

Online safety audit

All schools need to have effective policies and procedures in place regarding online safety, ensuring they achieve a safe learning and teaching environment for pupils and equip them to understand online dangers and how to keep themselves safe.

This template is designed to allow schools to evaluate the effectiveness of the approach to online safety in their school, and the overall provision of online safety, allowing them to identify areas that may require improvement and use the results to inform practice.

To complete this audit, in the tables below score each of the criteria using a rating of 1 (strongly disagree) to 5 (strongly agree), then add up your ratings at the end of each section to calculate a total score for the specific areas. You should use the scores to assess which areas of your school's provision are strong and identify those that need to be improved. You should note down any necessary additional comments about each criterion as you complete the audit. At the end of each section, there is space for you to identify next steps.

Responsibilities

Criteria	Rating					Additional comments
	1	2	3	4	5	
There is a designated online safety lead who has clear responsibilities for areas such as the following: - Leadership of online safety - Staff training and awareness - Coordination of online safety within the wider community - Monitoring incidents and handling sensitive issues					x	S Passey
There is an active online safety group which includes all members of the school community, i.e. parents, pupils, governors and staff. This has clear lines of responsibility and accountability which are understood by the whole school community.	x					Action to set up group.
The online safety group is actively integrated and collaborates with other relevant groups in the school.	x					See above
Governors understand their online safety responsibilities and accountabilities.					x	Online safety training completed annually
Governors are involved in the creation, review, evaluation and approval of the Online Safety Policy .					x	Governors Minutes 20.3.24
Governors receive and act upon online safety reports from the SLT.					x	Report submitted every FGB Meeting
A member of the governing board is part of the online safety group and can provide challenge to school policy and practice.					x	J Kiernan

Governors allocate resources to staff members to educate others about online safety and are given the opportunity to regularly update their knowledge.					x	Governors support ongoing professional development to ensure staff meet their safeguarding requirements.
Governors play an active role in promoting online safety in the wider community.				x		School ensures parents are kept up to date with any online safety updates, and purchases and shares a Monthly Online Safety Newsletter with all parents (including posting on website). Website has further online safety links and information accessible to all.
					Total	35

Next steps

To build an Online Safety Committee – including Safeguarding Governor, ICT Teaching Lead, parent and child representatives.

Parent representative to be a part of Parent's Forum – to ensure flow of information.

Child/ren representative to be part of school council and School Safeguarding Forums – to ensure flow of information.

Policies and documents

Criteria	Rating					Additional comments
	1	2	3	4	5	
There is an effective Online Safety Policy which covers the following: • Roles and responsibilities • How the school meets its statutory safeguarding requirements • Approaches towards minimising risks, e.g. technical security, filtering and password security • Cyberbullying • Use of computing systems, equipment, software and other devices in school • Use of school-owned devices outside of school • Acceptable use • Data protection • Educating staff and pupils • How incidents are managed					x	Completed and agreed May 25
The Online Safety Policy is differentiated and age-appropriate to the pupils in the school, and it recognises how pupils' needs differ depending on their age and school phase.					x	
The Online Safety Policy has been developed in consultation with staff, pupils, parents and the wider community.				x		Parents and wider community are considered, and examples used, but not consulted.
Governors review the policy on an annual basis, and additional reviews are conducted in light of changes to technology or online safety incidents.					x	FGB Meeting 14.5.25

Information regarding the acceptable use of devices is provided for the whole school community on the school's website.				x		Is included in Safer Internet page
Expectations of acceptable use are regularly reinforced in the school, such as through teaching, and staff are aware this forms part of their duty to protect pupils.					x	Part of curriculum
Acceptable use guidance is informed by other relevant school policies and is actively promoted throughout the school, such as through induction policies.					x	Linked policies: KCSIE CP, Online Safety and Computing
Acceptable use guidance is always reviewed and updated in line with any changes to legislation or technology, or as a result of incidents within the school.					x	Reviewed at least annually
Acceptable use guidance is clearly differentiated to ensure it is appropriate based on age, role and need.					x	Agreements only signed by KS2.
Pupils and staff adhere to acceptable use procedures – they understand the difference between inappropriate and illegal content, and what is meant by malicious communication and abusive language.				x		Included in Online Safety Training and agreement signed.
Strategies for managing unacceptable use are clearly stated in relevant policies, and all staff and pupils understand the implications.					x	
Online safety forms part of the school's wider self-evaluation process and, in doing so, the school makes use of pupil and parent surveys to identify strengths, weaknesses and priorities.					x	

There are thorough, detailed and effective policies relating to specific issues, and all members of the school community understand their responsibilities in relation to the following: - Digital videos and images - Data protection - Mobile and smart technology - Social media - Professional standards						
There is a clear and positive online culture and incidents are rare.				x		We have occasional incidents, but these have been resulting from interactions outside of school. These are managed immediately and in line with Safeguarding and Behaviour Policies, and parents are involved.
The school has a Remote Education Policy in place and communicates with parents on what their children are being asked to do online, sites they will be asked to access, and who from the school their child will be interacting with online.					x	
				Total		66

Next steps
Staff and children to resign Acceptable Use Agreement. Acceptable use agreements to be added to Online Safety page on website.

