Sherwood Primary School

Online Safety Policy

October 2026

We are Sherwood. Each of us unique.

As one family, we all thrive and excel together.

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Sherwood Curriculum Rationale

At Sherwood, we aim to provide a creative, vocabulary rich curriculum that inspires and challenges our children, in preparation for life in a culturally diverse and ever-changing world. High expectations, inclusive approaches and excellent teaching will form the basis of all our work. Our children will have the opportunity to read widely, explore, ask questions and become knowledgeable, independent learners. Our Curriculum will prepare our children for life-long learning.

Inspire • Explore • Achieve

Sherwood Values

Teaching and Learning at Sherwood Primary School is underpinned by six core values.

The 6 Sherwood Core-Values are:

- Honesty
- Perseverance
- Respect
- Adventure
- Aspiration
- Independence

Alongside our core values, we also promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs across the curriculum.

Equality

At Sherwood, we believe that equality should permeate every aspect of School life and is the responsibility of every member of our School Community.

Every member of our School Community should feel safe, secure, valued and of equal worth. We are committed to ensuring equality of education and opportunity for all pupils; irrespective of race, gender, gender variance, disability, belief, religion socio-economic background or sexual orientation.

It is our aim to understand and tackle the different barriers which could lead to unequal outcomes for different groups of pupils in School. The Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between

people. It is our aim to celebrate and value the equal opportunity achievements and strengths of all members of our School Community.

Context

Pupils at Sherwood Primary School have access to a range of online materials that enrich and extend teaching and learning opportunities. The benefits to teaching and learning are many and varied. Pupils will be given clear objectives for technology use and will access material under guidance from their class teacher. Teachers will supervise pupils and closely monitor activity to ensure that users only access material appropriate to their learning.

Sherwood pupils are taught to use technology safely and respectfully, keeping personal information private. Pupils are taught to identify where to go for help and support, and when they have concerns about content or contact on the internet or other online technologies.

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying; and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. The policy also takes into account the National Curriculum computing programmes of study.

Roles and responsibilities

The Headteacher of Sherwood Primary School (Deputy DSL) is responsible for:

- procuring filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's IT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- documenting decisions on what is blocked or allowed and why
- reviewing the effectiveness of our provision
- overseeing reports
- Ensuring that any incidents of online-bullying are dealt with appropriately in line with the school behaviour/child on child abuse policy

The Headteacher is responsible for making sure that all staff:

- understand their role
- are appropriately trained
- follow policies, processes and procedures
- act on reports and concerns

The Headteacher works closely with governors, a team of designated safeguarding leads (DSL/Deputy DSL) and IT support services in all aspects of filtering and monitoring.

At Sherwood, we recognise that day to day management of filtering and monitoring systems requires the specialist knowledge of both safeguarding and IT staff to be effective. The Headteacher/Deputy DSL therefore works closely together with our IT support provider to meet the needs of our setting.

The Headteacher (Deputy DSL) works closely within a Safeguarding Team at Sherwood (DSL and Deputy DSLs) to lead responsibility for online safety, which includes overseeing and acting on:

- filtering and monitoring reports
- safeguarding concerns
- checks to filtering and monitoring systems

Our Business Manager will undertake a weekly check on our filtering provision as part of our filtering and monitoring review process. Checks are undertaken from both a safeguarding and IT perspective. The checks should include a range of:

- school owned devices and services, including those used off site
- geographical areas across the site
- user groups, for example, teachers, pupils and guests

Our Business Manager will use South West Grid for Learning's (SWGfL) testing tool weekly to check that our filtering system is blocking access to:

- illegal child sexual abuse material
- unlawful terrorist content
- adult content

The Business Manager will keep a log of checks so they can be reviewed. The record will include:

- when the checks took place
- who did the check
- what they tested or checked
- resulting actions

The Headteacher will ensure that:

- all staff know how to report and record concerns
- filtering and monitoring systems work on new devices and services before releasing them to staff and pupils
- blocklists are reviewed and they can be modified in line with changes to safeguarding risks

The Headteacher will review filtering and monitoring reports daily and address any safeguarding concerns or inappropriate online behaviour in line with our Child Protection and Safeguarding Policy and Child on Child Abuse and Behaviour Policy.

