



Trinity St. Peter's

Church of England Primary School

where children shine

Online Safety Policy

Guided by Our Faith in Everything That We Say and Do

Our School Vision



At Trinity St. Peter's, we are driven by the belief that every child is a star. In partnership with our local and global community, we equip each child with the skills, values, and mindset to shine.

We are committed to creating a school where every child feels they belong, where differences are recognised and celebrated, and where every individual is valued. Our curriculum is innovative, inclusive, and engaging, inspiring a lifelong love of learning and high aspirations.

We nurture children's growth academically, socially, emotionally, and spiritually. Through personal development and opportunities for pupil voice and leadership, we empower children to shape their futures and make a positive difference in the world.

Together, as a community, we work to ensure equity, success for all, and a deep celebration of diversity, rooted in kindness, inclusion, and mutual support.

Online Safety Vision Statement

At Trinity St Peter's Church of England Primary School, we believe that technology and the internet provide exciting opportunities for learning, communication, creativity and personal development.

We recognise that children are growing up in an increasingly digital world and that online safety is a fundamental part of safeguarding. We are committed to equipping pupils with the knowledge, skills and understanding needed to use technology safely, responsibly and respectfully.

Through our Christian vision and values, we promote positive online behaviour and empower pupils to make informed choices, manage risks effectively and seek support whenever needed.

Online Safety is embedded throughout school life and is taught through the curriculum, collective worship, pastoral support and wider enrichment opportunities. We work closely with families and external agencies to create a culture where pupils can benefit from technology whilst understanding how to keep themselves and others safe, responsible and respectful online.

This policy should be read alongside the school's Safeguarding, Behaviour, Anti-Bullying, PSHE, RSE, SMSC, Personal Development and Acceptable Use policies.

Intent

The school's Online Safety provision is designed to ensure that all pupils:

- understand how to use technology safely and responsibly
- recognise online risks and know how to respond appropriately
- understand how to protect personal information and privacy
- develop positive online relationships
- understand the importance of respectful online behaviour
- recognise misinformation, scams and online manipulation
- understand how to report concerns and seek support
- develop resilience and critical thinking when engaging with online content
- understand the importance of maintaining a positive digital footprint
- become responsible and confident digital citizens

Online safety is promoted through a whole-school approach which includes curriculum learning, safeguarding education, pastoral support, collective worship, pupil voice and strong partnerships with families.

Our Online Safety curriculum is informed by current statutory guidance and best practice, including:

- [Keeping Children Safe in Education](#)
- [Working Together to Safeguard Children](#)
- [Teaching Online Safety in Schools](#)
- [Relationship Education, Relationships and Sex Education and Health Education](#)
- [Equality Act 2010](#)
- [SEND code of practice: 0 to 25 years](#)
- [Prevent Duty Guidance](#)
- [UKCIS Education for a Connected World Framework](#)
- [DfE Filtering and Monitoring Standards](#)
- [DfE Mobile Phones in Schools Guidance](#)
- [Mental Health and Behaviour in Schools](#) (advice for schools)
- [Preventing and Tackling Bullying](#) (advice for schools, including advice on cyberbullying)
- [Sexual violence and sexual harassment between children in schools](#) (advice for schools)

Online safety is recognised as a safeguarding responsibility and is embedded throughout the school's safeguarding culture and curriculum.

Implementation

Online Safety is taught explicitly through the Knowsley Computing Scheme of Work and the Jigsaw PSHE Programme and is reinforced through wider curriculum opportunities, collective worship, safeguarding education and pastoral provision.

Learning is carefully sequenced from EYFS to Year 6 to ensure pupils develop age-appropriate knowledge, understanding and skills.

Online Safety education is responsive to emerging risks and reflects the rapidly changing digital landscape. Teaching addresses current issues such as social media, online gaming, misinformation, artificial intelligence, cyberbullying, online scams and harmful online content.

Lessons are supplemented by national awareness events, assemblies, pupil discussions and safeguarding education throughout the year.

The 4Cs of Online Safety

In line with Keeping Children Safe in Education, online risks are grouped into four categories:

Content

Children learn to recognise harmful, misleading or inappropriate content and develop critical thinking skills to evaluate information found online.

