

# Online Safety Policy

Effective from: 25 August 2025

Next review due: August 2026



**KING'S COLLEGE SCHOOL**

**PANAMA**

## Purpose and Ethos

King's College School Panama is fully committed to safeguarding pupils and promoting their wellbeing in all aspects of school life, including the digital environment. Online safety is an integral and inseparable part of the school's safeguarding culture and wider duty of care.

The school recognises that technology and digital platforms are central to learning, communication and social interaction. Our aim is to ensure that pupils are able to use technology safely, responsibly and confidently while being protected from harm, exploitation, inappropriate content and online risks.

This policy reflects the school's belief that effective online safety is achieved through a combination of education, clear expectations, robust systems and a culture in which pupils feel confident to speak up.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Staff Code of Conduct, Acceptable Use Agreements and Behaviour Policy.

## Statutory and Guidance Framework

This policy is informed by and aligned with the following guidance and expectations:

- Keeping Children Safe in Education (latest statutory guidance)
- UK Council for Internet Safety guidance on online safety
- British Schools Overseas safeguarding standards
- Inspired Education safeguarding expectations
- Panamanian legal requirements where applicable

## Scope of the Policy

This policy applies to:

- all pupils
- all staff including teaching, support and supply staff
- volunteers and contractors where relevant
- parents and carers

It applies to all digital activity involving the school, including:

- use of school owned devices and systems
- use of personal devices on the school site
- online learning platforms and digital learning tools
- school related online activity outside school hours
- remote and blended learning where applicable

# Roles and Responsibilities

## Head of School

The Head of School has overall responsibility for ensuring that effective online safety arrangements are in place and that online safety forms a core part of the school's safeguarding strategy.

## Designated Safeguarding Lead

The Designated Safeguarding Lead is Mrs Zoe Pett. Online safety concerns are managed as safeguarding concerns and overseen by the DSL in line with school procedures. The DSL ensures that:

- online safety concerns are acted upon promptly
- appropriate actions and referrals are made where necessary
- concerns are recorded and reviewed
- staff are supported and guided in managing online safety issues

Deputy Designated Safeguarding Leads support this work as part of the wider safeguarding team.

## Staff

All staff are responsible for:

- modelling safe, responsible and professional online behaviour
- maintaining appropriate professional boundaries online
- supervising pupil use of technology where relevant
- reporting any online safety concern immediately in line with safeguarding procedures
- completing regular safeguarding and online safety training

## Pupils

Pupils are expected to:

- use technology responsibly and appropriately
- follow the school's Acceptable Use Agreements
- treat others with respect online
- report anything online that makes them feel unsafe, uncomfortable or concerned

## Parents and Carers

Parents and carers are encouraged to:

- support safe and responsible online behaviour at home
- engage with online safety guidance shared by the school
- raise concerns promptly with the school if they arise

## Education and Prevention

The school adopts a proactive and preventative approach to online safety education. Pupils are taught about online safety in an age appropriate and progressive way through:

- the curriculum including PSHE and computing
- assemblies and pastoral programmes
- targeted sessions responding to emerging risks and technologies

This includes education on:

- online behaviour and digital citizenship
- privacy and protection of personal information
- cyberbullying and peer on peer abuse
- inappropriate content and harmful online material
- safe use of social media and digital platforms
- online relationships and exploitation

The school recognises that online risks evolve rapidly and ensures that guidance and education are updated in response to emerging trends.

## Staff Training and Awareness

All staff receive regular safeguarding training that includes online safety. This training ensures that staff:

- understand current online risks
- know how to identify signs of online harm
- are confident in reporting concerns
- understand their professional responsibilities online

Online safety is revisited regularly as part of ongoing safeguarding updates.

## Managing Online Risks and Systems

The school uses appropriate technical and procedural measures to reduce online risks, including:

- filtered and monitored internet access on school systems
- age appropriate access controls
- clear acceptable use expectations for pupils and staff
- supervision of technology use within the school environment

Filtering and monitoring systems are regularly reviewed to ensure they remain appropriate and effective. The school recognises that no system can eliminate risk entirely and therefore places strong emphasis on education, vigilance and professional judgement.

## **Reporting and Responding to Concerns**

Any online safety concern must be reported immediately to a member of staff. Concerns are managed in line with the school's safeguarding procedures.

Where a concern indicates a risk of harm:

- safeguarding procedures take priority
- appropriate actions and follow up are implemented
- external agencies are involved where required

All concerns are recorded on the school's safeguarding recording system, MyConcern, and are reviewed by the safeguarding team to ensure effective response and learning.

## **Monitoring, Review and Evaluation**

This policy is reviewed annually or sooner if required in response to changes in guidance, technology or safeguarding practice.