



Unlocking the full potential in everyone

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Nightingale Primary School

Online Safety Policy

1. Introduction and Overview

1.1 Rationale

Nightingale Primary School is committed to ensuring that pupils, staff, governors, parents/carers and visitors use digital technologies **safely, responsibly and confidently**.

This policy aligns with:

- **Keeping Children Safe in Education (KCSIE) 2024**
- **UK GDPR and Data Protection Act 2018**
- **DfE Filtering and Monitoring Standards (2023)**
- **Education Act (2006, 2011)**

The purpose of the policy is to:

- Promote safe, responsible and respectful use of technology.
- Protect pupils and staff from online harms.
- Ensure compliance with statutory safeguarding responsibilities.
- Establish expectations for behaviour and digital conduct.
- Outline how online safety incidents are monitored, recorded and responded to.
- Explain how Nightingale uses digital monitoring tools, including **Senso**.

1.2 Scope

This policy applies to:

- All pupils
- All staff
- Governors
- Volunteers and visitors
- Parents/carers
- External agencies using school equipment or systems

It covers use of:

- School devices
- Personal devices used on school grounds
- Internet access, cloud-based services and communication tools



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- School accounts used offsite

The school has statutory powers to discipline pupils for behaviour occurring **beyond the school gate** when it impacts safety, wellbeing or the reputation of the school.

1.3 Key Online Risks

We recognise three categories of online harm:

Content Risks

- Harmful or inappropriate materials
- Misinformation and disinformation
- Online content that conflicts with British Values

Contact Risks

- Grooming, exploitation and manipulation
- Cyber-bullying
- Identity theft or impersonation

Conduct Risks

- Sharing personal information unsafely
- Sexting/SGII
- Online reputation and digital footprint
- Copyright and intellectual property violations

1.4 Roles and Responsibilities

Headteacher (SIRO)

- Leads online safety and data security.
- Ensures filtering, monitoring and safeguarding systems meet DfE standards.
- Ensures staff are trained and policies updated.
- Oversees responses to serious incidents.
- Receives termly monitoring reports.

Designated Safeguarding Lead (DSL)

- Day-to-day lead for online safety.
- Manages incidents, logs, actions and referrals.
- Liaises with LA, police and external agencies.
- Oversees curriculum integration of online safety.
- Reviews alerts from **Senso Monitoring Software**.

Online Safety Governor

- Ensures statutory responsibilities are met.
- Reviews policy effectiveness and incident data.



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- Supports parent and community engagement.

Network Manager / Technical Team

- Maintains secure networks, filtering and monitoring systems.
- Ensures virus protection, encryption and backup systems.
- Supports implementation of **Senso** monitoring.
- Monitors user activity and reports concerns to DSL.

Computing Lead

- Ensures online safety curriculum progression.
- Works across year groups to embed digital citizenship.

Staff

- Follow Acceptable Use Agreement.
- Supervise and model safe online behaviour.
- Report concerns immediately.
- Use only school systems to communicate professionally.

Pupils

- Follow the Pupil Acceptable Use Agreement.
- Protect personal information.
- Report anything unsafe.
- Use devices responsibly in and out of school.

Parents/Carers

- Follow parent Acceptable Use expectations.
- Work with the school to address concerns.
- Support safe behaviour at home.

1.5 Communication of the Policy

- Published on the school website
- Shared during staff induction
- Discussed with pupils annually
- Provided to parents on entry
- Reinforced through workshops, newsletters and digital safety campaigns

1.6 Handling Complaints

- All concerns are logged and reviewed by the DSL.
- Breaches lead to proportionate sanctions under Behaviour, Safeguarding and Anti-Bullying policies.
- Staff concerns are escalated to the Headteacher.
- Serious incidents may require referral to external agencies.



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1.7 Review and Monitoring

This policy is reviewed:

- **Annually**
- After serious incidents
- Following updates to KCSIE, DfE guidance or technology changes

2. Education and Curriculum

2.1 Pupil Online Safety Curriculum

Online safety is taught across:

- Computing
- PSHE/RSE
- English
- Assemblies
- Theme days and digital safety weeks

Curriculum content includes:

- Staying safe online
- Respectful communication
- Evaluating online content
- Cyber-bullying
- Healthy screen habits
- Online consent and privacy
- Copyright and fair use
- Safe searching and research skills

2.2 Staff and Governor Training

- Annual safeguarding training (includes online safety).
- Regular CPD linked to emerging digital risks.
- Induction training for all new staff.
- Governor training for oversight and challenge.

2.3 Parent Awareness and Training

- Workshops and online safety briefings
- ClassDojo updates
- School website resources
- DfE and National Online Safety signposting
- Support with gaming, screen time, and social media choices



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2.4 Use of Senso – Student Safety Monitoring Software

To meet KCSIE 2024 and the DfE Filtering & Monitoring Standards, Nightingale Primary School uses **Senso** as its digital monitoring system.

How Senso Works

- Monitors pupil activity on school devices.
- Flags unsafe or high-risk behaviour.
- Captures screenshots of concerning activity.
- Sends alerts to the DSL Team.
- Alerts are categorised: Low → Critical.

Safeguarding Response

The DSL team will:

- Review alerts
- Assess context
- Decide actions (teacher support, pupil conversation, parent contact, referral)
- Log all actions securely
- Follow safeguarding procedures where required

Monitoring Hours

8:00am to 5:00pm on school days.

Alerts outside these hours are reviewed on the next school day.

3. Expected Conduct and Incident Management

- All users must follow Acceptable Use Agreements.
- Incidents are investigated by the DSL.
- Sanctions are proportionate and aligned with policy.
- Serious or repeated misuse may result in restricted access.
- Child protection concerns override all other considerations.

4. Managing the ICT Infrastructure

Includes:

- Filtering compliant with DfE standards
- Virus protection
- Password and authentication procedures
- Network user management
- Encrypted data storage
- Remote access protections
- Website and platform oversight



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5. Data Security

- MIS access is strictly controlled.
- Data transfers follow GDPR requirements.
- Devices with sensitive data are encrypted.
- Only approved cloud systems may be used.

6. Equipment and Digital Content

- Safe use of images
- Permission and consent requirements
- Personal device restrictions
- Secure asset disposal

Issued: November 2025	Omar Jennings
Review Date: November 2026	