

Polish British Academy of Warsaw

Primary School

Online Safety Policy



Headmistress: Beata Belchowska

Governors: Magdalena Eysmont (DGS), Monika Konieczna-Kowalczyk

Designated Safeguarding Lead (DSL): Maria Fiedorczuk-Piechota

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Policy is: PUBLIC

Review date: January 2025

This policy should be read alongside PBAW Child Protection and Safeguarding Policy.

Rationale

Polish British Academy of Warsaw recognises that children should be able to use the Internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

The policy applies to all staff, students, volunteers and anyone involved in the school activities.

Aims

- ensure the safety and wellbeing of students is of utmost importance when they are using the Internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

Strategy for implementation

The School will:

- provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- support and encourage the students to use the Internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- support and encourage parents and carers to do what they can to keep their children safe online
- develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a student
- review and update the security of our information systems regularly

- ensure that user names, logins, email accounts and passwords are used effectively
- ensure personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate (see Data Protection Policy)
- ensure that images of students are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- provide supervision, support and training for staff and volunteers about online safety
- examine and risk assess any social media platforms and new technologies before they are used within the organisation.

Dealing with online abuse

The school will:

- have clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- provide support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- make sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- review the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Reporting cases of online abuse

The school recognises that it is not responsible for an official investigation. If the matter warrants reporting to the local authority, this will be in accordance with the Polish law.

Related documents:

Child Protection and Safeguarding Policy

Data Protection Policy