




### Online Safety Policy

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| <b>Policy Last Reviewed:</b> | 10 April 2026   |
| <b>To Be Reviewed Next:</b>  | 10 April 2027   |
| <b>Policy Approved By:</b>   | Sevcan SUNGUR   |
| <b>Name:</b>                 | Sevcan SUNGUR   |
| <b>Role:</b>                 | Director  |
| <b>Signed:</b>               |  |
| <b>Date:</b>                 | 10/04/2026  |

## **1. AIMS**

At Sun Play Therapy, we are committed to:

- Establishing strong systems and practices to protect the online safety of all pupils, staff and volunteers.
- Taking a practical and proactive approach to online safety that helps educate and safeguard our community in the use of all technology, including mobile and smart devices (referred to here as ‘mobile phones’).
- Creating clear procedures for identifying, managing, and escalating any online safety incidents appropriately

### **Four Key Areas of Online Risk**

Our online safety work focuses on the following four areas of risk:

- Content – Exposure to illegal or harmful material such as violent images, pornography, fake news, hate speech, or extremist content.
- Contact – Harmful communication with others online, including pressure from peers, targeted adverts, or adults pretending to be young people for abuse or exploitation.
- Conduct – Risky online behaviour, like sending or receiving inappropriate images, online bullying, or sharing harmful content.
- Commerce – Online threats such as gambling, scams, phishing emails, or misleading advertising

## **2. LEGISLATION AND GUIDANCE**

This policy follows the statutory safeguarding guidance from the Department for Education (DfE), including Keeping Children Safe in Education, and supports the following areas:

- Teaching online safety as part of the curriculum
- Preventing and addressing bullying and cyberbullying
- Delivering relationships and sex education appropriately
- Following correct procedures for searching, screening, and confiscating items

It also takes into account the DfE’s advice on protecting children from radicalisation.

Sun Play Therapy's approach is in line with relevant UK legislation, including but not limited to:

- The Education Act 1996 (as amended)
- The Education and Inspections Act 2006
- The Equality Act 2010
- The Education Act 2011, which allows staff to search for and delete inappropriate content on pupils' electronic devices when there is a valid safeguarding reason to do so

### **3. ROLES AND RESPONSIBILITIES**

#### **1. Sun Play Therapy Director**

The Director of Sun Play Therapy is responsible for overseeing the implementation of this policy and ensuring all staff follow it appropriately.

All staff members are expected to:

- Read and understand this Online Safety Policy
- Agree to and follow the Acceptable Use Policy for ICT systems and internet use (see Appendix 3)
- Treat online safety as an ongoing and embedded part of safeguarding and all related practices
- Adapt safeguarding and online safety education when needed—particularly for vulnerable pupils, those with SEND, or children affected by trauma—recognising that a one-size-fits-all approach is not always effective

#### **2. Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead (DSL) is named in our Child Protection and Safeguarding Policy and holds the lead responsibility for online safety at Sun Play Therapy.

Their key responsibilities include:

- Ensuring all staff understand and follow this policy
- Supporting staff with any online safety concerns or incidents
- Managing online safety reports in line with Sun Play Therapy's safeguarding procedures
- Logging and responding to incidents of online harm or cyberbullying
- Ensuring all incidents are followed up in accordance with our Behaviour Policy

- Delivering or coordinating regular online safety training for staff
- Liaising with external professionals and safeguarding agencies when appropriate

### **ICT Coordinator (if applicable)**

At Sun Play Therapy, where an ICT Coordinator or Manager is assigned, they are responsible for maintaining the safety and integrity of all digital systems. Their key responsibilities include:

- Implementing suitable security measures such as content filtering and monitoring systems, with regular checks and updates
- Ensuring that all devices and systems are protected against viruses, malware, and other cyber threats
- Blocking access to unsafe or harmful websites and, where possible, preventing downloads of risky files
- Logging any online safety concerns and addressing them in accordance with this policy
- Supporting the DSL in handling cyberbullying incidents in line with Sun Play Therapy's Behaviour Policy

### **All Staff and Volunteers**

All staff at Sun Play Therapy—including volunteers, agency workers, and contractors—are expected to:

- Have a clear understanding of this Online Safety Policy
- Apply the policy consistently across all sessions and interactions
- Agree to and follow the Acceptable Use Policy for ICT systems
- Work closely with the DSL to report and manage any online safety concerns
- Address incidents of cyberbullying in accordance with Sun Play Therapy's Behaviour Policy
- Respond appropriately to any concerns related to sexual violence or harassment, whether online or offline, and always act with the mindset that "it could happen here"

### **Parents and Carers**

At Sun Play Therapy, we encourage all parents and carers to:

- Share any concerns or questions about this policy with a member of staff

- Support their child in understanding and following the Acceptable Use Policy for internet and technology use

Parents looking for additional support on keeping children safe online can visit:

- UK Safer Internet Centre – What are the issues?
- Childnet International – Hot Topics
- Childnet International – Parent Resource Sheet

Visitors and Community Members

Visitors and members of the wider community who access Sun Play Therapy’s ICT systems or internet will be informed about this Online Safety Policy where relevant. They are expected to:

- Read and follow the policy when using our digital systems
- Agree to the Acceptable Use Policy if their role or visit involves regular or supervised access to technology or the internet

This helps us maintain a consistent and safe environment for all users—pupils, staff, and external parties.

#### **4. EDUCATING PUPILS ABOUT ONLINE SAFETY**

At Sun Play Therapy, pupils are supported to develop a clear understanding of how to stay safe online as part of our wider curriculum and therapeutic practice.

We cover key themes such as:

- Healthy and respectful online communication
- Using the internet and social media safely
- Recognising and responding to online risks

Where appropriate, online safety education is integrated into personal development sessions, including emotional literacy, relationships education, and life skills.

We understand that some children—especially those with SEND or who have experienced trauma—may need a personalised approach. We adapt our teaching to make sure online safety is accessible, relevant, and supportive for every learner.

## **5. EDUCATING PARENTS ABOUT ONLINE SAFETY**

Sun Play Therapy is committed to working in partnership with parents and carers to support children's online safety. We will keep parents informed about:

- The types of online activities their child is involved in during sessions
- The websites, apps, or platforms being used
- Who their child may be interacting with in an online setting (if applicable)

If parents have any questions or concerns related to online safety, they are encouraged to speak with our Designated Safeguarding Lead (DSL) in the first instance.

Concerns about this policy can also be discussed with any member of the Sun Play Therapy team.

Cyberbullying takes place online—via social media, messaging platforms, gaming sites or apps—and, like all forms of bullying, involves the repeated and deliberate harming of an individual or group, often where there is a power imbalance.

At **Sun Play Therapy**, we take the prevention of cyberbullying seriously. We ensure that pupils:

- Understand what cyberbullying is
- Know how to report it—whether they are a victim or a witness
- Feel safe and encouraged to speak up if they experience or observe online harm

We integrate discussions about cyberbullying into appropriate sessions and encourage staff to use opportunities across the curriculum—especially within social, emotional and wellbeing-focused activities—to raise awareness of how it happens, its impact, and the consequences.

All staff and relevant volunteers receive training as part of their safeguarding development on:

- The nature and risks of cyberbullying
- Its emotional and social effects
- Strategies to support affected pupils

In the event of a cyberbullying incident, Sun Play Therapy will respond in line with our Behaviour Policy. If inappropriate, harmful, or illegal content is shared, we will take swift action to contain the situation.

Where there are reasonable grounds to believe illegal content is involved, the DSL will inform the police and provide relevant materials as required. The DSL may also involve external safeguarding partners where appropriate.

### **Examining Electronic Devices**

Under the Education and Inspections Act 2006 (updated by the Education Act 2011), staff at **Sun Play Therapy** have the legal power to search a pupil's electronic device—such as a mobile phone or tablet—if they have a valid safeguarding reason to do so. This includes the power to delete inappropriate material where necessary.

Staff may choose to examine or erase data or files on a pupil's device if they reasonably believe that the content:

- Has been, or could be, used to cause harm
- Has been, or could be, used to disrupt teaching

If inappropriate content is discovered, staff must inform the DSL or a member of the leadership team. Together, they will decide whether to:

- Delete the content
- Retain the content as evidence of a potential offence
- Report the matter to the police

If there is reason to believe that a device contains nude or semi-nude images, or any content that may be illegal to possess, staff **must not** view the image. Instead, they must report the concern immediately to the DSL, who will handle the situation in accordance with:

- DfE's latest guidance on *searching, screening and confiscation*
- UK Council for Internet Safety (UKCIS) guidance on *sharing nudes and semi-nudes*

Devices may also be confiscated and passed to the police if there is reasonable suspicion that they contain evidence of a criminal offence.

Any searches carried out by staff will follow national safeguarding guidance.

