



The White House Preparatory School

Woodentops Kindergarten and Woodentops Day Nursery

PREP SCHOOL and EARLYYEARS

ICT Usage & eSafety Policy

1. Policy Purpose & Statutory Framework

This policy outlines the safe, legal, and responsible use of Information and Communication Technology (ICT) and digital communications across The White House Preparatory School and Woodentops Day Nursery/Kindergarten.

This policy complies with relevant UK legislation and guidance, including:

DfE Keeping Children Safe in Education (KCSIE)

- **DfE Filtering and Monitoring Standards for Schools and Colleges**
- **Statutory Framework for the Early Years Foundation Stage (EYFS)**
- **UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018**
- **Education (Independent School Standards) Regulations**
- **Working Together to Safeguard Children**

Access to school network systems is provided for educational and administrative purposes and does not imply or constitute an employment relationship.

2. Roles and Responsibilities

- **The Proprietor / Governing Body / Principals:** Maintain oversight of online safety procedures, ensuring the school fulfills its statutory duties under KCSIE regarding appropriate filtering and monitoring on all school networks and devices, and receive annual filtering audit reports from the DSL.
- **Designated Safeguarding Lead (DSL) / Online Safety Lead (Headmaster):**
 - Takes day-to-day responsibility for online safety and digital safeguarding.
 - Oversees filtering/monitoring reports and manages escalated alerts.



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- Conducts a formal annual audit of the school's filtering and monitoring systems and reports the findings directly to the Principals.
- Ensures staff receive annual online safety and digital safeguarding training.
- Coordinates with external agencies and local safeguarding partners (e.g., Lambeth Safeguarding Children Partnership) as required.
- **Teaching & Support Staff:**
 - Embed online safety into the curriculum (e.g., Purple Mash, computing sessions, PSHE).
 - Model safe, legal, and professional ICT behaviour.
 - Monitor pupil device usage during instructional hours.
 - Immediately report any safeguarding concerns, inappropriate content, or system vulnerabilities to the DSL.
- **Parents & Carers:** Support the school's online safety ethos, reinforce safe digital habits at home, and adhere to school rules regarding personal mobile devices on site.

3. Filtering and Monitoring Standards

In accordance with DfE standards, the school employs robust filtering and monitoring systems to protect the school community from harmful, illegal, or inappropriate online material.

- **Technology Provision:** The school utilizes **GoGuardian Admin** filtering and monitoring across all managed accounts (@whitehouseschool.com) and devices (e.g., Chromebooks, laptops), operating both on-site (via school Wi-Fi) and during remote login.
- **System Operations:** GoGuardian filters content based on risk category, URL database, and real-time page analysis.
- **Alert Management & Review:**
 - Automated high-risk alerts trigger immediate notifications to the DSL (Headmaster) and Vice Principal.



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- Alerts are reviewed immediately upon receipt (including out-of-hours/term breaks where safety risks are flagged).
- Pastoral or disciplinary responses are handled proportionately, involving parents or external safeguarding agencies where required.
- **Annual DSL Filtering Audit:** The DSL conducts an annual audit of the school's filtering and monitoring provision to assess system effectiveness, filter sensitivity, alert workflows, and technical compliance with DfE standards. The findings, risks, and recommendations from this audit are formally documented and reported to the Principals annually.
- **Bypassing Systems:** Any attempt to bypass, disable, or modify school filtering, VPNs, or firewalls is strictly prohibited and treated as a serious disciplinary matter.

4. Acceptable Use Policy

Staff Acceptable Use

- **Professional Identity:** All digital communication with parents and pupils must occur strictly through official school accounts (Google Workspace for Education). Personal email addresses, personal messaging apps, or personal social media accounts must never be used.
- **System Security:** User credentials and passwords must remain confidential. Passwords must adhere to school complexity guidelines and be changed immediately if compromised.
- **Commercial & Private Use:** School ICT assets, bandwidth, and email systems must not be used for private financial gain, gambling, political campaigning, or illegal activities.
- **Network Integrity:** Staff must not install unauthorized software or hardware onto school systems without prior written authorization from the IT Administrator or Headmaster.

