Online Safety and Harms Policy 2026 - 2027

ICT is an increasingly essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. We recognise that all academies need to build on the use of these technologies to arm young people with the appropriate skills to access life-long learning and employment.

Information and Communications Technology now covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast-paced evolution of ICT within our society.

The internet technologies children and young people are using include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smartphones and tablets with text, video and/ or web functionality
- Other mobile devices and game consoles with web functionality
- AI

At Bay Learning Academy we understand our responsibility to educate our learners on 'online' issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the classroom environment. We believe it is essential for online safety guidance to be given to the learners on a regular and meaningful basis. Online safety is embedded within our curriculum, and we continually look for new opportunities to promote safe use of the online world.

Learners should have a diverse, balanced and relevant approach to the use of technology, in an environment where security is balanced appropriately with the need to learn effectively. We aim to ensure that our learners are equipped with the skills and knowledge to use technology appropriately and responsibly, that they understand the risks associated with this activity and can deal with these both in and out of the academy.

Bay Learning Academy's Online Safety policy has been written to ensure safety measures are in place to protect both learners and staff working with ICT equipment and related technologies. The policy is to assist academy staff working with learners to work safely and responsibly with the internet and other communication technologies, and to monitor their own and learners' standards and practice. Our responsibility is to set high expectations of our learners using communication technologies and to maintain a consistent approach to online safety by knowing the content of the policy and the procedures adopted and developed by the organisation.

Responsibilities

Online Safety is the responsibility of the whole organisation community, and everyone has a responsibility to ensure that all members of the community can benefit from the opportunities that technology provides for learning and teaching.

Principal – Leila Goring

- The Principal is ultimately responsible for safeguarding provision (including Online Safety) for all members of the organisation, with day-to-day responsibility for Online Safety assigned to the Online Safety Lead
- Procuring filtering and monitoring systems
- Documenting decisions on what is blocked or allowed and why
- Reviewing the effectiveness of our technology provision
- Overseeing reports from the Online Safety Lead and Safety Team
- Ensuring staff understand their role, are appropriately trained, follow policies and procedures and act on reports and concerns
- Nominate one representative to have specific responsibility for Online Safety
- Develop an overview of the benefits and risks of the internet and common technologies used by learners
- Develop an overview of how the academy encourages learners to adopt safe and responsible behaviours in their use of technology in and out of the academy
- The Principal will ensure that Online Safety education is appropriately embedded across the whole curriculum

The Online Safety Lead – Eleanor Goring

- Maintain filtering and monitoring systems
- Provide filtering and monitoring reports

- Complete actions following concerns or checks to systems
- Promote an awareness and commitment to Online Safety throughout the academy To be the first point of contact on all Online Safety matters
- Take day-to-day responsibility for Online Safety within the academy and have a leading role in establishing and reviewing the academy's Online Safety policies and procedures
- Communicate regularly with the academy's Safety Team
- Ensure that Online Safety is promoted to parents and carers
- Liaise with the local authority, the Local Safeguarding Children Board and other relevant agencies as appropriate
- Monitor and report on Online Safety issues to the Safety Team as appropriate
- Safeguarding Lead:
- Acting on safeguarding concerns
- Overseeing filtering and monitoring reports
- Have regular meetings with the Safety Team – to review incidents and the academy's response
- Understand the dangers regarding access to inappropriate online contact with adults and strangers.
- Be aware of potential or actual incidents involving grooming of young children
- Be aware of and understand Online bullying and the use of social media for this purpose

Teachers and Support Staff:

