



# West Sussex Online Safety Policy For Schools

Adopted by Rose Green Infant School

## Introduction

Our aim through this online safety policy is to create a safe environment where we can both work and learn. This environment should be safe for both young people and adults alike.

Online safety is not purely a technological issue. The responsibility for online safety must not be solely delegated to technical staff, or those with a responsibility for ICT.

We must therefore firmly embed online safety within all safeguarding policies and practices. This then makes that responsibility rest with of all those who work with our pupils whether in a paid or unpaid capacity.

No one policy or technology can create the safe learning and working environment we need. We aim work towards this by combining the following:

1. Policies and Guidance.
2. Technology Based Solutions
3. Education in terms of acceptable use and responsibility

## Policies

The policies and guidance to help form safe environments to learn and work in include, but are not limited to:

- The school Acceptable Use Policy (AUP)
- The school Internet Filtering Policy
- The staff Guidance for the Safer Use of the Internet

These policies set the boundaries of acceptable use. We need to use these policies however in conjunction with other policies including, but not limited to:

- The Behaviour Policy
- The Anti-Bullying Policy
- The Staff Information Booklet
- The Social Networking Policy
- The Prevent Policy

## Technology

The technologies to help form a safe environment to learn and work include:

- Internet filtering – this is provided through our Broadband provider, Exa.
- Antivirus Software

## **Education**

The education of our pupils is key to them developing an informed confidence and resilience that they need in the digital world. The National Curriculum programme for Computing at Key Stage 1 makes it mandatory for children to be taught how to use ICT safely and securely. Together these measures form the basis of a combined learning strategy that can be supported by parents, carers, and the professionals who come into contact with children.

Educating our pupils in the practice of acceptable use promotes responsible behaviour and builds resilience. Personal, Social and Health Education (RHE) lessons can also provide an opportunity to explore potential risks, how to minimize these and to consider the impact of our behaviour on others.

We cannot realistically provide solutions to each and every potential issue arising in a rapidly changing world. As a result, we aim for our pupils to be able to transfer established skills and safe working practices to any new “online activities” they encounter.

We recognise that it is equally important to ensure that the people who care for our pupils should have the right information to guide and support them whilst empowering them to keep themselves safe.

## **Cyber bullying**

Online (cyber) bullying is regarded as a behaviour issue and so is dealt with and escalated in the same way as any other behaviour issue, as per this policy.

Adults at Rose Green Infant School are aware that cyber bullying is becoming more common and so we must be alert to this happening within any forums that children may use at school or at home. There will be input on this through RHE and then ongoing awareness will be raised.

If any child is found to be bullying another child in this way at school, their internet rights will be removed for a fixed period and their parents will be informed.

If an adult is concerned that cyber bully may be occurring out of school, they will inform the Headteacher who will then contact the parents with the concerns. Parents can also discuss out of school issues with the school, who will attempt to support and advise the parents with the correct course of action.

## **Monitoring and Self-Review**

It is our intention in this time of ever changing technology that we maintain rigorous policies and practices to ensure the online safety of all our staff and pupils. Our policies will be reviewed on an annual basis and will form part of the induction process for all new members of staff.

To help us to undertake this review we will use the 360° safe self-review tool provided by the South West Grid for Learning. This helps us to identify strengths and areas for development in our school policies and opportunities for commitment from our whole school community. It is also a forum for us to discuss how we might move towards our aim of online safety practice that is aspirational and innovative.

Adopted: September 2019

Reviewed: September 2025

Date of next review: September 2028

**West Sussex Childrens Access Point (CAP)**  
 Tel: 01403 229 900  
 (9.5am) Monday to Friday  
**West Sussex Action Against Bullying (AAB)**  
 Tel: 0845 075 1010  
 (8.00-4.00pm) Monday to Friday  
 Tel: 01903 694422 - at all other times

## If A School Related e-Safety Incident Occurs

**Local Authority Designated Officer (LADO)**  
 Tel: 033022 23339  
 (9.5am) Monday to Friday  
 Tel: 01903 694 422 (at all other times)  
**ICT in Schools Officer**  
 Tel: 033 022 25926  
 e-mail: [ictschools@westsussex.gov.uk](mailto:ictschools@westsussex.gov.uk)