The IT Support provider should have technical responsibility for:

- maintaining filtering and monitoring systems
- setting up filtering and monitoring reports
- completing actions following concerns or checks to systems

The IT support provider should work with the Headteacher and Safeguarding Team to:

- procure systems
- identify risk
- carry out reviews
- carry out checks

In order to understand and evaluate the changing needs and potential risks of our school, we will review our filtering and monitoring provision annually.

The Governing Body of Sherwood Primary School

Our Governing body has overall strategic responsibility for ensuring that filtering and monitoring provision is reviewed annually.

The review should be conducted by the Headteacher, members of the Safeguarding Team (DSL/Deputy DSLs), the IT support provider and the responsible governor. The results of the online safety review will be recorded for reference and made available to those entitled to inspect that information.

The governor who is responsible for Online Safety is Mr L Capper.

Annual Review of Filtering and Monitoring

A review of filtering and monitoring will be carried out to identify our current provision, any gaps, and the specific needs of our pupils and staff.

The objective of the review is to identify:

- the risk profile of our pupils, including their age range, pupils with special educational needs and disability (SEND), pupils with English as an additional language (EAL)
- what your filtering system currently blocks or allows and why
- any outside safeguarding influences, such as county lines
- any relevant safeguarding reports
- the digital resilience of our pupils
- teaching requirements, for example, our Relationships/PSHE curriculum
- the specific use of your chosen technologies
- what related safeguarding or technology policies we have in place
- what checks are currently taking place and how resulting actions are handled

To make our filtering and monitoring provision effective, our review will then inform:

- related safeguarding or technology policies and procedures
- roles and responsibilities
- training of staff
- curriculum and learning opportunities
- procurement decisions
- how often and what is checked
- monitoring strategies

The review will be done as a minimum annually, or when:

- a safeguarding risk is identified
- there is a change in working practice, like remote access or BYOD
- new technology is introduced

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's IT systems and the internet and ensuring that pupils follow the school's terms on acceptable use
- Working with the Headteacher/Deputy DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of online-bullying are dealt with appropriately in line with the school behaviour child on child abuse policy.

Parents are requested to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

UK Safer Internet Centre: https://www.saferinternet.org.uk/advicecentre/parents-and-carers/what-are-issues

Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics

Parent factsheet, Childnet International: http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy and expected to read and follow it. They will be expected to agree to the terms on acceptable use.

Educating pupils about online safety

Our children are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks.

We want to equip our pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

At Sherwood, our Online Safety education complements existing subjects including PSHE, Computing and Relationship Education. We also deliver lessons using Project Evolve (Education for a Connected World), that focus on delivering online scenarios to support our pupils' understanding of online safety. This work is part of the statutory relationships and health education. This includes being taught:

- what positive, healthy and respectful online relationships look like
- the effects of their online actions on others
- how to recognise and display respectful behaviour online

Throughout these subjects, we will address online safety and appropriate behaviour in an age-appropriate way that is relevant to our pupils' lives.

This work complements the computing curriculum, with progression in content to reflect the different and escalating risks that pupils face. This includes:

- how to use technology safely, responsibly, respectfully and securely
- where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

We also seek opportunities in other curriculum subjects which include content relevant to teaching pupils how to use the internet safely. For example, PSHE explores:

- freedom of speech;
- the role and responsibility of the media in informing and shaping public opinion;
- the concept of democracy, freedom, rights, and responsibilities.

At Sherwood, we believe that it is important to focus on the underpinning knowledge and behaviours that can help pupils to navigate the online world safely and confidently regardless of the device, platform or app.

Teaching across the Curriculum will provide pupils with opportunities to learn:

- How to evaluate what they see online
- How to recognise techniques used for persuasion
- Online behaviour
- How to identify online risks
- How and when to seek support
- Teaching about harms and risks
- How to navigate the internet and manage information
- Age restrictions

- How content can be used and shared
- Disinformation, misinformation, misinformation and hoaxes
- Fake websites and scam emails
- Fraud (online)
- Password phishing
- Personal data
- Persuasive design
- Privacy settings
- Abuse (online)
- Fake profiles
- Unsafe communication

Educating pupils about artificial intelligence (AI)

As part of our computing, online safety and digital literacy curriculum, pupils are taught about the functions, benefits and limitations of AI in an age-appropriate manner. Pupils are also taught to think critically about information generated by AI, understanding that AI can make mistakes, provide inaccurate information, or reflect bias within its responses.

