

Online Safety Policy

2026 - 2027



Purpose & Scope Of The Policy



Purpose

The purpose of this section is to clarify the scope of the school's online safety arrangements and ensure that responsibilities are clearly understood across the school community. Online safety applies to all individuals involved in the school and to all forms of digital technology that may affect pupils' safety, wellbeing or learning.

The policy recognises that online risks can arise both within and beyond the school environment. As such, LCE Academy maintains safeguarding oversight of pupils' online safety during school activities, including when pupils are accessing education through Alternative Provision or off-site placements.

Scope

This policy applies to:

- **All pupils on roll at LCE Academy**
- **All staff, volunteers, and visitors**
- **All use of digital technology, including school-owned devices and systems**
- **Personal devices where use impacts safeguarding or pupil wellbeing**
- **Pupils attending Alternative Provision, including off-site and blended placements**

Safeguarding responsibilities remain with LCE Academy at all times, including when pupils are educated off site.

Statutory Context

This policy is informed by statutory guidance including Keeping Children Safe in Education and reflects the school's duties to safeguard pupils from online harm, including harmful content, online abuse, exploitation, and peer-on-peer risks. Online safety is recognised as an integral part of safeguarding and child protection practice.

KCSIE references include:

- **Part One: Safeguarding information for all staff**
- **Paragraphs relating to online safety, child-on-child abuse, sexual harassment, and contextual safeguarding**
- **Filtering and monitoring expectations for schools and colleges**

Important Note



Online safety concerns are treated as safeguarding concerns and must be reported and recorded in line with the school's Safeguarding and Child Protection procedures. Staff must remain vigilant to online risks and respond promptly where concerns arise, ensuring that pupils are protected from harm both online and offline.

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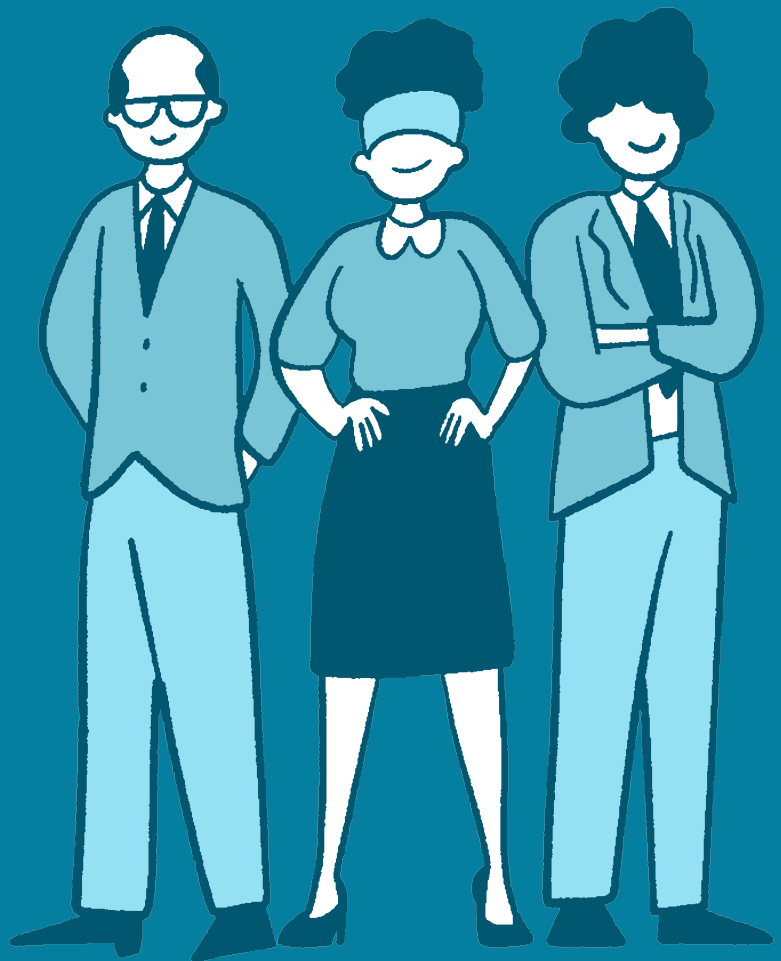
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01

Key Principles





1.1 Principles Recognised

In line with KCSIE, LCE Academy recognises that:

- **Online safety is a safeguarding issue, not a technical one**
- **Harm can occur both on and off site and inside and outside school hours**
- **Pupils with SEMH needs may be at increased risk online due to vulnerability, impulsivity, and previous trauma**

1.2 LCE Academy Ensures:

- **Safe, supervised, and appropriate use of technology**
- **Explicit teaching of online safety and digital citizenship**
- **Robust filtering and monitoring systems**
- **Clear reporting and recording procedures**
- **Prompt and proportionate safeguarding responses**

02

Education & Curriculum





2.1 Curriculum & Online Safety Education

Online safety education is delivered through a planned and responsive curriculum and is revisited regularly. Teaching is age-appropriate and reflects current risks, including those experienced by pupils in SEMH and AP contexts.

