



Paradise Rida Schools Trust

Online Safety Policy

Approved by:	Governors	Date: Sep 2025
Last reviewed on:	Sep 2025	
Next review due by:	Sep 2027	

Table of Contents

	Page
1. Introduction	3
2. Responsibilities of the school community	7
3. Acceptable Use Policies (AUP)	13
4. Training	14
5. Learning and teaching	14
6. Parents and carers	15
7. Managing and safeguarding IT systems	16
8. Using the internet; email; publishing content online; using images, video & sound; using video conferencing and other online text or video meetings; using mobile phones; using other technologies	18
9. Protecting school data and information	23
10. Responding to online safety incidents	25

Acknowledgement

Introduction

This Online Safety policy recognises the commitment of our school to keeping staff and pupils safe online and acknowledges its part in the school's overall safeguarding policies and procedures. It shows our commitment to meeting the requirement to keep pupils safe when using technology. We believe the whole school community can benefit from the opportunities provided by the internet and other technologies used in everyday life. The Online Safety Policy supports this by identifying the risks and the steps we are taking to avoid them. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

Content: being exposed to illegal, inappropriate or harmful material

Contact: being subjected to harmful online interaction with other users

Conduct: personal online behaviour that increases the likelihood of, or causes, harm

(DfE Keeping Children Safe in Education 2025)

This policy shows our commitment to developing a set of safe and responsible behaviours that will enable us to reduce the risks whilst continuing to benefit from the opportunities. We wish to ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where necessary, disciplinary or legal action will be taken. We aim to minimise the risk of misplaced or malicious allegations being made against adults who work with pupils.

Our expectations for responsible and appropriate conduct are set out in our Acceptable Use Policies (AUP) which we expect all staff and pupils to follow.

As part of our commitment to Online Safety, we also recognise our obligation to implement a range of security measures to protect the school network and facilities from attack, compromise and inappropriate use, and to protect school data and other information assets from loss or inappropriate use.

The scope of this policy

This policy applies to the whole school community including the Senior Leadership Team (SLT), Governing Body (GB), all staff employed directly or indirectly by the school, visitors and all pupils.

The Senior Leadership Team and school governors will ensure that any relevant or new legislation that may impact upon the provision for online safety within school will be reflected within this policy.

The Education and Inspections Act 2006 empowers headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online bullying or other online safety-related incidents covered by this policy, which may take place out of school but are linked to membership of the school.

The Education Act 2011 gives the school the power to confiscate and search the contents of any mobile device if the Headteacher believes it contains material that could be used to bully or harass others.

The school will clearly detail its management of incidents within this policy, associated behaviour and anti-bullying policies, and will, where known, inform parents and carers of incidents of inappropriate online behaviour that take place out of school.

The person in school taking on the role of Online Safety Lead is **Bushra Hussain**

The Governor with an overview of Online Safety matters is **Yasir Master**

This Online Safety policy was created by **Rida Girls High School Governing Body**

The following groups were consulted during the creation of this Online Safety policy: Rida Girls High School Governing Body, Headteacher, Senior leaders.

The policy was completed on: **September 2025**

The policy was approved by Rida Girls High School Governing Body on: **September 2025**

The policy is due for review no later than: **September 2027**

Implementation of the policy

The Senior Leadership Team will ensure all members of school staff are aware of the contents of the school Online Safety Policy and the use of any new technology within school.

All staff, pupils, occasional and external users of our school ICT equipment will sign the relevant Acceptable Use Policies.

All amendments will be published and awareness sessions will be held for all members of the school community.

Online safety will be taught as part of the curriculum in an age-appropriate way to all pupils.

Online safety posters will be prominently displayed around the school.

The Online Safety Policy will be made available to parents, carers and others via the school website or VLE.

