemblies and peer workshops
- Support staff in promoting age-appropriate platforms and practices

Parents and Carers

- Encourage responsible digital behaviour at home
- Monitor children's technology use and attend VHPS-COA workshops
- Follow school guidance on devices, apps, and social media use

Internet Filtering and Monitoring

VHPS-COA employs a **three-layer protection system**:

1. **Firewall-level filtering** via ISP (managed by the Head of IT)
2. **Chromebook filtering** through Google Workspace for Education
3. **Security alerts**, flagging any searches or behaviours linked to bullying, violence, self-harm, or inappropriate content

Attempts to bypass filtering or create unauthorised profiles are logged and dealt with under the Behaviour Policy.

Keyword Alert Monitoring:

- Managed by DSL and IT
- Alerts triaged based on severity
- Reports securely stored in Nexquare, flagged under Safeguarding if appropriate

Education & Training

Pupils

- Online safety is embedded into the Computing and Whole School Enriching curriculum
- Topics include cyberbullying, digital footprint, data privacy, gaming and safe social networking
- Child-friendly S.M.A.R.T. and THINK rules are taught from Year 1 upwards

Staff

- Receive **National Online Safety** CPD annually
- Induction training for new staff includes key VHPS-COA digital protocols
- IT team delivers updates in line with new threats and platforms

Parents

- Invited to parent information evenings and webinars
- Receive home safety guidance, including age ratings and filters

Use of Personal Devices

Students may only use personal devices in accordance with the **Personal Digital Devices Policy.**

- Phones are not permitted, unless given express permission from the Principal
- Smart watches are not permitted if they have calling or messaging functionality
- Teachers may use personal devices for approved school use, in line with the Data Protection Policy

Remote Learning

Remote learning via **Seesaw** is used in accordance with the VHPS-COA Remote Learning Guidelines. In the event of a full or partial transition to remote learning due to weather disruptions, public health guidance, or other unforeseen events, Seesaw will be monitored for appropriate use. Teachers are expected to report any concerns directly to the DSL.

Generative AI and Emerging Technology

Staff and students must follow the VHPS-COA Generative AI Policy regarding responsible use of tools like ChatGPT or AI-based content platforms. Any misuse, particularly attempts to cheat or impersonate others, will be addressed in line with the Behaviour Policy.

Managing Online Incidents

- All concerns or incidents related to online activity are logged via Nexquare
- DSL triages the case and responds in line with Safeguarding protocols
- Parents are notified of any significant incident or risk involving their child
- Repeat offences may result in restricted access to devices or platforms

Cyberbullying

VHPS-COA treats cyberbullying as a serious safeguarding matter.

- All incidents are logged and escalated to the DSL
- Support is offered to victims and appropriate consequences applied to those responsible.
- Preventive education is embedded in Wellbeing Wednesdays and assemblies

See also: Anti-bullying (including cyber bullying) Policy

Linked Policies and Procedures

- Safeguarding and Child Protection Policy
- Behaviour and Sanctions Policy
- Responsible Use Policy
- Staff Code of Conduct (within HR Manual)
- Generative AI Policy
- Data Protection and Privacy Policy
- Personal Digital Devices Policy
- Anti-bullying (including cyber bullying) Policy

Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy. Updates and changes will be documented in the Version Control Table to ensure transparency and continuous improvement.

Version Control Table

Policy Title: Online Safety Policy
Policy Owner: Headteacher
Last Approved By: Primary Leadership Team

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	April 2025	SLT	New Policy Format	August 2026