Complaints related to device searches or deletion of content will be managed through Sun Play Therapy's Complaints Procedure.

## **7. RESPONSIBLE USE OF THE INTERNET**

At **Sun Play Therapy**, everyone who accesses our digital systems—including pupils, parents, staff, and volunteers—is expected to follow our guidance on using technology safely and respectfully.

The internet should only be used to support learning or carry out duties directly related to a person's role at Sun Play Therapy. Personal, recreational, or non-educational use is not permitted during session time.

To help maintain a safe and secure environment, internet activity may be monitored. This includes access by pupils, team members, and where applicable, visitors.

Clear expectations for safe and appropriate use are outlined in our Acceptable Use Agreements, which are included in **Appendices 1 to 3** of this policy.

## **8. USE OF MOBILE DEVICES BY PUPILS**

At **Sun Play Therapy**, pupils are allowed to bring mobile devices if agreed in advance and when used strictly for learning purposes.

However, mobile phones, tablets, or other personal devices **must not be used during sessions** unless specifically approved by a staff member for an educational activity.

All use of mobile devices must follow the rules set out in our Acceptable Use Agreement. Misuse may lead to restrictions or confiscation in line with our safeguarding and behaviour procedures.

## **9. USE OF WORK DEVICES BY STAFF**

All staff at **Sun Play Therapy** are responsible for keeping their work devices secure and ensuring that data remains protected at all times. This includes, but is not limited to, the following good practices:

- **Using strong passwords** that include a mix of letters, numbers, and special characters
- **Keeping devices password-protected** and locking them automatically after a period of inactivity
- **Ensuring data encryption** so that files remain inaccessible if the device is lost or stolen
- **Avoiding the sharing of work devices** with family members or others outside of Sun Play Therapy
- **Installing reliable antivirus and antispyware software** to detect and prevent threats
- **Regularly updating operating systems and software** to ensure the latest security patches are in place

These steps are essential to maintaining the integrity of our safeguarding responsibilities and protecting sensitive information.

## **10. RESPONDING TO MISUSE OF ICT**

When a pupil misuses Sun Play Therapy's ICT systems or internet access, we will follow the procedures set out in our Acceptable Use Policy. Our response will be proportionate and based on the severity and context of the incident.

If a staff member misuses work-related digital systems, internet access, or a personal device in a way that breaches expectations, the issue will be handled under our Staff Code of Conduct.

In cases involving serious misuse, such as illegal content or harmful behaviour, the matter may be reported to the police or other appropriate authorities.

## 11. Training

All Sun Play Therapy staff receive online safety training as part of their induction. This includes topics such as:

- Safe internet use
- Cyberbullying
- Online grooming and radicalisation risks

Refresher training is provided **at least once a year**, alongside ongoing updates via meetings, bulletins, or guidance emails.

Training helps staff:

- Recognise signs of online abuse or unsafe behaviour
- Support pupils in understanding and avoiding online risks
- Promote safe decision-making and healthy digital habits

Staff are made aware that technology plays a role in many safeguarding issues, including:

- Online peer abuse
- Harassing, sexist, or violent messages
- Sharing of inappropriate or explicit content
- Online elements of physical or sexual harm

The Designated Safeguarding Lead (DSL) completes advanced safeguarding and online safety training every two years, and updates their knowledge regularly. Volunteers receive training relevant to their roles.

Full details are outlined in our **Safeguarding Policy**.

## 12. MONITORING AND REVIEW

The DSL is responsible for keeping a record of any online safety concerns or safeguarding issues.

This policy is reviewed **annually**, or sooner if there are major changes to guidance or risk trends.

### **13. RELATED POLICIES**

This Online Safety Policy links directly to other Sun Play Therapy policies, including:

- **Safeguarding and Child Protection Policy**
- **Behaviour Policy**
- **Data Protection Policy and Privacy Notices**
- **Complaints Procedure**
- **Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)**