Pupil Acceptable Use

- Pupils must access the network using only their assigned credentials.
- Pupils must follow teacher instructions when accessing online software, search engines, or learning platforms.
- Pupils must immediately report any content that makes them feel uncomfortable, frightened, or upset to a teacher or trusted adult.



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5. Mobile Devices, Cameras, and BYOD Protocols

Early Years Foundation Stage (EYFS) - Woodentops Day Nursery & Kindergarten

- **Strict Device Restriction:** To comply with statutory EYFS safeguarding requirements, staff, volunteers, and visitors are strictly prohibited from using personal mobile phones, smartwatches with photographic capabilities, or personal cameras in rooms where EYFS children are present.
- **Storage:** Personal devices must be stored in designated staff rooms or lockers during working hours.
- **Official Images:** Observations and photos of children must be taken solely using school-owned, encrypted devices and uploaded directly to approved platforms.

Prep School (Key Stage 1 & Key Stage 2)

- **Pupil Personal Devices:** Pupils are not permitted to bring mobile phones, smartwatches with cellular/camera connectivity, or personal digital devices to school.
 - *Exception (Lone Walkers):* Upper Key Stage 2 pupils (Years 5 and 6) who walk to/from school independently may bring a mobile phone with prior written parental consent. Phones must be handed into the School Office upon arrival and collected at home time.
 - *Exception (SEND/Learning Support):* Specific devices (e.g., laptops/e-readers) approved by the Headmaster to support identified educational needs, subject to individual risk assessment.
- **Staff Personal Devices (Prep School):** Staff must keep personal mobile devices stored out of sight during class instruction and supervision duties. Use is permitted only in designated non-contact areas (e.g., Staff Room, private offices).
- **Visitors & Parents:** Visitors and parents must not use mobile devices or cameras on school premises without explicit permission from a senior leader.

6. Generative AI and Emerging Technologies

- The school evaluates emerging technologies for educational benefit prior to implementation.
- Staff and pupils must use Generative AI tools in compliance with the school's standalone **Generative AI Policy**.
- Personal data (pupil names, staff details, confidential records) must **never** be entered into public AI prompts or unapproved external tools.



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7. Data Protection, Storage, and Cyber Security

- **UK GDPR Compliance:** Processing of personal data must strictly follow the UK General Data Protection Regulation and Data Protection Act 2018.
- **Data Storage & Removable Media:** Personal data regarding pupils, staff, or families must be stored within secure, school-approved cloud storage (Google Workspace for Education).
 - Portable storage media (e.g., USB memory sticks) must **not** be used to store personal data. Encrypted USBs are permitted solely for non-sensitive curriculum assets with prior approval.
- **Personal Device Work (BYOD):** Where staff access school email via personal devices, the device must be secured with biometric or passcode locks, kept updated with current OS security patches, and accessed discretely in public spaces.

8. Incident Management & Data Breach Reporting

- **Online Safety & Misuse Complaints:** Misuse of ICT systems or online behavior concerns must be referred immediately to the DSL (Headmaster). Misuse involving staff members must be referred directly to the Headmaster or Proprietor.
- **Personal Data Breach Procedure:**
 - A personal data breach includes lost/stolen unencrypted devices, misdirected emails containing sensitive information, failing to use 'Bcc' on mass mailings, or unauthorized system access.
 - **Internal Notice:** Staff must report any actual or suspected data breach to the Headmaster/Data Protection Lead within **24 hours**.
 - **External Notice:** Where required, the school will report high-risk personal data breaches to the Information Commissioner's Office (ICO) within the statutory **72-hour** window.

9. Digital Images & Web Publications

- **School Website & External Media:** Contact details listed publicly will be restricted to general school office information. Individual pupil email addresses or personal phone numbers are never published.



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- **Consent:** Written consent is obtained from parents/carers upon enrolment regarding the publication of pupil images and work on official channels.
- **Identification:** Photos of pupils published online will not display full individual names alongside image files without explicit additional consent.

