

# Pentrebane Primary School



## Online Safety Policy

March 2026

## 1. Introduction

This Online Safety Policy applies to all members of the school community, including staff, learners, governors, volunteers, parents and carers, visitors, and community users who have access to or use the school's digital systems, both on and off site. It also applies to the use of personal digital technology on the school site where permitted.

The school is committed to ensuring that all learners and adults are able to use digital technologies safely, responsibly and respectfully. Online safety is recognised as a core part of safeguarding and child protection.

This policy should be read alongside:

- **Keeping Learners Safe (Welsh Government, 2021)**
  - Cardiff & Vale Safeguarding Children Board procedures
  - Data Protection legislation (UK GDPR & Data Protection Act 2018)
  - The school Safeguarding Policy
  - Staff and Learner Acceptable Use Agreements (AUAs)
  - Social Media Policy
  - Anti-Bullying and Behaviour Policies
- 

## 2. Roles and Responsibilities

### 2.1 Headteacher and Senior Leadership Team (SLT)

The Headteacher has overall responsibility for the safety and wellbeing of the school community, including online safety. They must ensure:

- Online safety procedures are fully embedded across school practice.
  - At least one senior leader is trained to handle online safety allegations involving staff.
  - The DSL/Online Safety Lead and IT provider carry out responsibilities effectively and receive regular training.
  - Monitoring systems are in place and reviewed regularly.
  - Regular reports on online safety are received from the Online Safety Lead.
  - All statutory Welsh Government safeguarding requirements are met.
- 

### 2.2 Governing Body

Governors are responsible for:

- Approving and reviewing the Online Safety Policy annually.
- Ensuring the policy aligns with **Keeping Learners Safe (2021)**.
- Receiving regular reports on online safety incidents and monitoring data.

- Ensuring filtering and monitoring systems are robust and reviewed at least annually.
  - Supporting parental engagement in online safety.
  - Appointing an Online Safety Governor who will:
    - Meet regularly with the Online Safety Lead
    - Review filtering, monitoring and incident logs
    - Report to relevant governor committees
- 

### **2.3 Designated Safeguarding Lead (DSL) / Online Safety Lead**

The DSL/Online Safety Lead will:

- Receive advanced training in online safety and safeguarding.
  - Be aware of risks related to:
    - Online grooming
    - Cyberbullying
    - Online sexual harassment
    - Access to illegal or harmful content
    - Sharing of personal data
  - Follow Cardiff safeguarding procedures when responding to incidents.
  - Maintain oversight of filtering and monitoring reports.
  - Liaise closely with technical staff to ensure systems remain secure.
- 

### **2.4 Teaching and Support Staff**

All staff must:

- Understand that online safety is a core safeguarding responsibility.
- Read, understand and sign the Staff Acceptable Use Agreement (AUA).
- Use only school-approved digital systems for communication.
- Immediately report misuse or concerns to the DSL/SLT.
- Embed online safety in the curriculum.
- Model safe and responsible behaviour online.
- Supervise learners' use of devices appropriately.
- Ensure only school-approved AI tools are used and maintain human oversight of outputs.
- Comply with data protection and cyber-security practices.

---

## 2.5 Learners

Learners will:

- Use digital technologies safely and responsibly according to the Learner AUA.
- Report concerns or exposure to inappropriate material immediately.
- Understand how to protect personal information.
- Recognise that online behaviour outside school may still fall under this policy where it affects school life.

---

## 2.6 Parents and Carers

The school will support parents/carers by providing:

- Online safety workshops
- Website resources and newsletters
- Guidance on safe use of digital images
- Information about reporting concerns

Parents are expected to:

- Support safe and responsible use of technology at home.
- Follow school guidance on sharing images and use of personal devices.

---

## 3. Professional Standards

Staff will:

- Promote digital competence and digital resilience across the curriculum.
- Apply safe, ethical use of digital technologies including AI.
- Uphold high professional standards in communication and reputation management.