Contact

Children learn how to manage online interactions safely and recognise risks associated with strangers, grooming, exploitation and inappropriate communication.

Conduct

Children learn how to behave responsibly online, maintain a positive digital footprint and show respect towards others.

Commerce

Children learn to recognise financial risks such as scams, phishing, gambling, advertising and online fraud.

Safeguarding

Online safety is a fundamental part of safeguarding.

Pupils are taught how to recognise risks, protect themselves online and seek support when concerns arise.

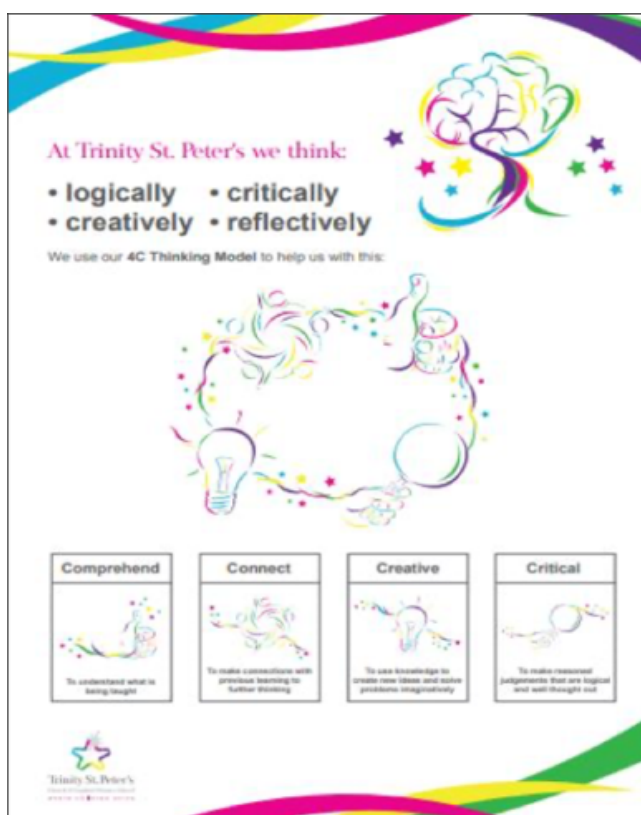
The school recognises that safeguarding incidents may take place online as well as offline. All concerns are managed in accordance with the school's safeguarding procedures and recorded appropriately.

Staff receive regular training to ensure they understand emerging online risks and their responsibilities for protecting children in the digital world.

Christian Ethos and Values

Online Safety is delivered within the context of the school's Christian vision and values. Pupils are encouraged to show dignity, compassion, forgiveness, honesty and respect towards themselves and others.

We also embed the school's 4C Thinking Model into Online Safety learning to encourage pupils to think critically, creatively, reflectively and responsibly when engaging with digital technologies and online content.



Online Safety is delivered within the context of the school's Christian vision and values. Through Service, Hope, Imagine, Nurture and Enjoy, pupils are encouraged to use technology responsibly, respectfully and safely whilst recognising the opportunities and risks presented by the online world.

Service – Hope – Imagine – Nurture – Enjoy

Service

With Christ at the centre, pupils are encouraged to use technology in ways that demonstrate kindness, respect and responsibility. Children learn that their actions online can affect others and that digital spaces should be used positively and safely.

Hope

Pupils develop confidence in navigating the online world safely. They learn that support is always available when challenges arise and that positive choices can help protect themselves and others online.

Imagine

Technology provides opportunities for creativity, innovation and learning. Pupils are encouraged to use digital tools imaginatively whilst recognising the importance of critical thinking, safety and responsibility.

Nurture

Children are supported to develop positive online relationships, healthy digital habits and the resilience needed to respond appropriately to challenges encountered online.

Enjoy

Technology can enhance learning, communication and enjoyment. Pupils learn how to engage positively with digital opportunities whilst maintaining balance, wellbeing and safety.

Filtering and Monitoring

The school implements appropriate filtering and monitoring systems in line with Department for Education expectations.

Filtering and monitoring arrangements are reviewed regularly to ensure that they remain effective, proportionate and responsive to emerging risks.

