Burman Infant School

Online Safety Policy

Spring 2026

Burman Nursery and Infant School

Online Safety Policy

Introduction

This Online Safety Policy outlines the commitment of Burman Nursery and Infant School to safeguard members of our school community online, in accordance with statutory guidance and best practice.

This policy applies to all members of our school community including; staff, learners, governors, parents / carers and visitors who have access to and are users of school digital systems, both in and out of school. It also applies to the use of personal digital technology on the school site.

We believe that online safety is a fundamental part of the 21st century. We aim to empower and educate members of our community with the knowledge required to ensure that they are safe when using digital technologies and that they develop good practices, in relation to their online learning and experiences, now and in the future.

Burman Nursery and Infant School will ensure online safety is reflected as required in all relevant policies. Online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures and when planning our curriculum, staff training, the role and responsibilities of the DSL and parental engagement.

The breadth of issues classified within online safety is considerable, but can be categorised into four 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.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Process for Monitoring the Impact of the Online Safety Policy

Burman Nursery and Infant School will monitor the impact of this policy using:

- Logs of reported incidents
- Safeguarding Record of Pupil Concerns
- Filtering and Monitoring Logs – Smoothwall Daily Notifications

- Subject Leader Monitoring Activities
    - Pupil Discussions
    - Parent / Carer Questionnaires

Roles & Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of the Burman community work together, to develop safe and responsible online behaviours, which includes reporting inappropriate online behaviours, concerns and misuse as soon as they become apparent.

- Headteacher and Senior Leaders
    - The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
    - The Headteacher / Senior Leaders will ensure that there is a system for online safety monitoring and that this system is carried out robustly.
    - The Headteacher / Senior Leaders will work with the responsible Governor and EICTS in all aspects of filtering and monitoring.
- Governors
    - The approval of the Online Safety Policy and reviewing its effectiveness.
    - Checking that provision outlined in the policy is taking place as intended.
    - Ensuring that filtering and monitoring provision is reviewed and recorded, at least annually (DfE Filtering and Monitoring Standards).
    - Support the school in encouraging parents / carers and the wider community to become engaged in online safety activities.
- Designated Safeguarding Lead (DSL)
    - Hold the lead responsibility for online safety, within their safeguarding role.
    - Receive relevant and regularly updated training in online safety, which also allows an understanding of how digital technologies are used and are developing, with regard to the areas defined in KCSIE; content, contact, conduct and commerce.
    - Meet regularly with the online safety governor to discuss current issues, review concerns / incidents (anonymised), review filtering and monitoring logs and ensure that monitoring checks are carried out, at least annually.
    - Receive reports of online safety incidents and handle them accordingly.
    - Ensure that all staff are aware of the procedure for reporting an online safety concern / incident and the responsibility to immediately report these.
    - Provide (or source) training and advice for staff, governors, parents / carers and learners.
- Computing Subject Leader
    - Work with the DSL to develop a planned and coordinated online safety curriculum. This will be provided through:
        - Curriculum planning, including Teach Computing and PSHE (Jigsaw)
        - Assemblies
        - Relevant national initiatives i.e. Safer Internet Day, Anti-bullying Week
- Teaching and Support Staff

    - Understand that online safety is a core part of safeguarding.
    - To report concerns / incidents / misuse, immediately.
    - To follow all relevant guidance and legislation which includes KCSIE and UK GDPR regulations.
    - An awareness of current online safety matters / trends.
    - An awareness of our school Online Safety Policy and practices.
    - Have read, understood and signed the Staff Acceptable Use Agreement.
    - Supervise and monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities.
    - In lessons where internet use is pre-planned, learners are guided to sites checked as suitable for their use.
    - Adopt a zero-tolerance approach to inappropriate behaviour online.
    - Model safe, responsible and professional online behaviours in their own use of technology, including out of school and their use of social media.
- Learners
    - To use the school digital technology systems in accordance with acceptable use and this Online Safety Policy.
    - Know what to do if they or someone they know feels vulnerable when using online technology.
    - Have an early understanding of the importance of adopting good online safety practice when using digital technologies out of school.
- Parents / Carers
    - Reinforce the online safety messages provided to their children, in school.
    - Read and understand online safety literature shared by the school.
    - Communicate and report any concerns / issues with the school.