Local and national guidance acknowledged

Kirklees LSCB Guidance

The Kirklees Safeguarding Children's Board Procedures and Guidance will be followed where an online safety issue occurs which gives rise to any concerns related to child protection. In particular, we acknowledge the specific guidance in:

- Section 1.4.5 Child Abuse and Information Communication Technology
- Section 7 Actions to be taken where an Employee has Concerns about a Colleague

Government Guidance

- Keeping Children Safe in Education (DfE 2025) with particular reference to Annex C Online Safety
- The Prevent Duty: for schools and childcare providers (DfE 2015, revised 2021/22 updates considered)
- Cyberbullying: Advice for Headteachers and School Staff (DfE 2014, refreshed guidance incorporated into KCSIE 2025)
- UK Safer Internet Centre resources: Appropriate Filtering and Monitoring Guidance (2021)

Kirklees Learning Service Guidance

- Kirklees Electronic Communications Guidance for School Staff
- Kirklees First Responders Guidance for School Staff
- Misuse of Electronic Communications – information for all Kirklees staff

All of the above policies are available on **One Hub**.

Responsibilities of the School Community

Senior Leadership Team

- Headteacher takes ultimate responsibility for online safety
- Designates an Online Safety Lead, providing training, support and monitoring
- Ensures secure technical infrastructure
- Ensures all staff, pupils and other users agree to AUPs
- Monitors and reviews online safety incidents

Online Safety Lead

- Promotes awareness and commitment to online safety
- Takes day-to-day responsibility and leads the online safety team
- Ensures online safety education is embedded across the curriculum
- Liaises with parents, carers, local authority, and safeguarding bodies
- Maintains the online safety incident log and Good Practice Guides

All Staff

- Follow online safety policies and AUPs
- Maintain professional conduct online
- Embed online safety in teaching
- Supervise pupils and respond to incidents

Technical Staff

- Maintain safe technical infrastructure
- Implement filtering, monitoring, backups and password security
- Conduct periodic checks on systems and report issues

Pupils

- Follow the pupil AUP
- Report online safety incidents
- Respect others' rights and privacy online

Parents and Carers

- Support the pupil AUP and school online safety measures
- Monitor children's online activity at home
- Discuss concerns with the school

Governing Body

- Promote online safety as part of safeguarding responsibilities
- Ensure sufficient resources are available
- Monitor the school's IT infrastructure and risk management

Designated Safeguarding Lead

- Recognise risks such as online grooming, sexting, bullying, radicalisation
- Ensure staff follow correct child protection procedures

External users

- Follow school AUPs and liaise with staff as required

Acceptable Use Policies

- KS3, KS4, remote learning, and staff versions
- External groups and visitors are made aware of appropriate AUPs

Training

- Online Safety Lead attends regular training and updates
- All staff receive training and updates on emerging risks

Learning and Teaching

- Online safety taught progressively in curriculum lessons (Computing, PSHE)
- Embedded in all subjects
- Pupils taught research, copyright, and safe communication practices

Remote education and home learning

- Tools: Zoom, Class Dojo (or equivalent)
- AUPs apply to home learning resources
- Guidance: DfE Safeguarding and Remote Education 2020 updated for 2025 considerations

IT Systems Management

- Secure servers, updated hardware/software, firewalls, antivirus
- Filtering and monitoring in line with Prevent Duty 2025
- Supervised internet use and network monitoring

Passwords and accounts: robust, unique, and logged for security

Responsible use of technology

- Internet, email, mobile devices, wearable technology, online publishing, video conferencing all governed by AUPs
- Multimedia use with parental consent and safe practice
- Staff professional boundaries strictly enforced

Data protection

- Compliance with Data Protection Act 2018 (incorporating GDPR)
- Encrypted USBs, secure passwords, backup procedures

- Disposal of equipment per WEEE regulations

Responding to online safety incidents

- Incidents logged and reviewed
- Behavioural and disciplinary actions taken per school policy
- Serious incidents referred to Online Safety Lead or Headteacher
- Child protection concerns follow Kirklees Safeguarding Procedures