Policy will be reviewed every 2 years			
Policy reviewed:	Sept 26	By:	Headmaster
To be reviewed:	Sept 28	By:	Headmaster

Appendix 1: Age-Appropriate Pupil Acceptable Use Agreements
Early Years Foundation Stage (Nursery, Kindergarten & Reception)

1. I ask a teacher before I use a computer or tablet.
2. I only touch the buttons and games my teacher tells me to.
3. I take care of the tablets and equipment.
4. I tell a teacher straight away if I see something on the screen that makes me feel sad or scared.

Key Stage 1 (Years 1 & 2) — "Think Then Click"

- **Ask First:** We only use the internet when a teacher or adult is present.
- **Stay Safe:** We click on buttons and links only when an adult says it is safe.
- **Keep Private:** We never share our names, passwords, or personal details online.
- **Tell an Adult:** If we get lost on the internet or see something unexpected, we ask an adult for help right away.
- **Be Kind:** We send polite messages to people we know.

Key Stage 2 (Years 3 to 6) — "Think Then Click"

- **Authorized Access:** I will only use school ICT equipment and access the internet when permitted by a teacher.



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- **Password Protection:** I will keep my username and password private and never use anyone else's login details.
- **Online Behavior:** I will communicate politely and respectfully at all times. I will not attempt to view, send, or upload rude, hurtful, or illegal material.
- **Privacy & Safety:** I will never share my full name, address, phone number, or photos online without permission. I will never arrange to meet someone I met online.
- **Reporting Concerns:** If I see anything online that makes me feel uncomfortable, upset, or confused, I will close the screen/tab and inform a teacher or trusted adult immediately.
- **System Respect:** I will not attempt to download software, alter settings, or bypass school web filters.

Appendix 2: Annual Online Safety & ICT Audit Checklist

Compliance Check	Requirement Met?	Evidence / Notes
Complies with local authority & statutory guidance (KCSIE / EYFS)?	Yes	Policy updated annually and aligned with DfE guidance.
Designated Lead assigned for Online Safety?	Yes	Headmaster / DSL.
Filtering and monitoring compliant with DfE standards?	Yes	GoGuardian Admin active across all managed devices.
Annual DSL filtering audit conducted & reported to Principals?	Yes	Completed annually by DSL; formal report submitted to Principals.
EYFS mobile phone restriction operational?	Yes	Strictly enforced across nursery and kindergarten settings.



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Compliance Check	Requirement Met?	Evidence / Notes
Annual staff online safety training completed?	Yes	Embedded into start-of-year INSET sessions.
Staff Annual Declarations signed?	Yes	Maintained on personnel files.
Data Breach Reporting process established (72-hour ICO rule)?	Yes	Detailed within policy section 8.

Appendix 1: Key messages for pupils



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Reception and EYs

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of computers/tablets and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer/tablet

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us



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We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2

Think then Click

- We ask permission before using the Internet.
- We only use websites an adult has chosen.
- We tell an adult if we see anything with which we are uncomfortable.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.



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- We do not use Internet chat rooms.

Appendix 2: Internet use and E-Safety Audit in brief

Has the school an e-Safety Policy that complies with CYPD guidance?	Y
Date of latest update: September 2022	
The Policy is available for staff electronically and in hard copy	
And for parents on the School website and on request	
The Designated Safeguarding Lead is: Joe Knight	
The e-Safety Officer is: Joe Knight	
Has e-safety training been provided for both pupils and staff? <i>Yes – through on-going INSET</i>	Y
Training providers are reviewed periodically including Lambeth provision, Think U Know, NSPCC etc	Y
The Internet Use and eSafety Policy is reviewed annually and all staff indicate their knowledge and understanding in the Annual Declaration. This is signed by any member of staff joining during the school year.	Y
Have school e-Safety Rules been set for pupils?	Y
Are children taught and reminded of rules involving ICT usage at school also re-enforce safer usage at home and outside of school.	Y
Internet access is provided by an approved educational Internet service provider.	Y
Has the school filtering policy been approved by SLT?	Y
Is personal data collected, stored and used according to the principles of the GDPR?	Y



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