Use of Artificial Intelligence (AI) Systems in School

As Generative Artificial intelligence (gen AI) continues to advance and influence the world we live in, its role in education is also evolving. There are currently three dimensions of AI use in schools: learner support, teacher support and school operations; ensuring all use is safe, ethical and responsible is essential. General risks can be mitigated through our existing policies and procedures, reviewing these as necessary to address the risks.

We will educate staff and learners (as appropriate) about safe and ethical use of AI, preparing them for a future in which these technologies are likely to play an increasing role.

The safeguarding of our staff and learners will, as always, be at the forefront of our policy and practice.

Online Safety Curriculum

The education of our learners in online safety is an essential part of Burman's online safety provision. We recognise that our young learners need help and support to recognise and avoid online safety risks and in developing their resilience.

Online safety is a focus in all areas of the curriculum and staff are responsible for reinforcing online safety messages across the curriculum at our school.

- Lessons are matched to need; are age-related and build on prior learning.

- Lessons are context-relevant with learning objectives, steps to success and intended outcomes.
- The curriculum incorporates relevant national initiatives i.e. Safer Internet Day, Anti-bullying Week
- Online safety teaching is relevant, up-to-date and ensures the quality of learning and outcomes.
- Opportunities within a range of curriculum areas offer links to direct teaching of online safety.
- The Teach Computing Scheme is followed in KS1
    - Each half-term a specific online safety element is incorporated within each unit of work.
- Online safety messages are also delivered informally, in an age-appropriate manner, when opportunities arise.

Training and Updates for Staff

All staff will receive online safety training and understand their responsibilities, as outlined in this policy. Training and relevant updates will be offered as follows:

- DSL / DDSL attend the annual Safeguarding Workshops (x3).
- DSL / DDSL attend a termly Safeguarding Briefing.
- Online Safety Policy is presented to all staff.
- Safeguarding Awareness Training (every 3 years) – INSET.
- Annual Safeguarding and Child Protection Updates - INSET.
- Through SLT, Key Stage and Staff Meetings.
- Through Staff Notes (all staff).
- New members of staff receive training and information on the School's Acceptable Use / Code of Conduct, as part of their induction. They are asked to sign in agreement.
- Computer Suite Rules and Safe Use of the Internet Rules are clearly displayed in the Computer Suite. They are also displayed on cards on each individual computer.

Training and Updates for Governors

Governors should take part in online safety training / awareness sessions which are provided by the LA / GovernorHub.

They also receive Annual Safeguarding and Child Protection Updates, provided by the School and information regarding the school's filtering and monitoring provision, in order that they can take part in the required checks and reviews.

Filtering and Monitoring

The school filtering and monitoring provision is agreed by the Headteacher / DSL, governors and our IT Service Provider – EICTS and is to be reviewed at least annually and updated in response to changes in technology and patterns of online safety incidents / behaviours.

With regard to Filtering and Monitoring Standards for Schools and Colleges (DfE):

- The Headteacher / DSL and Safeguarding Governor are responsible for ensuring these standards are met.
- EICTS manages access to content across its systems for all users on all devices using the School's internet provision.
- There is an established and effective process for users to report inappropriate content, recognising that no system can be 100% effective.
- Devices that are provided by the School have school-based filtering applied, irrespective of their location.
- The School has provided differentiated user-level filtering for different groups of users.
- The School monitors all network use across all its devices.
- Monitoring enables alerts to be matched to users.
- Monitoring reports are urgently picked up, acted upon and outcomes are recorded.
- Management of serious safeguarding alerts is consistent with our safeguarding policy and practice.

Reporting Concerns / Behaviours / Incidents / Misuse

All staff understand that online safety is a core part of safeguarding and therefore, they have a duty to report concerns / behaviours / incidents / misuse to the Headteacher / DSL, immediately.

