

St Joseph's Catholic Primary School

Online Safety Policy



'Walking in the footsteps of Jesus, loving and serving together.'

Version:	Two
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Next review (date):	February 2026 or as required

Key Safeguarding Personnel			
Role	Name	Tel.	Email
Head teacher and Designated Safeguarding Lead (DSL)	Mr Paul Bacon	01666 822331	pbacon@st-josephs-malmesbury.wilts.sch.uk
Deputy DSL(s) (DDSL)	Mrs Debbie Cambray-Smith	01666 822331	Debbie@st-josephs-malmesbury.wilts.sch.uk
Nominated Governor	Mrs Kirsty Martin	01666 822331	KirstyMartin@st-josephs-malmesbury.wilts.sch.uk
Chair of Governors	Mrs Kirsty Martin	01666 822331	KirstyMartin@st-josephs-malmesbury.wilts.sch.uk
Computing and on-line safety leader	Harry Wilkinson	01666 822331	harry@st-josephs-malmesbury.wilts.sch.uk
Children's Social Care referrals:			
Integrated Front Door:		0300 456 0108	
Out of hours:		0300 456 0100	

Note: This policy has been retained but amended to reflect changes to staff leadership and updates to the school's Safeguarding policy (2024).

Aims

St Joseph's Catholic Primary School has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff. As a school we are committed to providing a safe learning and teaching environment for all pupils and staff, and have implemented important controls to guard against and wherever possible prevent harm.

This includes:

- Having robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Delivering an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology.
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.
- Having Acceptable Use Policies for children and school adults that we ask staff, adults who work in the school and children to support and adhere to.

At St Joseph's, we understand that the internet is regarded as an essential resource to support teaching and learning. The internet, and other digital and information technologies, open up opportunities for pupils and play an important role in their everyday lives. Young people have access to the internet from many places - home, school, friends' homes, libraries and from a variety of mobile devices and phones.

We strive to support parents in understanding the issues and risks associated with pupil's use of digital technologies by making our parents aware of the procedures for online safety within the school through our policy.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible. We do this by delivering an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile, SMART and other emerging technologies.

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

The Four Areas of Risk

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations.

As stated in [Keeping Children Safe in Education \(2023\) \[135-138\]](#), the breadth of issues classified within online safety is considerable, but can be categorised into four key areas of risk.

- **Content** - being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact**: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes’.
- **Conduct**: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Legislation and Guidance

This policy is based on the Department for Education’s (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Searching, screening and confiscation](#)

It also refers to the DfE’s guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils’ electronic devices where they believe there is a ‘good reason’ to do so.

The policy also takes into account the National Curriculum computing programmes of study.

Roles and Responsibilities

Online safety relies on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves, taking responsibility for the use of internet and other communication

technologies such as mobile phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

The Governing Body

The governing body has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governor who oversees online safety is the Chair of Governors / IEB.

All governors / IEB will:

- Ensure that they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3).
- Support the school in encouraging parents and the wider community to become engaged in online safety activities.
- Have regular strategic reviews with the online-safety coordinator / DSL and incorporate online safety into standing discussions of safeguarding at governor meetings.
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with SEND because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.
- Understand the actions the DSL team are taking to monitor and manage online activity within the school's day to day operation.

The Headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The Designated Safeguarding Lead

Details of the school's DSL and deputies are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL Team (co-headteachers) take the lead responsibility for online safety in school. This responsibility includes:

- Supporting each other in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the DDSLs, ICT manager (Oakford) and other staff, as necessary, to address any online safety issues or incidents.
- Monitoring and managing all online safety issues and incidents in line with the school child protection policy.
- Ensuring that any online safety incidents are logged using CPOMS and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are logged using CPOMS and dealt with appropriately in line with the school [Behaviour Policy](#).
- Updating and delivering staff training on online safety through the National College.
- Liaising with other agencies and/or external services if necessary.

- Providing regular reports on online safety in school to the headteacher and/or governing board.