- Know how to report and record concerns
- Read, understand and actively promote the academy's Online Safety policies and guidance
- Ensure that any Online Safety incidents are reported under appropriate escalation routes
- Develop and maintain an awareness of current Online Safety issues and guidance
- Model safe and responsible behaviours in their use of technology
- Ensure that any digital communications with learners should be on a professional level and only through academy-based systems, NEVER through personal mechanisms, e.g. email, text, mobile phones, social networking etc
- Embed Online Safety messages in learning activities across all areas of the curriculum
- Supervise and guide learners carefully when engaged in learning activities involving technology
- Ensure that learners are fully aware of research skills and methods
- Be aware of Online Safety issues related to the use of mobile phones, cameras and handheld devices
- Understand and be aware of incident reporting mechanisms that exist within the academy
- Always maintain a professional level of conduct in the personal use of technology

Commissioning Schools:

- Be aware of the Bay Learning Academy's Online Safety policies and guidance
- Report any Online Safety related issues that come to their attention to the Principal or Online Safety Lead
- Develop and maintain awareness of current online-safety issues and of the legislation and guidance relevant to their work, including Keeping Children Safe in Education 2026, adopted by Bay as safeguarding best practice from 1 September 2026, and the DfE filtering and monitoring standards
- Always maintain a professional level of conduct in the use of technology
- Support the academy in providing a safe technical infrastructure to support learning and teaching

Learners:

- Help and support the academy in the creation of Online Safety policies and practices and adhere to any policies and practices the academy creates
- Where appropriate learners will be expected to understand academy policies on the use of mobile phones, digital cameras and handheld devices
- Know and understand academy rules relating to bullying and Online bullying
- Ensure they respect the feelings, rights, values and intellectual property of others in their use of technology in the academy and at home
- Understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in the academy and at home, or if they know of someone to whom this is happening to
- Understand the importance of reporting abuse, misuse or access to inappropriate materials and understand the incident reporting mechanisms that exist within the academy
- Discuss Online Safety issues with family and friends openly and honestly
- Through enrichment classes, learners can understand and contribute to the effectiveness of the Online Safety processes

Parents and Carers:

- Help and support the academy in promoting Online Safety
- Take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in the academy and at home
- Take responsibility for their awareness and learning concerning the opportunities and risks posed by new and emerging technologies
- Discuss Online Safety concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly when using technology
- Model safe and responsible behaviours in their use of technology
- Consult with the academy if they have any concerns about their children's use of technology

Filtering and Monitoring

- Filtering will be managed and monitored by the Online Safety Lead, Eleanor Goring using the software Net Nanny.
- Servers, workstations and other hardware and software will be kept up to date. Virus and malware protection is installed on all hardware and will be kept up to date.
- Reports of checks include:
- When the checks took place
- Who did the check
- What they tested or checked
- Resulting actions

Filtering Procedure

- The academy filters and monitors its internet provision appropriately to the age and maturity of learners
- Filtering and monitoring systems work on new devices before they are released to staff and learners
- Blocklists are reviewed and they can be modified in line with changes to safeguarding risks
- If users discover a website with inappropriate content, this should be reported to a member of staff who will inform the Online Safety Lead. All incidents will be documented.
- If users discover a website with potentially illegal content, this should be reported immediately to the Safeguarding Lead. All incidents will be logged and chronologically recorded; the academy will report such incidents to appropriate agencies, including the filtering provider, the local authority or CEOP
- The academy will regularly review incidents through the Safety Teams meetings

Dealing with incidents

All Online Safety incidents at Bay Learning Academy are logged and recorded by the Online Safety Lead, with procedures regularly audited by the Principal.

Incidents include:

- Using other people's mobile telephones, social media accounts, logins, accounts or passwords
- Deliberate searching for inappropriate materials
- Bringing inappropriate electronic media into the academy
- Inappropriate use of chat and forums
- Sharing inappropriate images or videos
- Using the internet or technology to bully or intimidate

In each case, the Online Safety Lead and Safety Team will be informed and the incident logged and recorded. Additional learning activities may be introduced to reset expectations. For more serious or persistent offences the academy will consider suspension or loss of placement.

