



# Online Safety Education Policy for Staff and Volunteers

<b>Responsible Staff</b>	GG
<b>Governors Committee Responsible</b>	Full Governing Board
<b>Date Approved</b>	December 2023
<b>Review Date</b>	Annually

## Online Safety Education Policy for Staff and Volunteers

---

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.

- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Agreements.
- It is expected that some staff will identify online safety as a training need within the performance management process.
- The Online Safety Officer (or other nominated person) will receive regular updates through attendance at external training events from LA and by reviewing guidance documents released by relevant organisations.
- The Online Safety Policy and its updates will be presented to and discussed by staff in INSET days.
- The Online Safety Officer will provide advice / guidance / training to individuals as required.