Road To Success (R2S) Online Safety Policy

1. Policy Statement

Road To Success (R2S) is committed to safeguarding the wellbeing of all students and staff in our digital environment. We recognise the importance of promoting safe, responsible, and respectful use of technology across all aspects of our provision.

This year, we have made updates to reflect emerging trends and concerns raised by partner schools. These include new guidance on CCTV usage, filming protocols, generative AI, and enhanced filtering and monitoring systems.

2. Scope

This policy applies to:

• All staff, students and visitors using R2S digital systems

• Use of personal devices on-site or during R2S activities

• Online interactions linked to R2S, including social media and remote learning platforms

3. Aims

• To educate students about safe and responsible online behaviour

• To protect students from online harm, including cyberbullying, grooming, and exposure to inappropriate content

• To support staff in managing online risks and responding to incidents

• To ensure compliance with relevant legislation and guidance

4. Legislation and Guidance

This policy aligns with:

• Keeping Children Safe in Education (KCSIE)

• UK GDPR and Data Protection Act 2018

• Education Act 2011 (re: searching and deleting data)

• DfE guidance on filtering and monitoring

- ICO guidance on CCTV and data protection

5. Roles and Responsibilities

All roles are detailed in the Appendix. Not all staff are required to read the full appendix but should refer to the sections relevant to their role.

- Designated Safeguarding Lead (DSL): Oversees online safety incidents and training

- Centre Manger/DSL's: Manages filtering, monitoring, and data security systems

- Staff: Model safe online behaviour and report concerns

- Students: Follow acceptable use guidelines and report anything worrying

- Parents/Carers: Support safe use of technology at home

6. Education and Awareness

- Students receive age-appropriate online safety education through PSHE and enrichment sessions

- Staff receive regular training on emerging risks and reporting procedures

- Parents/carers are offered guidance and resources to support digital safety at home

7. Acceptable Use

- All users must agree to R2S's Acceptable Use Agreement

- Personal devices must be used responsibly and only with staff permission

- Social media use must not bring R2S into disrepute or compromise safety

- Filming or photography on-site or during R2S activities must be authorised by staff and comply with consent and safeguarding protocols

- Use of generative AI tools must follow R2S guidance:

- Students must not use AI to submit work dishonestly or access inappropriate content

- Staff may use AI for planning/admin but must ensure accuracy and data protection

- R2S will monitor AI-related risks and update this policy as needed

8. Monitoring and Filtering

• R2S uses robust filtering and monitoring systems to reduce risk and detect concerning activity

• Alerts are reviewed by trained staff and acted on proportionately

• Systems are regularly reviewed to ensure they meet DfE standards and reflect current risks

9. CCTV Usage

• CCTV is used to support safeguarding and site security

• Cameras are in communal areas, entrances, and other agreed zones

• Footage is stored securely and accessed only by authorised staff

• Use of CCTV complies with data protection legislation and is reviewed annually

10. Responding to Incidents

• All concerns are logged and investigated by the DSL

• Serious incidents may be referred to external agencies (e.g. police, social care)

• Parents/carers are informed where appropriate

• Staff must follow R2S's reporting procedures and document incidents clearly

11. Review

This policy is reviewed annually or in response to significant incidents, changes in legislation, or emerging risks.