

VOYAGE LEARNING CAMPUS



Voyage
Learning
Campus

ONLINE SAFETY POLICY

This policy has been adopted by the Senior Leadership Team on:

Date adopted:

21 November 2025

Signed:

A handwritten signature in black ink, appearing to be 'R. H. Jones', is written over the signature line.

Next review due:

November 2027

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1. Introduction and Aims

At Voyage Learning Campus, we provide a safe, nurturing, holistic learning environment. This includes our online or virtual environment. Our approach to online safety is based on addressing the 4 key categories of risk - Content, Contact, Conduct and Commerce - as outlined in Keeping Children Safe in Education (KCSIE) 2025.

Our school aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and Management Committee
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. 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 Principals and school staff](#)
- [Relationships and sex education](#)
- [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 students' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and responsibilities

3.1 The Management Committee

The Management Committee has overall responsibility for monitoring this policy and holding the Principal to account for its implementation.

The Management Committee will:

- Co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).
- 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)
- Receive annual written assurance from the Designated Safeguarding Lead (DSL) and Online Learning Manager that the school's filtering and monitoring systems meet the DfE Filtering and Monitoring Standards (2023) and that the annual online-safety risk assessment has been completed.

3.2 The Principal

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

3.3 The designated safeguarding lead and deputy DSL

Details of the school's DSL and deputy DSL are set out in our Child Protection and Safeguarding Policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Online Learning Manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see CPOMS (our safeguarding logging system)) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school Anti Bullying Policy
- Liaising with other agencies and/or external services if necessary

This list is not intended to be exhaustive.

3.4 The Online Learning Manager

The Online Learning Manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- 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 termly basis.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are logged (see CPOMS (our safeguarding logging system)) and dealt with appropriately in line with this policy.
- Working with the head of the phase, ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the Anti Bullying Policy.
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs).
- Ensuring compliance with the DfE's Filtering and Monitoring Standards (2023), providing assurance to the DSL and Management Committee that systems are reviewed annually for effectiveness.

- Providing regular reports on online safety in school to the Principal and/or Management Committee, including an annual summary confirming compliance with the DfE Filtering and Monitoring Standards (2023) and the completion of the annual online-safety risk assessment.

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that students follow the school's terms on acceptable use (appendices 1 and 2)
- Working with the DSL to ensure that any online safety incidents are logged (see CPOMS (our safeguarding logging system)) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school Anti Bullying Policy

This list is not intended to be exhaustive; staff should also refer to the Staff Code of Conduct and government legislation outlined in section 2.

3.6 Parents/Carers

Parents/Carers are expected to:

- Notify a member of staff or the Principal 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/carers 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 factsheet - [Childnet International](#)
- [Healthy relationships - Disrespect Nobody](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

4. Educating students about online safety

Students will be taught about online safety throughout the curriculum. Teaching will include age-appropriate coverage of online relationships, misinformation, AI-generated content, deepfakes, pornography distortion, sextortion and online scams, in line with the 2026 RSHE framework. This will include how to:

- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies
- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns
- The safe use of social media and the internet will also be covered

Online safety education at Voyage Learning Campus is mapped to the [UKCIS Education for a Connected World framework](#), ensuring a consistent, age-appropriate progression of knowledge and skills across all phases. This approach supports students in developing digital resilience and understanding online relationships, reputation, and privacy.

5. Educating parents/carers about online safety

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

The school will let parents know:

- What systems the school uses to filter and monitor online use
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the key tutor who will discuss with senior staff, the DSL and/or the Online Learning Manager as appropriate.

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

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Procedures for preventing and managing cyber-bullying are outlined in our Anti Bullying Policy.

6.2 Preventing and addressing cyber-bullying

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

The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyber-bullying with their tutor groups.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.

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

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The principal, head of centre, and any member of staff authorised to do so by the principal, can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or students, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other students and staff. If the search is not urgent, they will seek advice from principal or head of centre
- Explain to the student why they are being searched, how the search will happen, and give them the opportunity to ask questions about it

- Seek the student's cooperation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the principal / DSL or head of centre to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The student and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of students will be carried out in line with the Department for Education's **Searching, screening and confiscation guidance (July 2022)** and the UK Council for Internet Safety (UKCIS) **Sharing nudes and semi-nudes: advice for education settings working with children and young people**.

These documents outline how schools must handle electronic devices, images and data securely and proportionately, ensuring that safeguarding considerations are paramount at every stage.

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

6.4 Artificial intelligence (AI)

Generative AI tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini.

Voyage Learning Campus recognises that AI has many uses to help students learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

Voyage Learning Campus will treat any use of AI to bully students very seriously, in line with our Anti-Bullying Policy.

Staff should be aware of the risks of using AI tools while they are still being developed and should carry out a risk assessment where new AI tools are being used by the school/trust, and where existing AI tools are used in cases which may pose a risk to all individuals that may be affected by them, including, but not limited to, students and staff.

The school follows the Department for Education's guidance on [Using artificial intelligence \(AI\) in education](#) to ensure that all use of AI is ethical, transparent, and compliant with data-protection and safeguarding requirements.

Any use of artificial intelligence should be carried out in accordance with our AI Usage Policy.

