

## 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.

### **5a. Mobile Phone Procedures**

The use of mobile phones and personal smart devices is strictly controlled in order to safeguard pupils and promote focus, safety, and appropriate boundaries.

- Pupils must either leave mobile phones at home or hand them in at the start of the day.
- Any mobile phones brought onto the premises will be collected by staff on arrival.
- Devices will be switched off and securely stored in a designated, supervised location.
- Mobile phones will be returned to pupils at the end of the day unless alternative arrangements have been agreed with parents/carers.
- Pupils are not permitted to access or use mobile phones during the school day.
- The provision accepts no responsibility for mobile phones that are brought onto site against guidance or not handed in as required.

Failure to comply with these procedures will be managed in line with the Behaviour Policy and may result in further restrictions or sanctions.

## **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