Reports are recorded in writing on the School Record of Pupil Concern Form (white) and must be passed without delay to the Headteacher / DSL. Record of Pupil Concern Forms (white) are kept in class Child Files, the School Office and the Staffroom. Master copies are held by the Headteacher.

Following a report, the Headteacher / DSL will:

- Carry out immediate safeguarding actions necessary to protect individuals.
- Investigate the report and discuss with the learner / staff member to determine what happened.
- Inform parents / carers, where the report is regarding a child.
- Where necessary, concerns will be referred or escalated and reported to relevant partner agencies in line with local policies and procedures.
- Ensure any consequent updates to practice are shared with staff.
- Implement any necessary changes and monitor.

If learners discover unsuitable sites or material, if they feel vulnerable or if they hear something that makes them feel uncomfortable (which could be in relation to another learner), they are required to:

- Turn off the monitor/screen (if using a device).
- Report the concern immediately to a member of staff.

Internet Access

- At Burman Nursery and Infant School, the internet is available for all staff to access via the network.
- Wi-Fi is installed in school for staff to use laptops on the secure network connection (Burman) or the mobile devices network (Burman 2). A secure password is needed to connect to both and is kept private.

- The school network is filtered by SMBC council systems (EICTS) and all internet usage is monitored and matched to individual users.
- Children are able to access the internet under supervision, with restricted access.
- School laptops are protected by Ivanti software, when the device is being used to access the school network off site.

Passwords and Security

- All staff must use their own individual log on ID to access the school network at all times.
- Staff are clearly instructed never to share their password or use an account belonging to someone else.
- Key Stage 1 children have their own personal password which they are taught to keep private, as part of their Computing Curriculum.
- New and old user accounts are managed via EICTS. They ensure user data is kept up to date.
- Computers and mobile devices will be locked when not in use (automatically) and logged off at the end of each session / use.
- Laptop computers are all encrypted and require individual passwords to access information.
- Personal data will be saved on encrypted memory sticks / laptops and will be saved securely.
- Sensitive data will not be included or sent via general e-mail unless permission is sought from the Headteacher.
- Copies of sensitive data are safely disposed of once used.
- Hard drives holding personal data on redundant machines / devices are disposed of safely by a trusted service provider (Recycle IT 4U).

Use of Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and learners instant use of images that they have recorded themselves or downloaded from the internet.

- Staff / volunteers must be aware of those learners whose images must not be taken or published.
- Images must only be taken on school devices and the personal devices of staff should not be used for such purposes.
- Staff / volunteers are allowed to take digital video / images to support educational aims but must follow school policies concerning the sharing, storage, distribution and publication of those images.

- Written consent from parents / carers permits the appropriate taking of images by staff and learners with school devices.
- Any images to be published will be checked against written parental consent and parents / carers will be informed of the purpose / context for the use of the images.
- Website – Names of learners will not be published in association with photographs and vice versa. Full names will not be published, and identities are protected.

Video Conferencing / Webcams

- Burman Nursery and Infant School does not use publicly accessible webcams in school.
- Device webcams in school are only ever used with children for specific learning purposes, and parental consent will be obtained for any children taking part in class / school video conferencing separately – detailing exactly who it is with and why it is happening.
- The webcam connection is made via SMBC secure and protected intranet connection.
- All learners are supervised by a member of staff and approval from the Headteacher is sought beforehand.
- Where device webcams are used by adults for meetings, training, collaboration etc. this will not be in the presence of learners, for their protection.
- Devices in school which have cameras and recording facilities available, will be carefully managed.

School ICT Equipment

- All ICT hardware is purchased, installed and maintained via SMBC (under contract services).
- Electrical PAT testing is also carried out annually throughout school, on all electrical equipment / items.
- Serial numbers and service desk badge numbers are recorded as part of a school inventory.
- Visitors are not permitted to plug their own ICT hardware into the school network in any way or use memory sticks in school machines connected to the network.
- Wi-Fi access is available to visitors on the mobile devices network upon request, for professional purposes only.
- Staff are not permitted to use their own ICT equipment in school or on the network.

