E-Safety Policy

Signature: ………………………… Name: ………………………… Date: ……………….

Chair of Governors

Signature: ………………………… Name: ………………………… Date: ……………….

Headteacher

Reviewed October 2015
Reviewed September 2016
Amended September 2017

Roles and Responsibilities

The following section outlines the roles and responsibilities for e-safety of individuals and groups within the school

Governors

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the *Trustees* receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of *E-Safety* Trustee: **Mr D. Cody**

 The role of the E-Safety Trustee will include:
* Regular meetings with the E-Safety Co-ordinator
* Regular monitoring of E-Safety incident log and filtering
* Reporting to Governor meetings

Headteacher and SLT

The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator:

Cherry Trees: Mr David Murphy
Wightwick Hall: Mr John Foster

The Headteacher is also be responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their role and train other colleagues.

The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles. Monitoring takes place on a regular basis, and any concerns are reported to the relevant bodies immediately.

The Senior Leadership Team receives regular monitoring reports from the Lead and Deputy Safeguarding Officers: WHS – Mr D.L Thomas and Mrs S. Owen. CT – Mrs S. Dickinson and Mr D Murphy

The Headteacher and another member of the SLT should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. [See SSCB website – 'Responding to Incidents of misuse, and relevant Local Authority HR disciplinary procedures].

E-Safety Co-ordinator

Takes day to day responsibility for e-safety issues, and has a leading role in reviewing the school e-safety documents.
Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
Provides training and advice for staff
Liaises with the Local Authority
Liaises with ICT Co-ordinator and technical support staff
Reports to E-Safety Governor on incidents or issues
Reports regularly to the SLT

Network Manager/Technical Assistant

The Network Manager is responsible for ensuring that the school's ICT infrastructure is secure and is not open to misuse or malicious attack.
He/she ensures that the school meets the e-safety technical requirements outlined in the Staffordshire Security Policy and Acceptable Usage Policy, and any relevant LA E-Safety Policy and Guidance.
He/she ensures that users may only access the school's network through a properly enforced password protection policy, in which passwords are regularly changed.
Staffordshire Learning Network provides schools with the RM solution 'Safety Net Plus'. The software is categorised into nine sections i.e. pornography, SMS messaging etc, by default several sections and websites are filtered and access is denied.
He/she keeps up to date with e-safety technical information in order to inform and update others as relevant.
Ensure that monitoring systems are implemented and updated as agreed in school policies.

Designated Person for Child Protection

Receives weekly reports of e-safety incidents to inform future e-safety developments

Regularly monitors the system for misuse and reports any findings to the headteacher and E-Safety Co-ordinator
Are trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:
Sharing of personal data
Access to illegal / inappropriate materials
Inappropriate on-line contact with adults / strangers
Potential or actual incidents of grooming
Cyber-bullying

Teaching and Support Staff

Are responsible for ensuring that:
They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
They have read, understood and signed the school Staff Acceptable Use Policy Agreement (AUP)
They report any suspected misuse or problems to the Head teacher, E-Safety Co-ordinator or ICT Co-ordinator for investigation.
Digital communications with pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level and only carried out using official school systems
E-safety issues are embedded in all aspects of the curriculum and other school activities.
Students follow the school e-safety and acceptable use policy.
Students uphold copyright regulations and avoid plagiarism when developing their research skills.
Monitor ICT activity in lessons, extra curricular and extended school activities.
They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices in lessons where internet use is pre-planned pupils should be 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

Parents and Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT

than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature.

Parents and carers will be responsible for:
Endorsing (by signature) the Student / Pupil Acceptable Use Policy
Accessing the school website / VLE / on-line pupil records in accordance with the relevant school Acceptable Use Policy.

Community Users

Community Users who access school ICT systems / website / VLE as part of the Extended School provision will be expected to sign a Community User AUP, before being provided with access to school systems.