Bradford Grammar School

Online Safety Policy

1. Scope and purpose of and responsibility for this policy

This policy applies to the Whole School.

This policy deals with a particular aspect of safeguarding and, therefore, should be read alongside the School's Safeguarding Policy.

Bradford Grammar School (the School) has a duty to safeguard and promote the welfare of every child or young person entrusted to its care.

The purpose of this policy is to provide for the protection and safeguarding of all members of the School community in connection with online safety when accessing and using the School's digital technology systems, both in and out of school, and the dissemination of appropriate and up to date guidance in this regard, particularly as advised by the Department for Education guidance *Meeting Digital and Technology Standards in Schools and Colleges (March 2023).*

The Board of Governors is responsible for the approval of this policy.

2. Specific duties - general

The Headmaster has the duty of ensuring the safety of all members of the School community, including online safety.

The Headmaster shall delegate the day to day responsibility for online safety to the Head of Information Technology (IT) and the Designated Safeguarding Leads (DSLs).

The Head of IT and the DSLs shall be responsible for the drafting and dissemination of the required guidance (as above) and for ensuring that it is kept up to date. Such guidance shall take into account all relevant statutory and other regulations and/or requirements in connection with online safety.

The Head of IT and the DSLs shall be responsible for setting up the Online SafetyGroup, i.e., a consultative group that has wide representation from the School and will co-chairmeetings of the Group which shall be held at least every half-term.

The Head of IT and the DSLs shall be responsible for making all necessary arrangements to inform parents of any online safety matters as may from time to time be required.

The Head of IT and the DSLs shall review the School's filtering and monitoring provision and at least annually, and give consideration to whether it is appropriate or necessary to commission an external audit of the School's online safety requirements and procedures. Any recommendation to this effect should be submitted to (1) the Bursar and (2) the Senior Leadership Team (SLT).

The Head of IT's termly report to the Resources Committee shall include an update of internet

usage together with a filtering and monitoring summary.

The Head of IT shall submit regular monitoring reports in connection with online safety to (1) the Bursar and (2) the SLT.

The Safeguarding Governor's duties include regular meetings with the DSLs and Head of IT.

The DSLs' annual report to the Board of Governors shall include a review of online safety within the School.

3. **Specific duties – training and support**

The Headmaster is responsible for ensuring that that the Head of IT, the DSLs and other relevant staff receive suitable training to enable them to carry out their online safety functions and, in turn, for them to train colleagues as may be necessary.

The Headmaster is responsible for ensuring that there are systems in place to monitor and support those who have responsibility for instituting and maintaining online safety.

4. **Specific duties - serious online safety incident**

The Headmaster and (at least) one other member of the SLT who is a DSL (or DSL trained) shall be trained in connection with the procedures, including all relevant disciplinary procedures, to be followed in the event of an allegation of a serious online safety incident made against a member of staff.

In the event of a serious online safety incident, following consultation with the Headmaster, the Head of IT and a DSL (or a member of the SLT who is DSL trained), the appropriate external agencies shall be informed by the Headmaster which may include the local Safeguarding Partnerships, Local Area Designated Officer (LADO), police, Child Exploitation and Online Protection Centre (CEOP) and Information Commissioner.

5. **Specific undertakings – employees, pupils and parents**

Every employee of the School, teaching and non-teaching, shall be required to undertake to use digital technology in accordance with the School's Acceptable Use Agreement.

Every pupil shall be required, on an annual basis, to undertake to use digital technology in accordance with the School's Acceptable Use Agreement.

Every pupil undertaking shall be confirmed by written parental authority.

6. **Specific duties – review of policy and guidance**

The Headmaster is responsible for ensuring that the Head of IT and the DSLs assess and review the effectiveness of (1) this policy and (2) any relevant guidancein connection with the online safety of all members of the School Community on a regular basis, but at least annually, and report accordingly to the SLT and, as may be appropriate, make recommendations for improvement.

In turn, as and when necessary, the SLT shall make such recommendations as may be appropriate to the Board of Governors.

Policy reviewed by: **Head of IT and Designated Safeguarding Leads**
Last policy review date: **Summer 2023**
Next policy review date: **Summer 2024**