Emerging Technologies

The Burman Acceptable Use Agreements and other related policies outline the expectations around the use of mobile technologies.

Key Policies, Documents and Procedures

- Keeping Children Safe in Education 2025
- Burman Safeguarding & Child Protection Policy
- Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct
- Loan Agreement for Staff Laptop Computers
- Burman Computing Policy
- Burman Remote Learning Policy
- Burman Positive Attitudes, Values and Behaviour Policy
- Acceptable Use of Social Media / Code of Conduct (SMBC)
- Data Protection and Information Sharing
- Staff Behaviour / Code of Conduct (SMBC)
- Anti-bullying Policy

Policy Adopted by Board of Governors on: 9th February 2026

Signed - *M Allen*- Chair of Governors

Date …. 09.02.2026

Next Review: Spring 2027

Burman Infant School

Staff, Governor and Visitor

Acceptable Use Agreement / Code of Conduct

I understand that I must use the school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the young learners in my care in the safe use of digital technology and embed online safety in my work at and for Burman Nursery and Infant School.

- I understand that this Acceptable Use Agreement applies not only to my work and use of Burman's digital technology equipment in school, but also applies to my use of school systems and equipment off site and to my use of personal equipment when on site or in situations related to my employment by Burman Nursery and Infant School.
- I will immediately report any concerns / behaviours / incidents or misuse that I become aware of to the Headteacher / DSL.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with learners and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to learners.
- I will only use the approved, secure email system for any school business and will only open email attachments / hyperlinks that are from a trusted source.
- I will ensure that personal data (such as data held on SIMS software) is kept secure and is used appropriately, whether in school or accessed remotely. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the Headteacher or technical support team (EICTS).
- I will only use mobile technologies purchased by school on the Wi-Fi network and will never connect my own personal devices to the network, such as my smart phone or tablet.
- I will be mindful when saving files on the network of their size and won't download any excessively large documents or images that may slow the network down and prevent others from being able to carry out their work.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. I will adhere to copyright regulations as outlined in the Acceptable Use Policy.
- Images of learners and / or staff will only be taken, stored and used for professional purposes in line with the school policy and with written consent of the parent / carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will ensure my security settings on social media accounts are set to 'maximum' and are kept up to date.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available on request, to my Headteacher.
- I will respect copyright, intellectual property rights and ethical standards.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's Online and Data Protection policies and help learners to be safe and responsible in their use of ICT and digital technologies.
- I understand that I must use AI and emerging technologies responsibly to minimise the risk to the safety, privacy or security of the school community and its systems. I acknowledge the potential of these technologies for enhancing learning and will endeavour to integrate them in a way that aligns with Burman's policy, ethos and values.
- I understand this forms part of the terms and conditions set out in my Solihull Council contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe secure use of the ICT throughout the school.

Signature _____ Date _____

Full Name _____ (Printed)

Job Title _____

Acceptable Use Agreement – Learner

Our Technology Rules

I will follow these rules to use computers, tablets / iPads and the internet safely at school.

Staying Safe

- My teacher will watch what I do on computers, tablets / iPads and the internet to keep me safe.
- I will keep my password (KS1) a secret and tell my teacher if I need help.
- I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it's OK.
- I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
- If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away. If I am using a computer or tablet / iPad I will turn the screen off and tell my teacher or trusted adult.
- I will only use apps, games or websites my teacher says are safe.

Using Technology Kindly

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets / iPads I use.
- I will only look at things my teacher says are OK.

Making Green Choices

- I will ask my teacher before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.
- I know that I can say no / please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
- I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

What Happens If I Forget the Rules?

- If I forget the rules, my teacher will help me learn to make better choices next time.

These rules help us all stay safe and have fun using computers and tablets / iPads at school!

Name of Child: .....

Signed (parent / carer):.....