Illegal offences

Any suspected illegal material or activity must be brought to the immediate attention of the Principal who will refer this to:

- External authorities such as the Police, and CEOP, as appropriate

Examples of illegal offences are:

- Accessing Child abuse images
- Accessing criminally obscene content
- Inciting racial hatred
- Accessing sexual child abuse images and content
- Staff should never under any circumstances investigate, interfere or share evidence of these activities as they may themselves be committing an illegal offence in doing so

Online Learning for Students

To educate our learners at Bay Learning Academy:

- We will discuss, remind or raise relevant Online Safety messages with learners routinely wherever suitable opportunities at Bay Learning during all lessons; including the need to protect personal information, consider the consequences their actions may have on others
- Deliver enrichment classes relating to personal safety which can be targeted to vulnerable individuals or groups
- Internet use will be carefully planned to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas
- Learners will be taught how to use a range of age-appropriate online tools safely and effectively
- Staff will model safe and responsible behaviour in their use of technology during lessons
- Learners will be taught about the impact of bullying and Online bullying and know how to seek help if they are affected by any form of Online bullying
- Learners will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or the CEOP report abuse button
- We will provide regular Online safety information to parents and carers

Staff Training

Our staff will receive regular information and training on Online Safety issues in the form of regular and routine updates when appropriate. All staff will complete Online Safety and Harms training.

Technology and Online Staff Agreement

Technologies such as email, the Internet and mobile devices are an integral part of our daily life in the academy. This agreement is designed to ensure that all staff are aware of their responsibilities when using technology and the Internet.

In signing this agreement, you recognise that you will:

- Take responsibility for your use of any technologies, making sure that you use them safely, responsibly and legally
- Be an active participant in Online Safety education, taking personal responsibility for your awareness of the opportunities and risks posed by using technology
- Not use communications devices, whether academy-provided or personally owned, for bullying or harassment of others in any form
- Not be involved with any online activities, either within or outside the academy that may bring the academy, staff, children or wider members into disrepute - this includes inappropriate or inflammatory comments made on Social Networks, Forums and Chat rooms
- Not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory
- Respect copyright and intellectual property rights
- Ensure that all electronic communications with children and other adults are appropriate
- Do not use the academy system(s) for personal use during working hours
- Not install any hardware or software on academy systems without prior permission
- Ensure that personal data is kept secure and processed lawfully in accordance with the UK GDPR and Data Protection Act 2018
- Ensure that any images of children and/or adults will be taken, stored and used for legitimate purposes in line with academy policy and with the written consent of the parent/carer or relevant adult – you will not distribute images outside the academy network without the piror permission of the parent/carer, or person/s in the image
- Abide by the academy's rules for using personal mobile equipment, including my mobile phone, always
- Report any known misuse of technology, including the unacceptable behaviours of others

- Respect the technical safeguards which are in place
- Report failings in technical safeguards which may become apparent when using the systems and services
- Protect passwords and personal network logins and will log off the network when leaving workstations unattended - you understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable
- Agree that network activities and online communications are monitored, including any personal and private communications made using academy systems
- Note that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones
- Understand that these rules are designed for the safety of all users and that if they are not followed, academy sanctions will be applied, and disciplinary action may be taken.

Have read and agree to follow this code of conduct and to support the safe use of ICT throughout the academy.

Signature

Date

Technology and Online Learner Agreement

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will only access the system with the user identity and password given to me, which I will keep confidential
- I will not access/delete other people's files
- I will only use the computers for academy work
- I will not bring in CDs, or memory sticks from outside the academy unless I have been given permission
- I will ask permission from a member of staff before using the Internet
- I will only email people my teacher has approved
- I will only open email attachments from people I know, or whom my teacher has approved
- The messages I send will be polite and responsible; I will not deliberately look for, save or send anything that could be unpleasant or nasty
- I will not give out my details such as my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission, and I am accompanied by an adult
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other learners and myself
- I understand that the academy may check my computer files and monitor the Internet sites I visit

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the academy.

Signature

Date

Full Name

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