



Online Safety Policy

December 2025

1. Why we have this policy

At Boomsatsuma we want everyone to feel safe when using technology.

This policy helps us to:

- keep students, staff and visitors safe online
- teach everyone how to use technology responsibly
- explain what happens if technology is misused
- make sure concerns are reported and dealt with properly

2. What online safety means

Being online can be a great way to learn, create and connect - but it also comes with risks.

Online risks usually fall into 4 areas:

Content

Seeing harmful, upsetting or inappropriate material online.

Contact

Being contacted by someone online who may be unsafe or harmful.

Conduct

Unsafe or disrespectful behaviour online (including bullying, harassment or sharing images).

Commerce

Risks from online shopping, gambling, phishing, or financial scams.

3. Key laws and guidance

Boomsatsuma follows national safeguarding guidance and school expectations, including:

- **Keeping Children Safe in Education (DfE)**
- **Prevent duty** (protecting students from radicalisation/extremism)
- laws that allow staff to search/confiscate devices if needed to keep others safe

4. Roles and responsibilities

Executive team

Responsible for making sure online safety rules are followed consistently.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- dealing with online safety concerns and incidents
- keeping records/logs of incidents
- contacting external services if needed (e.g. social care / police)
- ensuring staff training happens

IT Team

Responsible for:

- keeping filtering and monitoring systems working
- blocking harmful sites/content where possible
- supporting safe use of school devices and systems

All staff

Must:

- follow this policy
- report any concerns immediately to the DSL
- help students use technology safely

Parents/carers

Expected to:

- support safe online behaviour at home
- raise concerns with the school if needed

Visitors

If using Boomsatsuma internet/devices, must follow our safety rules.

5. How we teach online safety

Students will learn about online safety through:

- tutorials/PSHE
- subject lessons (where relevant)
- visits/speakers when available

Students will learn how to:

- keep personal information private
- recognise unsafe content and behaviour
- report concerns
- stay safe on social media, messaging and gaming platforms

6. Support for parents/carers

Boomsatsuma will share online safety information through:

- website information
- letters/emails/newsletters
- events/workshops (where possible)

If parents have concerns they should contact:

- the Head of College
- the DSL / safeguarding team

7. Cyberbullying

What it is

Cyberbullying is bullying that happens online (social media, messaging, gaming etc.). It often involves repeated behaviour and a power imbalance.

What we do

We will:

- take cyberbullying seriously
- support victims and investigate reports
- use behaviour/safeguarding procedures
- involve outside agencies if needed (including police for illegal content)

8. Searching devices (if needed)

If staff have a strong reason to believe a device contains harmful or inappropriate content, they may:

- confiscate the device
- search it (following DfE guidance)
- delete content or keep it as evidence
- report it to safeguarding/police if required

9. Acceptable use of technology at Boomsatsuma

Everyone using Boomsatsuma systems must:

- use technology for learning/work purposes
- be respectful online
- not attempt to bypass filtering/monitoring
- not access, create, send, or store inappropriate content
- report anything unsafe or worrying immediately

Boomsatsuma monitors internet and computer usage to help keep students safe.

10. Mobile devices usage at all sites

Students may bring phones/devices to the site, but:

- phones must not be used during learning unless staff allow it

- misuse (e.g. filming, cyberbullying, accessing unsafe content) can lead to:
 - confiscation
 - sanctions through behaviour policy
 - safeguarding investigation if needed

11. Staff using work devices outside of college premises

Staff must:

- not install unauthorised software
- keep devices secure and password protected
- not share passwords
- keep Academy data protected
- only use work devices for work

12. What happens if technology is misused

If a student misuses technology

The school will respond through the behaviour policy, depending on seriousness.

If staff misuse technology

The school will respond through disciplinary procedures.

Some incidents may be referred to external agencies (including the police).

13. Filtering and monitoring

Boomsatsuma uses:

- internet filtering to block harmful content
- monitoring systems that can record websites visited, usernames and activity
- safeguarding alerts where concerning content/keywords are detected

These systems help protect students but **cannot block everything**, so education and reporting are essential.

14. Use of Artificial Intelligence (AI) at college

Boomsatsuma recognises the growing role of Artificial Intelligence (AI) in education and is committed to ensuring its use aligns with safeguarding principles outlined in *Keeping Children Safe in Education (KCSIE) 2025*. This section applies to all students, including those aged 16–18, who are legally considered children under safeguarding guidance.

Acceptable Use

Students may use AI tools to support learning where explicitly permitted by teaching staff. Acceptable use includes:

- Research support
- Idea generation.
- Skills development

Risks and Safeguarding Considerations

Boomsatsuma recognises that AI tools may present safeguarding risks, including:

- Exposure to inappropriate, harmful, or misleading content.
- Generation of biased, inaccurate, or unsafe information.
- Risk of grooming, exploitation, or manipulation through AI-driven platforms.
- Data privacy concerns where personal information is entered into AI systems.

Reporting Concerns

Any concerns relating to AI use, including exposure to harmful content or inappropriate interactions, must be reported immediately to the safeguarding lead or a member of staff. All reports will be taken seriously and managed in accordance with safeguarding procedures.

15. Links to other policies

This policy links to:

- Child Protection / Safeguarding policy
- Behaviour policy

- Remote Education guidance
- Data protection policy
- Staff disciplinary procedures
- Complaints procedure

Approval

Approved by; David Thorpe

Date; December 2025

Role; Designated Safeguarding Lead (DSL)

Review date; December 2026

Boomsatsuma Education Ltd