ACCEPTABLE USE OF THE ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

|   |       |
|---|-------|
| Name Of Pupil:  |       |
| <p>When I use the ICT systems at <b>Sun Play Therapy</b>, such as computers, tablets, or the internet, I will always ask a teacher or trusted adult before using them. I will only visit websites that my teacher or adult has told me are safe. If I click on something by mistake, receive a message from someone I don't know, or see anything that upsets me or my friends, I will tell a teacher straight away. I will use the equipment for learning and school-related activities only, and I will always be kind and respectful to others when I'm online. I will take good care of the devices and report anything that is broken or not working properly to an adult. I will only use the username and password that has been given to me, and I will do my best to remember them. I understand that I must never share my password with anyone, even my friends. I will not share my personal details—like my name, address, or phone number—unless I have permission from my teacher or parent/carer. I will save my work carefully, ask a teacher before printing, and make sure to log off or shut down the computer when I'm finished. I understand that <b>Sun Play Therapy</b> will monitor the websites I visit, and that there will be consequences if I don't follow these rules.</p> |       |
| Signed (pupil):   | Date: |
| Parent/carer agreement: I agree that my child can use the ICT systems and internet when appropriately supervised by a staff member. I agree to the conditions set out above for pupils using the ICT systems and the internet, and I will make sure my child understands these.   |       |
| Signed (parent/carer):  | Date: |

## Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)

### ACCEPTABLE USE OF THE ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

|  |       |
|--|-------|
| Name Of Pupil:   |       |
| <p>I understand and agree to follow the rules set out in the <b>Sun Play Therapy Acceptable Use Agreement Policy</b>. When I use any ICT systems (such as computers, tablets, or mobile phones) and access the internet, I will always act responsibly and use them only for educational purposes. I will only use these systems when a teacher is present or has given me permission. I will keep my usernames and passwords secure and will never share them with others. I will protect my personal information at all times and will not share my name, address, or phone number without permission from my teacher or parent/carer. If I come across any content that could upset, harm, or distress me or others, I will inform a teacher or trusted adult immediately. I will always log off or shut down devices properly when I finish using them. I understand that I must not visit inappropriate websites, including social networking sites, chat rooms, or gaming platforms, unless this is specifically part of a supervised learning activity. I will not open email attachments or click on any links without first checking with a teacher. I will not use inappropriate language or share any content that is offensive, obscene, or unsuitable. I will never log in using someone else's account, and I will not arrange to meet anyone I've met online without first speaking to my parent or carer and ensuring adult supervision. If I bring a personal mobile phone or other electronic device to Sun Play Therapy, I understand I must not use it during lessons, clubs, or any activities unless I have been given clear permission by a teacher. I will use any personal devices responsibly and will not access or share inappropriate content or language. I understand that <b>Sun Play Therapy</b> may monitor the websites I visit and the way I use technology, and I accept that there will be consequences if I fail to follow these rules.</p> |       |
| Signed (pupil):  | Date: |
| Parent/carer's agreement: I agree that my child can use the ICT systems and internet when appropriately supervised by a staff member. I agree to the conditions set out above for pupils using the ICT systems and internet and for using personal electronic devices, and I will make sure my child understands these.  |       |
| Signed (parent/carer):   | Date: |

### Appendix 3: Acceptable use agreement (staff, governors, volunteers and visitors)

#### ACCEPTABLE USE OF THE ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, VOLUNTEERS AND VISITORS

|   |       |
|---|-------|
| Name of staff member/volunteer/visitor:   |       |
| <p>When using ICT systems and accessing the internet on a work device (if applicable), I understand that my use must remain professional and in line with <b>Sun Play Therapy</b> policies at all times. I will only use digital systems and internet access for educational purposes or to carry out the responsibilities of my role. I will not access—or attempt to access—any inappropriate content, including material that is violent, illegal, or pornographic in nature. I will not create, share, link to, or send such material. I understand that accessing social media sites, chat rooms, or any form of unapproved communication platform is not permitted during work hours or on work devices.</p>  |       |
| <p>I will never use offensive or inappropriate language in online communication, including emails and messaging platforms. I will not share my passwords with others, and I will never log in using someone else’s credentials. I will not take photos of pupils without prior permission from the appropriate member of staff, and I will not share confidential information about pupils, staff, or community members.</p> <p>I will not access, modify, or share any data unless I am authorised to do so. I acknowledge that <b>Sun Play Therapy</b> monitors the use of ICT systems and online activity. I agree to comply fully with data protection policies and will take all necessary steps to ensure that any work devices I use—especially outside of official hours—are secure and password-protected. All data will be stored safely and in accordance with relevant policy.</p> <p>If a pupil tells me they have seen anything online that may upset or harm them—or if I come across such material myself—I will immediately inform the Designated Safeguarding Lead (DSL) and ICT Manager. I commit to using ICT systems responsibly and to ensuring that pupils under my supervision do the same.</p> |       |
| Signed (staff member/governor/volunteer/visitor):   | Date: |