



Sherry Music Academy

UK REGISTERED CHARITY 1213504

Director: Sherry Shen, M.Ed, M.Perf

1 Drive Mansions London SW6 5JB

ONLINE SAFETY POLICY

1. Policy Introduction

The internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life. However, these modern technologies have created challenges and dangers which are constantly evolving. In order to ensure that Sherry Music Academy provides a safe environment for learning, we adhere to the following principles:

Online safety is an essential part of safeguarding, and the school has a duty to ensure that all pupils and staff are protected from potential harm online

Online safety education is an important preparation for life; pupils should be empowered to build resilience and to develop strategies to prevent, manage and respond to risk online

The purpose of the online safety policy is to:

- ☐ Safeguard and protect all members of the school's community online
- ☐ Identify approaches to educate and raise awareness of online safety throughout the community
- ☐ Enable all staff to work safely and responsibly, to model positive behaviour online and to manage professional standards and practice when using technology
- ☐ Identify clear procedures to use when responding to online safety concerns.

Areas of risk - C4:

Content: being exposed to illegal, inappropriate or harmful material; for example pornography, racist or radical and extremist views, and in some respects fake news

Contact: being subjected to harmful online interaction with other users; for example children can be contacted by bullies or people who groom or seek to abuse them

Commercial exploitation: for example young people can be unaware of hidden costs and advertising in apps, games and website

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying

2. Policy Scope

This policy applies to all staff including teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as pupils and parents/carers. It applies to access to school systems, the internet and the use of technology, using devices provided by the school or personal devices.

The policy also applies to online safety behaviour such as cyber-bullying, which may take place outside the school, but is linked to membership of the school. The school will deal with such behaviour within this policy and associated behaviour and discipline policies, and will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

3. Roles and Responsibilities

3.1 The Director:

Has overall accountability for online safety provision

Ensures that online safety is viewed as a safeguarding issue and that practice is in line with GDST and national recommendations and requirements
Ensures the school follows GDST policies and practices regarding online safety, information security and data protection
Ensures that online safety is embedded within the whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety
Supports the DSL by ensuring they have sufficient training, time, support and resources to fulfil their responsibilities
Ensures that all staff receive regular, up to date and appropriate online safety training
Is aware of what to do in the event of a serious online safety incident, and will ensure that there are robust reporting channels for online safety concerns, including internal, GDST and national support
Receives regular reports from the DSL on online safety
Ensures that online safety practice is audited and evaluated regularly in order to identify strengths and areas for improvement.

3.2 The Designated Safeguarding Lead:

Takes lead responsibility for online safety (including understanding the filtering and monitoring processes and systems in place)
Promotes an awareness of and commitment to online safety throughout the school community
Acts as the named point of contact on all online safety issues, and liaises with other members of staff or other agencies, as appropriate
Keeps the online safety component of the curriculum under review, in order to ensure that it remains up to date and relevant to pupils
Facilitates training and advice for all staff, keeping colleagues informed of current research, legislation and trends regarding online safety and communicating this to the school community, as appropriate
Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident
Monitors pupil internet usage, taking action where required
Maintains the online safety incident log and record of actions taken, and reviews the log periodically to identify gaps and trends
Reports regularly to the Head and SLT on the incident log, internet monitoring, current issues, developments in legislation etc.

3.3 All school staff:

Read, adhere to and help promote the online safety policy
Take responsibility for the security of school systems and the data they use, or have access to
Model safe, responsible and professional behaviours in their own use of technology
Embed online safety in their teaching and other school activities
Supervise, guide and monitor pupils carefully when engaged in activities involving online technology (including extra-curricular and extended school activities if relevant)
Have an up-to-date awareness of a range of online safety issues and how they may be experienced by the children in their care
Identify online safety concerns and take appropriate action by reporting to the DSL
Know when and how to escalate online safety issues
Take personal responsibility for professional development in this area.

3.4 Pupils (at a level that is appropriate to their individual age, ability and vulnerabilities):

Engage in age appropriate online safety education opportunities
Respect the feelings and rights of others both on and offline, in and out of school
Take responsibility for keeping themselves and others safe online
Report to a trusted adult, if there is a concern online

3.6 Parents and carers:

Support the school in online safety approaches by discussing online safety issues with their children and reinforcing appropriate, safe online behaviours at home
Model safe and appropriate use of technology and social media, including seeking permission before taking and sharing digital images of pupils other than their own children
Identify changes in behaviour that could indicate that their child is at risk of harm online

Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online
Use school systems, such as learning platforms, and other network resources, safely and appropriately
Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

LONDON 2025

Resources

Teaching Online Safety in School (DfE)
Education for a Connected World (UKCIS)
Sharing nudes and semi-nudes: advice for education settings working with children and young people (UKCIS)
Harmful online challenges and online hoaxes (DfE)
Cyberbullying: understand, prevent and respond (Childnet)
Cyberbullying: advice for headteachers and school staff (DfE)
Self-generated child sexual abuse (IWF)
Meeting digital and technology standards in schools and colleges March 2022 (DfE)
Generative artificial intelligence in education (DfE)
Action Fraud: www.actionfraud.police.uk
www.thinkuknow.co.uk
www.ceop.police.uk
Childnet: www.childnet.com
Get Safe Online: www.getsafeonline.org
Internet Matters: www.internetmatters.org
Internet Watch Foundation (IWF): www.iwf.org.uk
Lucy Faithfull Foundation: www.lucyfaithfull.org
NSPCC: www.nspcc.org.uk/online-safety
ChildLine: www.childline.org.uk
Net Aware: www.net-aware.org.uk
The Marie Collins Foundation: www.mariecollinsfoundation.org.uk
UK Safer Internet Centre: www.saferinternet.org.uk
Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline