

## Online Safety Policy

### 1. Purpose

This policy sets out how Liminal Education East Anglia Ltd promotes the safe and responsible use of digital technology, the internet, and electronic communication. Online safety is a safeguarding priority, as risks can occur both inside and outside the provision.

### 2. Scope

This policy applies to:

- All pupils attending the provision
- All staff (including volunteers, contractors, and visitors using IT systems)
- All digital devices, systems, and platforms used within the provision

### 3. Aims

- To protect pupils from harmful or inappropriate online content and contact
- To educate pupils in responsible and safe online behaviour
- To provide clear expectations for staff and pupils when using technology
- To respond effectively to any online safety concerns or incidents

### 4. Roles and Responsibilities

#### Head of Centre

- Ensures this policy is implemented and reviewed annually.
- Provides appropriate filtering and monitoring systems on devices used in the setting.
- Ensures staff receive basic online safety awareness training.

#### Staff

- Model safe, responsible use of technology.
- Supervise pupils' internet use within sessions.
- Report any online safety concerns immediately to the Designated Safeguarding Lead (DSL).

#### Pupils

- Follow the rules for safe and respectful use of devices and the internet.
- Report anything upsetting or concerning to a trusted adult.
- Understand that online behaviour expectations are the same as face-to-face conduct.

#### Parents / Carers

- Are encouraged to support online safety at home.
- Will be informed of any significant online safety incidents involving their child.

## 5. Safe Use of Technology

- Pupils only use devices under staff supervision.
- Access to social media, inappropriate websites, or unfiltered internet is not permitted.
- Personal devices (phones, tablets) may only be used in line with the provision's rules and under staff guidance.
- All online communications between staff and pupils must be professional, necessary, and in line with safeguarding standards.

## 6. Education and Awareness

- Online safety is embedded within PSHE, ICT, and safeguarding teaching.
- Pupils are taught about risks such as cyberbullying, grooming, radicalisation, scams, and sharing personal information.
- Staff receive regular reminders and updates as part of safeguarding training.

## 7. Responding to Incidents

- All concerns must be reported to the DSL.
- The DSL will record, investigate, and take proportionate action in line with the Safeguarding Policy.
- Where necessary, external agencies (e.g. police, LA safeguarding teams, CEOP) will be contacted.
- Parents/carers will be informed as appropriate.

## 8. Data Protection and Privacy

- Staff will follow the Data Protection Policy and GDPR principles when handling digital information.
- Personal information (pupil records, photos, videos) will not be shared online without consent and a clear educational purpose.

## 9. Monitoring and Review

This policy will be reviewed annually or sooner if guidance or technology changes.

- Feedback from staff, pupils, and parents will inform updates.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026