Policies are in place governing:

- Staff online behaviour
- Use of school communication channels
- Social media conduct

---

## 4. Acceptable Use Agreements (AUA)

The school uses AUAs for:

- Staff
- Learners
- Parents/carers
- Volunteers
- Visitors (where applicable)

AUAs are communicated via:

- Induction
  - The school website
  - Posters and displays
  - Classroom teaching
- 

## **5. Reporting and Responding to Incidents**

The school will ensure:

- Clear reporting routes for staff, learners, parents and visitors.
  - All concerns are taken seriously and acted upon promptly.
  - Staff concerns about colleagues go to the Headteacher, or Chair of Governors if the Headteacher is implicated.
  - Cardiff & Vale Safeguarding Board procedures are followed where required.
  - AI-assisted monitoring outputs are reviewed by trained staff.
  - Incidents are logged, actions recorded and patterns analysed.
  - Support is offered to those affected.
  - Parents are informed where appropriate.
  - Incidents involving sharing of nudes/semi-nudes follow Welsh Government guidance.
- 

## **6. Use of Artificial Intelligence (AI)**

The school recognises the benefits and risks of AI. Staff must:

- Use only school-approved AI tools and accounts.
- Input anonymised data only.
- Ensure AI does not replace professional judgement.
- Fact-check and review all AI-generated content.
- Avoid uploading sensitive materials into third-party tools.

- Report AI misuse immediately.

The school will:

- Maintain an AI inventory of approved tools.
  - Provide staff and governor training.
  - Educate learners on safe, ethical AI use.
  - Monitor for potential bias and discrimination.
- 

## **7. Learner Participation**

Learners contribute through:

- Pupil Voice groups
  - Digital Leader roles
  - Peer-education and campaigns
  - Input into AUA design
  - Taking part in Safer Internet Day and similar events
- 

## **8. Staff and Volunteer Training**

Training includes:

- Annual safeguarding and online safety training
  - Induction for new staff
  - Regular updates for DSL/Online Safety Lead
  - Training on cyber-security, GDPR, and AI
  - Access to external training (e.g., Hwb, LA, NSPCC)
- 

## **9. Governor Training**

Governors involved in safeguarding, technology or health and safety will receive online safety training delivered through:

- Local authority training
  - Hwb/online modules
  - School-based training sessions
- 

## **10. Family Engagement**

The school will provide guidance through:

- Workshops and information evenings
  - Learner-led presentations
  - Communication via website, letters, newsletters
  - Promotion of national events such as Safer Internet Day
- 

## **11. Technology, Filtering and Monitoring**

The school will:

- Use filtering and monitoring aligned with Welsh Government Digital Standards.
  - Ensure systems protect learners in real-time across all devices.
  - Apply monitoring to all school-owned devices regardless of location.
  - Conduct annual reviews with governors, DSL, SLT and IT provider.
  - Ensure swift response to monitoring alerts.
- 

## **12. Mobile Technologies**

Expectations are defined in the AUAs and include:

- Requirements for responsible use
  - Restrictions in certain areas or times
  - Monitoring and safeguarding considerations
- 

## **13. Social Media**

Staff must:

- Not discuss learners or colleagues on personal accounts.
- Maintain high privacy settings.
- Use only school-approved systems for communication.
- Model positive online behaviour.

Official school social media accounts require:

- SLT approval
- Clear administration procedures
- Monitoring and moderation
- A code of behaviour

- Reporting routes for concerns
- 

#### **14. Use of Digital and Video Images**

The school will ensure:

- Images of learners are used safely and appropriately.
  - Parents are informed about image use and permissions are obtained.
  - Staff use only school devices for capturing images.
  - Images are stored securely.
  - Learners understand consent and safe sharing.
- 

#### **15. Data Protection**

The school will fully comply with UK GDPR and will:

- Maintain an up-to-date Information Asset Register
  - Appoint a Data Protection Officer (DPO)
  - Use retention schedules
  - Provide clear Privacy Notices
  - Ensure secure systems
  - Complete DPIAs where appropriate
  - Train staff in data protection
  - Report data breaches within required timeframes
- 

#### **16. Monitoring, Review and Evaluation**

The impact of the Online Safety Policy will be evaluated through:

- Review of incident logs
- Surveys of staff, learners and parents
- Behaviour and bullying data
- Governor review (annually minimum)
- Regular updates in response to emerging technologies or risks

Findings will be shared with:

- Governors
- Staff teams

- Parents (where appropriate)
- Cluster schools / LA networks

Signed

Mrs E. Prescott

Headteacher

March 2026

Mr D. Corp

Chair of Governors