Education and training

Criteria	Rating					Additional comments
	1	2	3	4	5	
Pupils are regularly taught about online safety and digital literacy through dedicated sessions, RSHE lessons, assemblies, cross-curricular teaching, etc.					x	See computing curriculum
Online safety teaching is age-appropriate and includes: • What positive, healthy and respectful online relationships look like. • The effects of pupils' online actions on others. • How to recognise and display respectful behaviour online. • How to use technology safely, responsibly, respectfully and securely. • How to identify online risks. • Where to go for help and support when pupils have concerns about content or contact on the internet.					x	See computing and PHSE curriculum
Pupils are taught about online safety in response to any legal changes, technological advances and incidents that occur.					x	See computing and PHSE curriculum
Online safety advice provided to pupils is accurate and up-to-date, and there are opportunities to assess progress.				x		
Through education, pupils are confident in their ability to recognise misconduct and report misuse.				x		

All staff undergo online safety training during their induction, which is in line with advice from local safeguarding partners and refreshed on an annual basis.					x	See training log and SCR
Staff training on online safety is integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning.					x	See training log
All staff receive regular online safety updates, e.g. via email, e-bulletins and staff meetings, as required and at least annually.				x		Staff meeting minutes on T: Updates stored on email log
Staff are provided with regular online safety training opportunities, including whole-school activities and CPD training courses.				x		See training log
Staff training is subject to regular audit by the online safety lead to identify further areas of training need.					x	
There is evidence that key members of staff, such as the online safety lead and DSL, have undergone training beyond general awareness.					x	Differentiated courses are done dependant on role: Support staff /Teachers /DSL /SLT
All staff understand their responsibilities in relation to online safety and are able to report and effectively manage incidents.				x		
All members of the governing board have a sufficient understanding of online safety, including changes to legislation and technology.					x	Governors complete annual online safety training....Last done April 2024. Due to be redone.
Governors use their knowledge to rigorously and strategically challenge how the school shapes policy and practice.				x		School works closely with Safeguarding Governor who feeds back to FGB.
The school actively engages in online safety events such as Safer Internet Day and Anti-bullying Week.					x	

The school learns from, and makes use of, the knowledge of young people with regards to new technologies, and these are used to inform the Online Safety Policy.					x	School uses multiple sources to compile online safety policy including children's experiences, Knowsley Council newsletters and legal guidance.
The school involves pupils in designing and delivering online safety programmes, and there are mechanisms in place for pupils to provide their feedback.			x			Point for development
The school provides parents with the opportunity to receive information about online safety, and parents know how to report issues.					x	Knowsley Council Newsletter and parental meetings.
The school actively engages with other agencies within the community, drawing on their expertise and sharing best practice to enhance the quality of education, e.g. by inviting external speakers.					x	Visits from NSPCC and Amazing ICT
					Total	82

Next steps
Embedding understanding further to ensure staff confidence on online safety – support staff. Pupils to be involved in designing online safety programmes and given opportunity to feedback.

Monitoring and reporting

Criteria	Rating					Additional comments
	1	2	3	4	5	
An annual review of the school's approach to online safety is carried out, supported by an annual risk assessment that considers and reflects the risks pupils at the school face.					x	Online Safety RA completed April 2024 Reviewed annually
The governing board ensures appropriate filters and monitoring systems are in place to limit pupil's exposure to online risks and regularly reviews its effectiveness.					x	Notes of visit safeguarding/online safety governor – visits half termly.
The governing board ensures the SLT and other relevant staff have an awareness and understanding of the filtering and monitoring provisions in places, and are able to manage them effectively and escalate any concerns.					x	Feedback in Headteachers report (termly), and notes of visits from Safeguarding/online safety link governor.
The school adopts effective systems which identify when security has been breached and traces what activity has taken place.					x	ICT Technician and LA monitor access into system and any potential breaches.
Effective mechanisms are in place to enable staff to identify, intervene in, and escalate any online safety concerns.					x	Staff have access to SENSO which allows monitoring of screen, ability to submit notes or closed down access.
All members of staff are aware of their responsibilities in relation to monitoring internet use, and detailed documentation is kept of all online safety incidents.					x	SENSO reports monitored daily – any flags requiring action are logged on CPOMS - online safety lead to action. Action taken logged back onto SENSO
Staff are aware of who to report online safety incidents to and when it is necessary to contact the police.					x	

Where safeguarding incidents are identified, interventions are appropriate and effective.					x	Dealt with by Online Safety Lead – referred to Behaviour lead/DSL as appropriate.
Separate records are kept of online incidents which are passed to the SLT, governing board and external agencies, where appropriate, for review.					x	SBM keeps records of breaches. Reported to FGB termly,
The school engages with external agencies, such as the local safeguarding partners, to help ensure the development of a consistent and effective local online safety strategy.					x	Work inline with T&SSP and LA
There are clear systems in place for communicating online safety incidents with parents.			x			
All parents are informed of the patterns of online safety incidents.			x			
					Total	57

Next steps
Feedback to parents on Online Safety Monitoring – report number and type of incidents, also how many have been resolved. Termly