All staff understand their responsibilities for reporting concerns and responding to safeguarding incidents involving technology.

Mobile and Smart Technology

The school recognises both the opportunities and risks associated with mobile phones, smart watches and other connected devices.

Pupils are taught how to use technology responsibly and understand the importance of privacy, consent and respectful communication.

The use of mobile devices within school is managed in accordance with the school's Acceptable Use and Behaviour policies.

Working with Parents and Carers

Parents and carers play a vital role in helping children develop safe and responsible online behaviours.

The school works in partnership with families by sharing online safety information, signposting guidance and promoting awareness of emerging online risks. Through regular communication, newsletters and the school website, parents are supported to help their children navigate the online world safely and confidently.

We encourage parents and carers to discuss online safety regularly at home and to work closely with school should any concerns arise.

Vocabulary is VITAL

Valued	We value vocabulary because it enables pupils to communicate confidently about online safety, digital citizenship, privacy and responsible technology use.
Identified	Key vocabulary is carefully identified through the Online Safety curriculum, Knowsley Computing Scheme of Work, Jigsaw PSHE Programme and wider safeguarding education.
Taught	Vocabulary is explicitly taught, modelled and explored through discussion, scenarios, direct instruction and real-life online safety contexts.
Applied	Pupils apply vocabulary through discussion, reflection, problem-solving activities and online safety learning, helping them use language accurately in meaningful contexts.
Learned	Vocabulary is revisited regularly through retrieval practice, assemblies, curriculum learning and wider school experiences to ensure it is retained in long-term memory.

We follow the STAR approach (**S**elect, **T**each, **A**ctivate, **R**evisit) to teach new or unfamiliar vocabulary.

 Our STAR Vocabulary is:	 What does it mean?
 How does this word connect to the topic?	 How can I remember it?

EYFS

In the Early Years Foundation Stage, Online Safety is introduced through age-appropriate experiences and adult-led discussion.

Children learn to:

- use technology safely with adult supervision
- recognise trusted adults who can help them
- understand that personal information should be kept private
- tell an adult if something online makes them feel worried, upset or uncomfortable

These early experiences provide the foundations for future online safety learning.

Special Educational Needs and Disabilities

All pupils are entitled to access a broad and balanced Online Safety curriculum.

Learning is adapted through quality first teaching, appropriate scaffolding and reasonable adjustments to ensure all pupils can access Online Safety learning successfully.

Where appropriate, teaching is personalised to meet individual needs and enable pupils to develop the knowledge, skills and understanding needed to navigate the online world safely and confidently.

Online Incidents and Reporting

The school recognises the importance of responding promptly and effectively to online safety concerns.

Pupils are encouraged to report anything that makes them feel worried, unsafe or uncomfortable online.

All incidents are managed in line with safeguarding procedures and may involve communication with families, external agencies or the police where appropriate.

Cyberbullying

The school recognises that bullying can occur through digital technologies and online platforms.

Pupils are taught how to recognise, prevent and report cyberbullying. Any incidents of cyberbullying are taken seriously and addressed in line with the school's Behaviour, Anti-Bullying and Safeguarding policies.

Children are encouraged to report concerns promptly so that appropriate support and intervention can be provided.

Impact

As a result of Trinity St Peter's approach to Online Safety, pupils develop the knowledge, skills and confidence needed to navigate the digital world safely and responsibly.

Pupils understand how to manage online risks, protect their personal information, maintain positive online relationships and seek support when needed.

Children leave Trinity St Peter's as responsible digital citizens who can engage positively, safely and confidently with technology.

Monitoring and Evaluating

Leaders monitor the impact of Online Safety provision through:

- pupil voice and discussion
- safeguarding records
- behaviour information
- online safety incidents
- curriculum monitoring
- staff training records
- feedback from pupils, staff and families
- filtering and monitoring reviews

Monitoring outcomes are used to refine provision and ensure online safety arrangements remain effective and responsive to emerging risks.

Policy reviewed: 2025/26

Next review: 2027/28

Appendix 1:

Trinity St Peter's C.E Primary School

Staff Acceptable Use Agreement

This agreement applies to all staff, governors, volunteers, contractors, students and visitors who access the school's digital systems, devices, networks or online services.

