



SB Mentoring

Offering a foundation for future success

Online Safety Policy 2025-26



Approved by:	Louiza Bruce	Advisory Board	Kirsty Burrridge
Last Reviewed on:	04/09/2025	Next Review by:	September 2026

1. Purpose

The purpose of this policy is to protect students, staff, and the organisation from risks associated with the use of technology, including the internet, digital devices, and online platforms. It aims to promote safe, responsible, and positive use of technology in line with safeguarding duties.

2. Scope

This policy applies to:

- All students, staff, volunteers, and visitors using SB Mentoring devices, networks, or online services.
- Use of personal devices when used for learning or work-related purposes.
- Activities both on-site and during off-site visits, including remote learning.

3. Objectives

SB Mentoring will:

- Safeguard students from online risks such as cyberbullying, exploitation, grooming, radicalisation, and exposure to harmful content.
- Support staff in using technology safely and responsibly.
- Educate students to become responsible digital citizens.
- Ensure compliance with data protection and safeguarding legislation.

4. Roles and Responsibilities

Manager (Louiza Bruce)

- Overall responsibility for online safety policy and procedures.
- Ensure staff are trained and systems are in place to protect students.

Staff and Volunteers

- Act as role models in the use of technology.

- Report online safety concerns promptly.
- Teach and reinforce safe online behaviour.

Students

- Follow the **IT Acceptable Use Agreement**.
- Report anything that makes them feel uncomfortable or unsafe online.
- Use technology respectfully and responsibly.

Parents/Carers

- Support SB Mentoring's online safety approach.
- Encourage safe use of devices and the internet at home.

5. Acceptable Use of Technology

- All users must sign and follow an **IT Acceptable Use Agreement**.
- School devices and networks must be used for educational purposes only.
- Personal devices must not be used inappropriately during sessions.
- The use of social media must not bring SB Mentoring or individuals into disrepute.

6. Safeguarding and Online Risks

SB Mentoring will protect students from:

- **Cyberbullying** – harmful use of technology to harass or intimidate.
- **Online grooming and exploitation** – inappropriate contact with adults or peers.
- **Radicalisation** – exposure to extremist content or views.
- **Inappropriate content** – including violence, pornography, and hate material.
- **Privacy risks** – sharing personal data or images unsafely.

7. Education and Awareness

- Students will receive regular sessions on digital literacy, online safety, and responsible internet use.
- Staff will receive ongoing training on online safety and safeguarding risks.

- Parents/carers will be provided with guidance to support online safety at home.

8. Filtering and Monitoring

- SB Mentoring will use appropriate filtering and monitoring systems on its networks to block harmful or illegal content.
- Staff will supervise internet use and remain vigilant for online safety concerns.

9. Responding to Incidents

- All online safety concerns must be reported to the Manager/Designated Safeguarding Lead (DSL).
- Concerns will be recorded and dealt with in line with the **Safeguarding and Child Protection Policy**.
- Illegal material or activity will be reported to the police and relevant agencies.

10. Data Protection and Privacy

- All digital information will be handled in line with the **GDPR and Data Protection Policy**.
- Images or videos of students will not be published without parental/carers consent.
- Staff must use SB Mentoring's secure systems for storing and sharing data.