7. Acceptable use of the internet in school

All members of the school community are expected to use the school's ICT systems, email, internet access and digital communication tools safely, respectfully and responsibly, as set out in the school's *ICT and Internet Acceptable Use Policy*.

All students, parents/carers, staff, volunteers and Management Committee 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 students, staff, volunteers, Management Committee 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.

8. Students using mobile devices in school

Students may bring mobile devices into school, but are not permitted to use them during:

- Lessons
- Tutor group time
- Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by students must be in line with the acceptable use agreement (see appendices 1 and 2).

Any breach of the acceptable use agreement will be managed by senior staff in the school.

9. 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)
- Ensuring no data is stored on the hard drive - this means if the device is lost or stolen, no one can access the files stored on the hard drive. School files must always be accessed via the school VPN
- Making sure the device locks if left inactive for a period of time, or manually locking the device if leaving it unattended
- Not sharing the device among family or friends
- Keeping anti-virus software up-to-date
- Keeping operating systems up to date - always install the latest updates
- Informing the Online Learning Manager of any issues, particularly relating to the security of their device

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.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice the Online Learning Manager.

10. How the school will respond to issues of misuse

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in our Relationships and Behaviour policy and Anti Bullying Policy. 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 Disciplinary policy and Staff Code of Conduct Policy. 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.

11. Training

All new staff receive induction training on safe internet use and online safeguarding issues, including cyber-bullying, online radicalisation, and the responsible use of emerging technologies such as artificial intelligence (AI).

Training covers the school's filtering and monitoring systems, the roles and responsibilities associated with them, and awareness of new and evolving online threats - including misinformation, deepfakes, and AI-generated content - and how these can affect students' safety and wellbeing.

Refresher training is provided at least once each academic year as part of whole-school safeguarding training, with interim updates shared through briefings, staff meetings, and e-bulletins to ensure knowledge remains current.

The Designated Safeguarding Lead (DSL) and Deputy DSL will undertake child protection and safeguarding training, which includes online safety, at least every two years. They will also update their knowledge and skills on the subject of online safety regularly, and at least annually, to ensure they can respond effectively to emerging trends and technologies.

Ongoing professional development reflects national guidance, including the Department for Education's [Using artificial intelligence \(AI\) in education](#), ensuring staff remain confident in responding to new technologies and emerging online risks.

Members of the Management Committee receive safeguarding training that includes safe internet use, online-safety oversight, and their responsibilities for filtering and monitoring.

Volunteers receive appropriate online-safety training and updates relevant to their role.

Further information about safeguarding training is set out in the school's Child Protection and Safeguarding Policy.

12. Monitoring arrangements

All staff are responsible for being vigilant and reporting online safety concerns or incidents through CPOMS, in line with the school's safeguarding procedures. This ensures that any online-safety issue - including misuse of technology, cyber-bullying, or access to inappropriate content - is logged consistently and addressed in accordance with related policies such as the Relationships and Behaviour Policy and Anti Bullying Policy.

The Designated Safeguarding Lead (DSL) and Deputy DSLs are responsible for reviewing and responding to incidents recorded in CPOMS. They ensure that appropriate action is taken and that lessons learned are shared with staff to improve practice and prevention.

The Online Learning Manager and DSL jointly monitor the technical use of the internet and ICT systems through access logs and monitoring software. The school's filtering and monitoring systems automatically flag alerts for potentially harmful or concerning activity, which are reviewed promptly by the DSL and OLM. Any issues identified are acted upon in line with safeguarding procedures.

Teaching staff are responsible for monitoring the safe and responsible use of technology in classrooms and during online learning. Any concerns identified during lessons should be recorded on CPOMS and reported to the DSL.

An annual online-safety risk assessment will be completed by the DSL and OLM to review the effectiveness of filtering and monitoring systems and to inform future updates to this policy, ensuring compliance with DfE Filtering and Monitoring Standards (2023).

Findings from the annual online-safety risk assessment and monitoring-system review will be included in the annual safeguarding report to the Management Committee to provide assurance that the school continues to meet the DfE Filtering and Monitoring Standards (2023).

13. Review

This policy will be reviewed annually by the Online Learning Manager.

14. Links with other policies

This online safety policy is linked to our:

- Child Protection and Safeguarding Policy
- Relationship & Behaviour Policy
- Disciplinary Policy (staff)
- Data Protection Policy and Privacy Notices
- Complaints Procedure

- ICT and Internet Acceptable Use Policy
- Remote Learning Policy
- AI Usage Policy (to be adopted 2025/26)
- Business Continuity Plan

Appendix 1: Phase 1 acceptable use agreement (students and parents/carers/)

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

Name of student:

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
- I will 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 (student):

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 students 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 2: Phase 2 and 3 acceptable use agreement (students and parents/carers/)

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

Name of student:

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
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- 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:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

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 (student):

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 students 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, Management Committee, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, MANAGEMENT COMMITTEE, 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 students without checking with teacher's first
- Share confidential information about the school, its students 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 Online Learning Manager know if a student 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 students in my care do so too.

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

Date:

Appendix 4: online safety training needs - self audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a student approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, Management Committee and visitors?	
Are you familiar with the school's acceptable use agreement for students and parents/carers?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	
Are you familiar with the school's filtering and monitoring systems on the network and devices?	
Do you understand your responsibilities in relation to filtering and monitoring?	