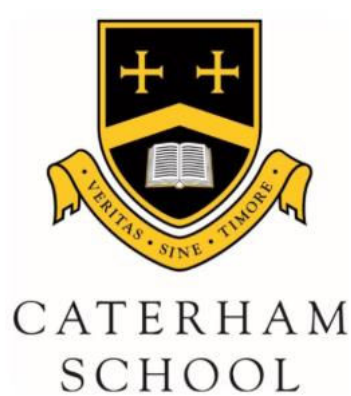


Online Safety Policy

Caterham Summer School



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School

Online Safety Policy

Policy Status: Safeguarding and Child Protection in Digital Environments

Applies to: All staff, volunteers, contractors, visitors and partners

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Introduction and Rationale

Caterham Summer School is committed to providing a safe, supportive and enriching learning environment, including where digital technologies, online platforms and personal devices are used. The Summer School context presents distinct online safety challenges, including:

- Short-term, intensive programmes
- Residential and extended-day supervision
- Pupils of varied ages, nationalities and digital experiences
- Increased informal device use outside lesson time

This policy sets out how Caterham Summer School:

- Protects pupils from online harm
- Educates pupils in responsible digital behaviour
- Ensures staff understand and fulfil safeguarding responsibilities
- Responds appropriately to online safety concerns

This policy is derived from, and aligned with, Caterham School's Online Safety Policy 2025–26 and statutory safeguarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and the [National Minimum Standards for Boarding Schools – GOV.UK](#)

This policy also reflects guidance published by the [UK Council for Internet Safety \(UKCIS\)](#) and [Teaching Online Safety in Schools – GOV.UK](#)

2. Scope of the Policy

This policy applies to:

- All summer school pupils (UK and international)
- All staff, volunteers and activity leaders
- All digital devices:
 - School-provided equipment
 - Personal devices (where permitted)
- All online activity:
 - On-site or off-site
 - During lessons, activities and recreation time

3. Online Safety Risks

In line with [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), online safety risks are categorised as follows:

3.1 Content

Exposure to:

- Inappropriate or harmful material
- Extremist or hateful content
- Self-harm or suicide-related material
- Misinformation and disinformation

3.2 Contact

Risks arising from:

- Online bullying or peer pressure
- Unwanted contact from strangers
- Grooming or exploitation attempts

3.3 Conduct

Behaviours such as:

- Cyberbullying
- Sharing of inappropriate images or messages
- Misuse of group chats or social media

3.4 Commerce

Exposure to:

- Scams and phishing
- Gambling or in-app purchases
- Inappropriate advertising

4. Roles and Responsibilities

4.1 Designated Safeguarding Lead (DSL)

The Summer School DSL:

- Oversees all online safety concerns
- Ensures incidents are logged and followed up
- Liaises with the Caterham School safeguarding team where required

4.2 Summer School Staff

All staff:

- Maintain professional boundaries online
- Supervise pupils' technology use appropriately
- Report any concerns immediately to the DSL
- Model safe and responsible digital behaviour

4.3 Pupils

Pupils are expected to:

- Follow the Caterham Summer School Student [Acceptable Use Policy](#) expectations
- Use devices respectfully and safely
- Report any online content or contact that makes them feel uncomfortable

5. Use of Technology During Summer School

5.1 Educational Use

Technology may be used for:

- Research and learning activities
- Creative and collaborative projects
- Communication related to lessons or excursions

Access will be supervised and age appropriate.

5.2 Personal Devices

- Use of personal devices is permitted only at designated times and in accordance with Caterham Summer School rules as laid out in the Caterham Summer School Boarding Student Handbook.
 - Devices may be restricted or removed where misuse occurs
 - Cameras and recording functions must not be used without permission
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6. Online Behaviour and Expectations

Caterham Summer School promotes:

- Respectful communication
- Protection of privacy and [personal data](#)
- Responsible use of social media

The following are not permitted:

- Cyberbullying or harassment
 - Sharing images or content of others without consent
 - Accessing inappropriate or harmful material
 - Circumventing filters or safety systems
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7. Filtering, Monitoring and Supervision

Where school networks or devices are used:

- Appropriate filtering and monitoring systems are in place - Filtering and monitoring arrangements reflect safeguarding expectations outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)
- Activity may be monitored to safeguard pupils
- Concerns are reviewed and escalated in line with safeguarding procedures

These arrangements mirror whole-school systems wherever possible and further detail can be found in the Caterham School [Online Safety Policy](#).

8. Responding to Online Safety Incidents

All online safety concerns are treated as safeguarding matters. All staff should follow the Caterham Summer School [Safeguarding Policy](#) reporting procedures which are derived from and aligned with the Caterham School [Safeguarding Policy](#).

Procedures include:

1. Immediate reporting to the DSL
 2. Recording of incidents and actions
 3. Proportionate response, including:
 - Pastoral support
 - Parental communication
 - Device restrictions
 - Referral to external agencies where required
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9. Education and Awareness

9.1 Pupils

Pupils receive:

- Clear guidance during induction
- Reminders throughout the programme
- Support in understanding UK expectations of online behaviour

Pupils will read, sign and return a Caterham Summer School Student [Acceptable Use Policy](#) during their induction.

9.2 Parents and Guardians

Parents are provided with:

- Information about expectations and supervision
 - Guidance on supporting safe online behaviour during the programme
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10. Staff Training and Conduct

- All Caterham Summer School staff receive safeguarding and online safety inductions.
- Staff will read, sign and return the Caterham Summer School [Staff Acceptable Use Policy](#) as part of their onboarding.
- Staff must follow the [Staff Code of Conduct](#) and professional use guidance.
- Use of social media or messaging with pupils is strictly prohibited outside authorised channels.

Staff training reflects safeguarding and online safety responsibilities outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

11. Links to Other Policies

This policy should be read alongside the Caterham Summer School Policies:

- [Safeguarding Policy](#)
 - [Behaviour Policy](#)
 - [Antibullying Policy](#)
 - [Staff Code of Conduct](#)
 - [Summer School Rules](#)
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12. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), [Teaching Online Safety in Schools – GOV.UK](#), the [National Minimum Standards for Boarding Schools – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027