The purpose of this agreement is to ensure that technology is used safely, professionally, responsibly and in accordance with safeguarding requirements.

All users are expected to read, understand and comply with the school's Online Safety Policy, Safeguarding Policy, Staff Code of Conduct and Data Protection procedures.

Professional Responsibilities

I will:

- use school technology, devices, networks and online services professionally and responsibly
- maintain high standards of conduct both online and offline
- model safe, respectful and responsible technology use for pupils
- support and promote the school's Online Safety Policy
- report any safeguarding concerns relating to online activity immediately in line with school procedures
- maintain appropriate professional boundaries at all times
- ensure that all electronic communication is professional, appropriate and compatible with my role
- use only approved school systems and platforms when communicating with pupils, parents and colleagues
- protect passwords and login credentials and never share them with others
- lock devices when unattended and store them securely
- ensure that confidential information is accessed, stored and shared appropriately
- comply with all relevant data protection and GDPR requirements

Personal Devices

Personal mobile phones, smart watches and other connected devices may be brought onto site but must not interfere with professional responsibilities.

I understand that:

- personal devices should be stored securely when not in use
- personal devices must not be used whilst supervising pupils except in an emergency or with authorisation from a member of the leadership team
- smart watches and other wearable technology must not be used for personal communication whilst supervising pupils or undertaking professional duties, except in an emergency
- staff should ensure that notifications, calls and messages on smart watches and wearable devices do not distract from their professional responsibilities or compromise safeguarding
- photographs, videos or recordings of pupils should normally be taken using authorised school devices

- personal devices must not be connected to school systems unless authorised
- personal devices must not be used in a manner that compromises safeguarding or professional conduct

Where exceptional circumstances require the use of a personal device, such as during an educational visit or off-site activity, staff must ensure that:

- authorisation has been obtained from the Educational Visits Coordinator, Headteacher or a member of the Senior Leadership Team in advance wherever possible
- images are transferred to an approved school system as soon as reasonably practicable
- images are permanently deleted from the personal device immediately following transfer
- images are not shared through personal messaging services, social media platforms or personal cloud storage accounts
- automatic cloud synchronisation of images is disabled whilst personal devices are being used
- all use complies with safeguarding, data protection and parental consent requirements

Social Media and Online Conduct

I understand that my online conduct should reflect the same professional standards expected offline.

I will not:

- post offensive, discriminatory, abusive or defamatory comments
- share confidential information relating to the school, pupils, families or staff
- publish photographs, videos or information relating to school activities without authorisation
- engage in online behaviour that could damage the reputation of the school or my professional role
- communicate with current pupils through personal social media accounts, messaging services or online gaming platforms
- accept friend requests, follows or similar connections from current pupils

I understand that online behaviour outside of school may be considered under professional conduct expectations where it affects my suitability to work with children or the reputation of the school.

Artificial Intelligence (AI)

Artificial intelligence technologies are increasingly used within education and society.

I will:

- use AI tools professionally, ethically and responsibly
- critically review and check all AI-generated content before using it
- ensure that professional judgement remains my responsibility
- never input confidential, personal, safeguarding or sensitive school information into publicly available AI platforms
- comply with school guidance relating to the use of AI technologies

Filtering and Monitoring

I understand that school networks, systems and devices are subject to filtering and monitoring arrangements designed to safeguard pupils, staff and the wider school community.

I will:

- use school systems in accordance with school expectations
- report any concerns regarding filtering, monitoring or online safety immediately

- remain vigilant to emerging online risks and safeguarding concerns
- support the effective implementation of the school's filtering and monitoring procedures

Photography and Digital Media

I understand that photographs, videos and recordings of pupils should normally be taken using authorised school devices and systems. Where exceptional circumstances require the temporary use of a personal device, staff must follow the school's procedures for authorisation, secure transfer and deletion of images.

Any images or recordings must:

- have an educational or school-related purpose
- be stored securely
- comply with parental permissions and school procedures
- never place pupils in compromising or inappropriate situations

Agreement

I understand that failure to comply with this agreement may result in disciplinary action and, where appropriate, referral to external agencies.