2.2 Curriculum content

- **Safe use of the internet, devices, and online platforms**
- **Online communication and respectful behaviour**
- **Risks associated with social media, gaming, and messaging apps**
- **Recognising grooming, exploitation, and harmful content**
- **Understanding digital footprints and consequences**

Assemblies and collective reflection are used to reinforce messages and respond to emerging concerns.



03

Roles and Responsibilities

3.1 Roles and Responsibilities

01.

Headteacher & DSL Safeguarding Lead

The Headteacher and Designated Safeguarding Lead hold overall responsibility for online safety.



02.

All Staff

All staff are responsible for promoting safe online behaviour and reporting concerns.



03.

Pupils

Pupils are supported to develop safe, responsible, and respectful online habits.



Clear roles and responsibilities ensure that online safety support is delivered safely and effectively. Staff understand how to access support, respond appropriately to incidents and ensure that concerns are reported and recorded accurately.

04

Filtering and Monitoring





4.1 Systems

LCE Academy has appropriate filtering and monitoring systems in place to reduce the risk of pupils accessing harmful or inappropriate online content. These systems:

- **Are proportionate to the age, needs, and risks of the pupil cohort**
- **Are reviewed regularly by senior leaders and safeguarding staff**
- **Do not replace professional judgement or staff vigilance**

4.2 Staff Training

Staff are trained to understand:

- **What filtering and monitoring systems can and cannot do**
- **Indicators of online harm or misuse**
- **How to respond to concerns in line with safeguarding procedures**

4.3 Evidence of filtering and monitoring

Evidence of filtering and monitoring includes:



System Reports

Provider information and system reports

Staff Training

Staff training records

Safeguarding records

Safeguarding logs and incident records

Review

Review and audit activity by senior leaders

05

Reporting & Responding to Concerns



5.1 Reporting & Responding To Concerns

All online safety concerns are treated as safeguarding matters and managed in line with the school's safeguarding and child protection policy.

Responses are:

- **Proportionate**
- **Trauma-informed**
- **Focused on safety, education, and support rather than punishment alone**

These procedures ensure that online safety concerns are addressed promptly, appropriately and with the pupil's safety and wellbeing as the primary focus.





5.2 Staff Responsibilities

Staff must remain vigilant to online behaviours or digital indicators that may indicate safeguarding risks, reporting concerns immediately to the Designated Safeguarding Lead. All incidents must be formally documented using the school's safeguarding recording system to ensure a clear and responsive audit trail.



5.3 Pupil Support

Pupils are encouraged to report any concerns to a trusted adult, with the assurance that their voices will be taken seriously. The school's framework ensures these concerns are acted upon promptly to maintain a safe environment for all students

06

Pupils Attending Alternative Provision





6.1 Off-Site Activities and Alternative Provision

Where pupils attend Alternative Provision, including off-site placements, LCE Academy retains overall safeguarding responsibility. The school ensures that:

- **Online safety expectations are shared with Alternative Provision partners**
- **Use of technology at AP is risk-assessed and appropriate**
- **Filtering, supervision, and reporting arrangements are clearly agreed**
- **Concerns arising in AP are reported promptly to LCE Academy's DSL**

Pupils attending AP continue to receive online safety education and safeguarding support, and any online safety incidents are logged and followed up by the school in line with this policy.



CONCLUSION

LCE Academy is committed to ensuring that online safety is embedded within the school's wider safeguarding culture. Through clear procedures, appropriate monitoring systems and staff awareness, the school works to protect pupils from online harm and support safe and responsible use of digital technology.

This policy reflects the Academy's commitment to maintaining safe digital environments and promoting positive online behaviour. Online safety arrangements operate alongside safeguarding and pastoral systems, ensuring that risks are identified early and that pupils are supported to navigate the online world safely and responsibly.

Contact Information

Phone 07446417002

Website lceacademy.co.uk

Email sam@lifechangingeducation.uk

Social Media @lifechangingeducation

Address Unit 4, Howarth Court
Oldham Broadway
Business Park,
Lancashire, OL9