

## SHS B19 - Online Safety Policy

This policy is applicable to all pupils, including those in EYFS.

St Hugh's School works with children and families as part of its activities. These include, but are not limited to:

- Onsite educational activities, including:
  - Classroom teaching
  - Sporting activities
  - Extra-curricular activities, including after school clubs
- Offsite activities, including:
  - Educational field trips
  - Residential trips
  - Sporting away

### **The purpose of this policy statement is to:**

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet and digital devices
- provide staff and volunteers with the overarching principles that guide our approach to safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in St Hugh's School's activities.

### **Legal framework**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- [online abuse](#)
- [cyber bullying](#)
- [child protection](#)

### **We believe that:**

- children and young people should never experience abuse of any kind
- children should be able to use the Internet for education and personal development, but safeguards need to be in place to ensure they are always kept safe.

### We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a responsibility to help keep children and young people safe online
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### We will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/ young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

- invite [Childnet](#) to host an Online Safety week each year for pre-prep, middle and upper school children, which highlights Online Safety throughout the curriculum and the importance of individual and collective safety and responsibility.

### If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/ cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders, and our organisation into account
- reviewing the plan developed to address online abuse at regular intervals, to ensure that any problems have been resolved in the long term.

### Guidelines on the use of AI

- AI tools must be used under adult supervision and for educational or administrative purposes only.
- Pupils must not use AI to deceive, plagiarize, or engage in bullying or harmful behavior.
- AI use must respect privacy, intellectual property rights, and the dignity of others.
- Staff must ensure AI tools are age-appropriate, secure, and used in line with safeguarding policies.
- Any AI-generated content should be clearly identified and not misrepresented as human work.
- The school will regularly review AI use to ensure it remains ethical, safe, and beneficial to pupils.

### Statement on Pupils with SEND

The school recognises that pupils with SEN may have an increased vulnerability to risk online, especially those with language and communication difficulties, or social communication difficulties. Some SEN pupils will be using a school digital device as their normal way of working in Upper School. Staff need to be vigilant to ensure these devices are kept up to date with the support of the Concerro.

### Communicating about Online Safety with Parents

Annual Online Safety workshops are run by [Childnet](#) for children of all ages and their parents/ carers to promote the importance of Online Safety both in and outside school. The school also sends regular updates to parents in the weekly newsletter, the Cygnet, and in occasional advisory letters.

## Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Acceptable Internet Use Policies for Pupils and for Staff
- Anti-bullying
- Behaviour for Learning
- Data Protection Policy
- Mobile Phone Acceptable Use Policy for Boarding Pupils
- Pupil Code of Conduct
- Privacy Policy
- Safeguarding Policy & SEND Policy
- Searches Policy
- Staff Code of Conduct
- Staff Handbook
- Storage and Retention of Data Policy
- Taking, Storing and Using Images of Children Policy

## Contact details

### Online Safety Co-ordinator

Name: Greg Whiteman

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### Designated Safeguarding Lead (DSL)

Name: Julia Veness

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### NSPCC Helpline

0808 800 5000

Policy Name:  
Policy Number:  
Owner:  
Dates of review:  
Date of issue:  
Date of latest next review:

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SHS B19  
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