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**E-Safety: Policy Guidance**

This guidance is applicable to all those involved in the provision of e-based education / resources at the school and those with access to / are users of school ICT systems and to ensure the safeguarding and welfare of the children in our care, taking into account legislative guidance.

###  The Objectives are:

* To ensure that pupils are appropriately supervised during school activities
* To promote responsible behaviour with regard to e-based activities

### Guidance

The Head will be responsible for the implementation of this policy.

The Head of Computing will act as E- Safety Co-ordinator and will:

* report to the Head Teacher on recorded incidents
* ensure that staff are aware of this guidance
* provide / arrange for staff training
* liaise with school technical staff
* liaise with the Head Teacher on any investigation and action in relation to e-incidents
* advise on e-safety policy review and development
* guide pupils/staff/parents on safe practice

The School ICT Supportwith support from the Head of Computing will:

* be responsible for the IT infrastructure and that it is not open to misuse or malicious attack
* ensure that users may only access the networks and devices through an enforced password protection policy
* keep up to date with e-safety technical information in order to carry out their role
* ensure that the use of the network (including internet, virtual learning, email and remote access) is monitored for misuse and appropriate filters & prevent are in place
* implement any agreed monitoring of software / systems

 Teaching and Support Staff will:

* maintain awareness of school e-safety policies and practices
* report any suspected misuse or problem to the Head Master and Head of Computing
* ensure that all digital communications with pupils / parents / carers/ fellow staff are on a professional level and conducted on school systems
* where relevant e-safety is recognised in teaching activities and curriculum delivery
* ensure pupils understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
* monitor the use of digital technologies (including mobile devices, cameras etc during school activities
* ensure that where the use of the internet is pre-planned, pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
* Ensure appropriate monitoring of pupil’s searches and sites

Child Protection

Those responsible should be trained in e-safety issues and aware of the implications that may arise from:

* sharing of personal data
* access to illegal / inappropriate materials
* inappropriate contact on-line with adults / strangers
* potential or actual incidents of grooming
* cyber-bullying

Pupils

* are responsible for using school digital technology systems in accordance with the school acceptable use policy
* will understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
* will understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
* are expected to understand policies on the use of mobile devices and digital cameras, the taking / using of images and cyber-bullying
* will understand that the e-safety policy will include actions outside of school where related to school activities

Parents / Carers

* will be advised of e-safety policies through various means which may include parents evenings, newsletters, letters, school website etc
* will be encouraged to support the school in the promotion of good e-safety practice
* should follow school guidelines on:
	+ digital and video images taken at school events
	+ access to parents sections of the school website / pupil records
	+ their children's / pupils personal devices in the school (where this is permitted)

Community Users / Contractors

 Where such groups have access to school networks / devices, they will be expected to provide signed acceptance to abide by school e-safety policies and procedures

### Legal Requirements & Education Standards

#### References:

A:  Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net/))

B: Reference Gide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))

C: [Health and Safety at Work" Section H of the ISBA Model Staff Handbook,](http://members.theisba.org.uk/member-tools/reference-library/human-resources/staff-management/staff-handbook-section-h.aspx)

D: " [Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide](http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-%28dec-2008%29.aspx)

E: "[Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd](http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-%28dec-2008%29.aspx)

F: UK Council for Child Internet Safety ([www.edcuation.gov.uk/ukccis](https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis))

G: Cyber-bullying.org ([www.cyberbullying.org](http://www.cyberbullying.org))

H: Department for Education "Safer Working Practice for Adults who Work with Children and Young People" ([www.education.gov.uk](http://www.education.gov.uk))

Approved By: …………..........................………………………Date……….………..........…………………….

Sharon Bottomley Governor for Health and Safety

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| **Author** | **Bill Robinson, Steven Skipper, The Headmaster, The School Business Manager** |
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