I agree to follow this Staff Acceptable Use Agreement and support the safe, responsible and effective use of technology throughout Trinity St Peter's Church of England Primary School.

Name: _____

Signature: _____

Date: _____

Appendix 2:

Trinity St Peter's Church of England Primary School

Pupil Acceptable Use Agreement

At Trinity St Peter's, we want all pupils to enjoy using technology safely, responsibly and respectfully.

Technology provides exciting opportunities for learning, creativity, communication and personal development. To help keep everyone safe, all pupils are expected to follow these Online Safety expectations when using school devices, systems and online services.

I will:

- use technology safely, responsibly and respectfully
- be kind and respectful to others online
- follow the instructions of adults when using technology
- keep my passwords private
- protect my personal information
- only use websites, apps and online services approved by school
- think carefully before sharing information online
- tell a trusted adult if something online worries, upsets or confuses me
- report anything that makes me feel unsafe
- take care of school devices and equipment
- use technology in a way that supports learning

I will not:

- use technology to upset, bully or exclude others
- access inappropriate websites, images or content
- deliberately bypass school filtering or monitoring systems
- share personal information online
- use another person's account, login details or password
- take photographs, videos or recordings without permission
- download software, applications or files without permission
- deliberately damage devices, equipment or digital work
- use artificial intelligence tools unless directed by a teacher
- use technology in a way that could place myself or others at risk

Getting Help

If I see or experience anything online that makes me feel worried, upset, uncomfortable or unsafe, I will:

- stop what I am doing
- not respond or share the content
- tell a trusted adult immediately
- Trusted adults may include:
- my parent or carer
- my class teacher

- a member of school staff
- Mrs Martin (the Designated Safeguarding Lead)

Monitoring

I understand that the school may monitor the use of school devices, systems and online services to help keep children safe and support learning.

Agreement

I understand that using technology safely is part of being a responsible member of our school community.

I agree to follow this Pupil Acceptable Use Agreement whenever I use school technology, devices, networks or online services.

Pupil Name: _____

Pupil Signature: _____

Class: _____

Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Appendix 3:

Mobile Phone, Smart Watch and Connected Device Agreement

Trinity St Peter's Church of England Primary School recognises that some pupils may need to bring a mobile phone, smart watch or other connected device to school for safety reasons associated with travelling independently.

The use of mobile phones, smart watches and other devices that allow communication, internet access, photography, audio recording or location sharing is discouraged during the school day. The school cannot accept responsibility for loss, theft or damage to personal devices brought onto the school site.

It is recognised that some pupils require a device for their journey to and from school. Under these circumstances, devices may be used outside normal school hours.

During the School Day

All mobile phones, smart watches and connected devices must:

- be switched off before entering the school grounds
- remain switched off throughout the school day
- be stored securely in the pupil's school bag
- remain out of sight at all times
- not be used without the permission of a member of staff

Pupils must not:

- make or receive calls
- send or receive messages
- access the internet
- use social media platforms
- take photographs
- record video or audio
- use location-sharing functions
- use artificial intelligence applications or services
- communicate with others through any digital platform during the school day unless authorised by a member of staff.

Failure to Follow Expectations

If a mobile phone, smart watch or connected device is switched on, visible or used during the school day without permission:

- the device will be confiscated by a member of staff
- the device will be stored securely until the end of the school day

For repeated breaches:

- parents/carers may be required to collect the device from school

- permission to bring the device onto school premises may be withdrawn

Where use raises safeguarding concerns, including photography, recording, cyberbullying or inappropriate communication, the school will follow its Behaviour, Online Safety and Safeguarding procedures and may involve external agencies where appropriate

Parent/Guardian Permission

If you give permission for your child to bring a mobile phone, smart watch or connected device to school, please email the class teacher via the class account to provide your approval and details of the device.

By sending this email, you agree that:

- You have read and understood the information contained within this agreement.
- You give your child permission to bring a mobile phone, smart watch or connected device to school and understand that your child is responsible for ensuring that it is used appropriately and in accordance with this agreement.
- You understand that the school accepts no responsibility for loss, theft or damage to personal devices brought onto the school site.
- You understand that permission to bring a device onto school premises may be withdrawn if the expectations outlined in this agreement are not followed.