A strong emphasis is placed on the safe, responsible and ethical use of AI. Pupils are taught:

- How to protect their personal information and online identity when using digital technologies.
- That information shared with AI tools may not always be private.
- How to evaluate AI-generated content for accuracy and reliability.
- The importance of academic honesty and producing their own work.
- How to report concerns or inappropriate content to a trusted adult.

Through these learning opportunities, we aim to develop informed, responsible and digitally literate pupils who can engage safely and confidently with emerging technologies both now and in the future.

Vulnerable pupils

At Sherwood, we recognise that any pupil can be vulnerable online, and their vulnerability can fluctuate depending on their age, developmental stage and personal circumstance.

However, there are some pupils, who may be more susceptible to online harm or have less support from family or friends in staying safe online. At Sherwood, we tailor our support and teaching to make sure these pupils receive the information and support they need to stay safe.

Safeguarding

As with any safeguarding lessons or activities, teaches will carefully consider the topic covered and the potential that a child (or more than one child) in the class may be suffering from online abuse or harm in this way.

We work hard at Sherwood to create a safe environment in which pupils feel comfortable to say what they feel. We prepare for children to make disclosures

following a lesson or activity and ensure that all children at Sherwood have an identified trusted adult to talk to.

Whole school approach

At Sherwood, we recognise the importance of a whole school approach to teaching pupils online safety and our teaching therefore goes beyond lessons and permeates all aspects of school life, including:

- Our culture, ethos and environment
- Partnerships with families and the community

Educating parents about online safety

We believe in working closely with our parents to support pupils in developing safe practice when using online technology and therefore provide regular updates through our newsletters, assemblies and class web pages.

This policy will also be shared with parents. Online safety will also be covered during parents' evenings. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL. Concerns or queries about this policy can be raised with any member of staff or the headteacher.

Online-bullying

Definition: Online-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

Preventing and addressing online-bullying

All incidents of online-bullying will be managed in line with our Behaviour, Child on Child abuse policy. To help prevent online-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim. The school will actively discuss online-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss online-bullying with their class and the issue will be addressed in assemblies.

All staff, governors and volunteers (where appropriate) receive training on online-bullying, its impact and ways to support pupils, as part of safeguarding. The school also sends information/leaflets on online-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected. In relation to a specific incident of online-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained. The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Examining electronic devices

Pupils at Sherwood Primary School are not permitted to bring mobile phones or other devices into school unless there are exceptional circumstances. In these circumstances, mobile phones are stored securely by the class teacher. School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm
- Disrupt teaching
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material
- Retain it as evidence (of a criminal offence or a breach of school discipline)
- Report it to the police

Any inappropriate content, material or image will not be shared or shown to another member of staff, but reported to the DSL verbally and next steps agreed.

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation. Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant. Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use. Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Staff must use Office 365 to save work that may contain any pupil data. If staff have any concerns over the security of their device, they must seek advice from the Headteacher.

How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate. Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident. The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including online-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings). The DSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually. Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training. Volunteers will receive appropriate training and updates, if applicable. More information about safeguarding training is set out in our child protection and safeguarding policy.

Monitoring and Filtering

Sherwood Primary School uses **Netsweeper by SchoolsBroadband** to filter inappropriate content from users in school. We also monitor online activity of staff, children and visitors to Sherwood Primary School. Any concerns that arise are reported immediately to our Designated Safeguarding Leader.

A report is also generated on a weekly basis and reviewed by the Headteacher. Action is taken immediately to address any concerns that arise (in line with our Behaviour, Anti-Bullying, Equalities, Safeguarding or PREVENT policies and procedures). This information is then shared on a termly basis with the Safeguarding Team (a sub-committee of our Senior Leadership team). Any action that arises from this is reported to the Governing Body.

This policy will be reviewed by the Health, Safety and Safeguarding Committee. At every review, the policy will be shared with the full governing board.

Links with other policies

This online safety policy is linked to our:

- AI Policy
- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

Policy Approval and Review

Approval date: September 2026

Review date: September 2027



Mrs J Lumb
Headteacher



Mrs E Cockburn Hyde
Chair of Governors