The ICT manager – Oakford Technology

Oakford Technology are responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Working with the DSL team to monitor staff and pupil access and activity so that safeguarding concerns can be identified and addressed swiftly and appropriately.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems on a monthly basis.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are shared with the DSL and logged using CPOMS.
- To report online-safety related issues that come to their attention in line with school policy

All Staff and volunteers

All staff, including agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Understand that online safety is a core part of safeguarding; as such it is part of everyone's job – never think that someone else will pick it up
- Prepare and check all online source and resources before using
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Working with the DSL to ensure that any online safety incidents are recorded in the same way as any safeguarding incident using CPOMS.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Hot topics – [Childnet International](#)
- Parent resource sheet – [Childnet International](#)
- [Healthy relationships – Disrespect Nobody](#)

Educating children about online safety

Our Online Safety Policy is built on the following four core principles:

Guided educational use

Significant educational benefits should result from curriculum internet use including access to information from around the world and the ability to communicate widely and to publish easily. Curriculum internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st century life presents dangers including violence, racism and exploitation from which pupils and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become 'internet wise'. Pupils need to know how to cope if they come across inappropriate material.

Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied. For instance, unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed at the point of access help pupils make responsible decisions.

Appropriate strategies

This policy describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Children will be taught about online safety as part of the curriculum:

In **EYFS and Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

The safe use of social media and the internet will also be covered in other subjects where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

Educating Parents about Online Safety

The school will raise parents' awareness of internet safety in newsletters or other communications home, and in information via our school website. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher

Cyberbullying / child on child abuse

Definition

Cyber-bullying / child on child abuse takes place online or through the use of online enabled technology. This includes but is not limited to social networking sites, messaging apps and gaming sites.

Like other forms of bullying and abuse, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power, (See also the school Behaviour Policy).

Preventing and Addressing Cyberbullying

To help prevent cyber-bullying / child on child abuse, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying / child on child abuse with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyber-bullying / child on child abuse with their classes and it will be a focus during Anti-Bullying week and Internet Safety Day / Week.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes Personal, Social, Health and Education (PSHE) education and Relationships, Sex and Health Education (RSHE), and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying / child on child abuse, its impact and ways to support pupils, as part of safeguarding training.

The school also sends information/leaflets on cyber-bullying / child on child abuse to parents so that they are aware of the signs, how to report it and how they can support children who may be affected. Parents are made aware of social media application age limits relating to these.

In relation to a specific incident of cyber-bullying / child on child abuse, the school will follow the processes set out in the school Behaviour and Anti-Bullying Policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Examining Electronic Devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police*

* Staff may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse includes an online element.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [screening, searching and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- The school's COVID-19 risk assessment

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

Acceptable Use of the Internet in School

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

Pupils using Mobile Devices in School

Only pupils in Year 6 may bring mobile phones to school. Pupils are not allowed a mobile phone in class. If they bring a mobile to school (which a parent must agree to) they must sign it in and out each day. The phones are stored securely in the office during the school day.

As detailed in the school's AUP, Pupil's wearing "Wearable Technology", such as SMART watches, must have internet and media capturing applications de-activated or turned off.

Staff using Work Devices Outside School

All staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Saving and accessing school related documents via the school's "Cloud" based system and not transferring documentation on USB Drives unless in exceptional circumstances and in agreement with the headteachers.
- Only using school e-mail for communication with other staff and parents.
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates.

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

How the School will Respond to Issues of Misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our Internet Acceptable Use Agreement. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the Staff Code of Conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse
- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up
- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term
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The DSL and DDSL's will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

Monitoring Arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report will be loaded using CPOMS.

This policy will be reviewed every year by the DSL. At every review, the policy will be shared with the governing board. The review (such as the one available [here](#)) will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff code of conduct
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it.

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.

If I bring a personal mobile phone or other personal electronic device into school – (Year 6 only):

- I will not use it during lessons, clubs or other activities organised by the school, without a teacher's permission. I will follow the school rules.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date: