



Online Safety Procedures

Together, we **CARE!**



"Be kind and loving to each other".

Ephesians 4:32 (ICB)

Mepal & Witcham Primary School
a part of Grace Schools Multi Academy Trust

Purpose

These procedures outline how the school implements Grace Schools MAT policies relating to safeguarding, online safety and acceptable use of technology. They should be read alongside the Grace Schools MAT Safeguarding and Child Protection Policy and ICT Acceptable Use [Policies](#).

Filtering and Monitoring

- The school uses Trust-approved filtering and monitoring systems.
- Online safety concerns identified through filtering, monitoring or staff observation will be reported to the Designated Safeguarding Lead (DSL).
- Any safeguarding concerns involving online activity will be managed in line with Trust safeguarding procedures.

Educating Pupils

Online safety is taught through:

- Computing lessons
- PSHE lessons
- Assemblies
- Safeguarding activities and events

Key themes include:

- Keeping personal information safe
- Respectful online behaviour
- Cyberbullying
- Online relationships
- Misinformation and fake content
- Appropriate use of technology

Reporting Concerns

Pupils

Pupils should report any online safety concerns, worries or incidents to a trusted adult immediately.

Staff

Staff should report concerns to the DSL as soon as possible and record incidents in accordance with school safeguarding procedures.

Use of Personal Devices by Staff

- Personal devices must not be used for photography, video recording or audio recording of pupils unless authorised for a specific school purpose.
- Personal mobile phones may be used for work-related multi-factor authentication where required.
- Staff may wear smartwatches.
- Personal mobile phones should not otherwise be used in classrooms during teaching time.
- Staff must maintain pupil confidentiality and comply with safeguarding and data protection requirements at all times.

Pupil Mobile Phones

- Pupils who need to bring a mobile phone to school must hand it to the school office on arrival.
- Mobile phones must remain switched off during the school day.
- Smartwatches are not permitted to be used by pupils during the school day unless agreed as part of an individual pupil plan.

Parents and Carers

The school encourages parents and carers to:

- Monitor children's online activity appropriately.
- Discuss online safety regularly at home.
- Report any concerns involving other pupils to the school promptly.
- Support age-appropriate use of social media and online platforms.

Review

These procedures will be reviewed when:

- Trust policies are updated;
- National guidance changes; or
- Operational changes within the school require amendments.