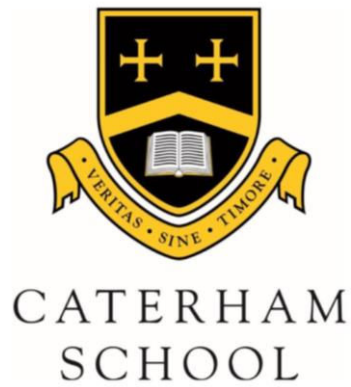


Acceptable Use Policy for Staff Caterham Summer School



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School Acceptable Use Policy for Staff

Policy Status: Safeguarding and Child Protection in Digital Environments

Applies to: All staff

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Introduction

This Acceptable Use Policy for Staff (AUP) applies to **all staff, volunteers, activity leaders and contractors** working with Caterham Summer School.

Staff play a critical role in:

- [Safeguarding students online](#)
- Modelling safe and professional digital behaviour
- Supervising and responding to technology use during a short-term, intensive programme

This policy must be read alongside the [Staff Code of Conduct](#), [Online Safety](#) and [Safeguarding Policies](#).

2. Professional Responsibilities

All staff must:

- Always use digital technologies professionally and appropriately
 - Maintain clear professional boundaries online
 - Place safeguarding and student wellbeing at the centre of all online activity
 - Follow guidance issued by the Designated Safeguarding Lead (DSL)
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Staff are expected to follow professional standards outlined in the [Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings](#).

3. Purpose of Technology at Summer School

Technology may be used as per the Caterham Summer School [Curriculum](#) and [Learning Policy](#) to:

- Support learning, research and creative activities
- Communicate appropriately with staff and peers
- Access educational platforms and digital resources

Technology must **always** be used in a way that supports learning, wellbeing and safety.

Staff must ensure:

- All platforms used are age appropriate and authorised
 - Technology use is supervised and purposeful
 - Students understand expectations and boundaries
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4. Communication with Students

Staff **must**:

- Communicate with students only through approved, school managed platforms as per the Caterham Summer School [Online Safety Policy](#) and [Safeguarding Policy](#).
- Keep communication professional, transparent and appropriate
- Copy or log communications where required

Staff **must not**:

- Communicate with students via personal social media, messaging apps or private email
- Share personal contact details with students
- Engage in online conversations that could be misinterpreted or cross professional boundaries

5. Use of Personal Devices

- Personal devices should not be used to communicate with students
- Images or recordings of students must only be taken using authorised school devices and for approved purposes
- Personal devices should be kept secure and used discreetly during working hours

6. Data Protection and Privacy

Staff must:

- [Handle personal and sensitive data responsibly and in line with data protection requirements](#)
- Store information securely and share only on a need-to-know basis
- Avoid using unsecured personal accounts or devices for school data

7. Monitoring and Reporting Concerns

Staff are expected to follow the Caterham Summer School [Online Safety Policy](#) and [Safeguarding Policy](#) in order to:

- Remain vigilant to online safety risks
- Monitor student technology uses appropriately
- Report **any** online safety concern immediately to the DSL. No concern is too small to report. This includes exposure to harmful content; online bullying; inappropriate contact or behaviour.

8. Misuse and Breach of Policy

Failure to follow this policy may result in:

- Removal of access to systems or devices
- Further guidance or training
- Disciplinary action in line with employment or contractual terms

9. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory guidance and Caterham School best practice. It is due for review in April 2027

10. Staff Agreement

All staff working with Caterham Summer School agree to:

- Follow this Acceptable Use Policy
- Uphold professional standards online
- Act promptly to safeguard students

Staff Signature:

Staff Name:

Date: