



Moorside High School

E-Safety Policy

rev. May 2026



Date Reviewed: May 2026

Date of Next Review: May 2027

Reviewed by: Quality of Education Committee

Rationale

Moorside High school works with children and families as part of its activities. These include: teaching and learning in classroom environments and online, outside of the classroom including school trips and clubs. The purpose of this policy to;

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children 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.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Moorside High School's activities.

We believe that:

- children and young people should never experience abuse of any kind
- 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.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online. We have a responsibility to help keep children and young people safe online, whether or not they are using Moorside High School's network and devices

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- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Governor and Staff Involvement

Moorside High School Governing Body have responsibility for all aspects of Safeguarding. Staff in all capacities working at Moorside High School have a responsibility for e Safety.

The Network Manager

The Network Manager is responsible for ensuring that all e-Safety products and solutions are fully compliant and operational. The Network Manager will ensure that suitable security and protection are in place to provide real time and proactive monitoring of all user accounts. This includes, but is not limited to; keyword monitoring, URL requests, print logs, sign in logs, network keystrokes, email logs.

Parental Involvement

The Use of the Internet Policy along with School Rules and Procedures regarding the use of computer equipment are published in the New Intake Booklet and on the Moorside High School website. The e-Safety policy is available on the school's website.

Parents and Governors

Parents and Governors roles and responsibilities regarding e-safety, outlined in the Internet and Email Policy.

The PET ICT Acceptable Use policy and the MHS one to One device home school agreement is published on the school website and in the New Intake Booklet, on the Moorside High School Website.

Parents and Governors are advised to visit the www.thinkuknow.co.uk website, which explores some of the specific dangers that children could face and provides practical guidance that should make online activity safer for all.

Community use and visitors

Where ICT or other relevant facilities are booked for the use of the community or visitors, they will be asked to sign the Acceptable Use Policy and will be informed that their use will be monitored in the normal way.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on The NSPCC Learning Website using the links below:

- [online harm](#)
- [bullying](#)
- [child protection](#)

E-safety and Safeguarding

The E-safety policy is an aspect of the school's Health and Safety Policy and both policies form part of the school's overall Safeguarding Policy. Safeguarding is defined in the Children Act of 2004 and the government guidance document Working together to safeguard children in terms of:

- Protecting children and young people from maltreatment,
- Preventing impairment of children and young people's health or development,
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care,
- Undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully.
- Safeguarding is a key statutory duty for the school and links to the school's aim of ensuring that students live safe and fulfilled lives.

E-Safety and Anti-Bullying

The e-safety policy has links with the school's behaviour policy since breaches of the e-safety policy could involve bullying of others. [Behaviour-Policy-2627](#)

ICT Acceptable Use Policy

The Potteries Education Trust ICT Acceptable use Policy is published on the Moorside High School Website and shared with Students when they receive their devices in Year 7. Students are expected to follow the rules which are always set out in the [PET-IT-AUP-Oct-2025.pdf](#) Internet and Email use is closely monitored.

Mobile Devices

Students are allowed to bring mobile phones and smart watches into school but are not allowed to use them without the express permission of the teacher and under teacher supervision. If they are used without permission they are confiscated, the SMART card is signed and given to the Student Reception for return at the end of the school day. If the problem is repeated, then a parent may be to come into school to collect the phone from the office.

Any misuse of mobile phone/smart watch technology e.g., photos, abusive text messages and video clips are dealt with by Pastoral Staff as part of the behaviour policy.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator [this is our nominated child protection lead and deputy]
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents or carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety

- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

Action

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing 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
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Acceptable Use of ICT [PET-IT-AUP-Oct-2025.pdf](#)
- child protection including procedures for responding to concerns about a child or young person's wellbeing
- dealing with allegations of abuse made against a child or young person [Child-on-Child-Abuse-Policy-2526](#)
- managing allegations against staff and volunteers [Dealing-with-Allegations-of-Abuse-against-Teachers-other-Staff-25-26](#)
- code of conduct for staff and volunteers
- Behaviour policy and procedures [Behaviour-Policy-2627](#)
- photography and image sharing guidance [PET-Data-Protection-Policy](#)

Contact details

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