



OAKTREE
EDUCATION SERVICES
— O E S —

Online Safety Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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1. Aims

Our college aims to:

- Have robust processes to ensure the online safety of students, staff, volunteers and governors
- Deliver an effective approach to online safety, empowering the whole college community to protect and educate one another
- Establish clear mechanisms to identify, intervene in and escalate incidents appropriately

2. Legislation and Guidance

This policy reflects:

- DfE statutory guidance *Keeping Children Safe in Education* (KCSIE)
- *Teaching Online Safety in Schools and Preventing and Tackling Bullying*
- *Guidance on Relationships and Sex Education, Searching, Screening and Confiscation* and *The Prevent Duty*
- The Education Acts 1996, 2006 and 2011, and the Equality Act 2010
- DfE Filtering and Monitoring Standards (2023)

It aligns with the National Curriculum computing programmes of study and applies relevant sections to Post-16 SEN provision.

3. Roles and Responsibilities

College Principle

- Overall responsibility for implementation and review
- Coordination of termly online safety meetings
- Oversight of training, logs and incident reports

Designated Safeguarding Lead (DSL)

- Leading online safety practices and coordination with other staff
- Ensuring online safety and cyberbullying incidents are logged and actioned
- Liaising with external agencies where required
- Delivering staff training annually

ICT Lead

- Ensuring filtering and monitoring systems meet current statutory standards
- Preventing access to harmful content including extremism and exploitation
- Monthly system checks for security, malware and unauthorised access

Staff and Volunteers

- Following acceptable use guidelines and modelling safe behaviour
- Supporting students in understanding and reporting online risks
- Reporting all concerns to the DSL

Parents and Carers

- Engaging with the college on online safety initiatives
- Raising concerns with staff or the Head of Education
- Accessing resources provided by UK Safer Internet Centre and Childnet

Visitors and External Professionals

- Required to comply with acceptable use standards and sign agreements where applicable

4. Educating Students about Online Safety

Online safety will be embedded through:

- Regular PSHE, ICT and tutorial sessions
- Teaching privacy, identity protection, safe communication and reporting procedures
- Workshops with external speakers and digital citizenship campaigns

Specific adaptations will be made for students with SEMH, SpLD and trauma-related needs including visual resources, structured discussions and scenario-based learning.

5. Educating Parents and Carers

- Communication via newsletters, website updates and parent evenings
- Provision of resources tailored to Post-16 learners and neurodiverse students
- Signposting to national tools and guidance

6. Cyberbullying

Cyberbullying is addressed through:

- Clear definitions and contextualised discussion
- Preventive education via tutorials and assemblies
- Reporting procedures aligned with behaviour and safeguarding policies
- Appropriate actions including restorative approaches, evidence retention or police involvement

7. Acceptable Use of the Internet in College

All users must agree to an Acceptable Use Agreement. Internet use is for education or work purposes only. Online activities are monitored to ensure safety and compliance.

8. Students Using Mobile Devices in College

Devices must be handed in daily and will not be used during sessions unless agreed. Misuse may result in confiscation or disciplinary action.

9. Staff Using Work Devices Outside College

Devices must remain password protected, encrypted and used solely for work. Concerns must be reported to the ICT Lead.

10. Responding to Misuse

- Students: Actions follow the behaviour and acceptable use policies
- Staff: Addressed under disciplinary or conduct frameworks
- Serious or illegal incidents: Referred to police or external services

11. Training

- Induction and annual refresher training for all staff
- Annual updates on cyber risks and safeguarding
- DSL and deputies receive training every two years, refreshed annually

12. Monitoring Arrangements

Incidents are logged by the DSL and reviewed termly. The policy is reviewed annually.

Appendix A: Acceptable Use Agreement (Students Aged 16–25)

I will:

- Use college systems respectfully and for learning only
- Protect my privacy and passwords
- Report anything unsafe or upsetting online

I will not:

Online Safety Policy



- Use inappropriate language or content
- Access or share harmful material
- Break confidentiality or engage in bullying

Signature (Student): _____

Date: _____

Signature (Parent/Carer): _____

Date: _____

Appendix B: Acceptable Use Agreement (Staff, Volunteers and Visitors)

I will:

- Use systems for work only
- Report inappropriate content or concerns
- Protect student data and model safe digital use

I will not:

- Access or share harmful content
- Breach confidentiality
- Share passwords or install unauthorised software

Signature: _____

Date: _____

Appendix C: Online Safety Training Audit

Staff Self-Review Tool

- Are you familiar with the DSL and acceptable use policy?
- Do you know how to respond to concerns?
- Do you need further training in any area?

13. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date