Hamilton-Northwood Federation

E-Safety Policy

Autumn, 2014

Purpose

This policy is a statement of the aims, principles, strategies and procedures for e-safety throughout the Hamilton Northwood Federation. The policy provides the framework to nurture a safe digital community. 'Information Governance' refers to and encompasses the policies, procedures, processes and controls implemented to manage information. These support the school's immediate and future regulatory, legal, risk and operational requirements. The Hamilton Northwood Federation is committed to ensuring all children 'Learn, Care and Achieve' and for 'Everyone to be Special' in a safe learning environment.

This document is intended for:

- All staff
- School governors
- Parents/ carers
- Volunteers
- Students
- Any organisation with whom we have a service level agreement which involves their staff working on our premises.

Introduction E-Safety Policy Statement

The Internet is now regarded as an essential resource to support teaching and learning. The curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web based resources and e-mail and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; indeed computing is now seen as an essential life-skill. Young people have access to the Internet from many places - home, school, friends' homes, libraries and in many cases mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate, however, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become e-safe. This policy is designed to ensure safe internet use by pupils in school, but also while on-line at home etc.

Roles & Responsibilities

Senior Management

The overall responsibility for e-safety of the school community rests with the SLT. The head teacher has a duty of care 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.

- The head teacher and at least one other 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.
- The head teacher is responsible for ensuring that the E-Safety Co-ordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues.
- The head teacher 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.
- The head teacher will provide opportunities for parents, carers and members of the wider community to gain information and understanding about e-safety.

Governors

The role of the e-safety governor will include:

- Attending e-safety awareness training
- Regular meetings with the e-safety co-ordinator
- Regular monitoring of e-safety incident logs
- Regular monitoring of filtering
- Reporting back at Governor meetings

E-safety Co-ordinator
The role of the E-Safety Co-ordinator will include:

- Leading the e-safety committee.
- Taking day to day responsibility for e-safety issues as well as reviewing the school e-safety policies and existing e-safety provision.
- Ensuring all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Providing training and advice for staff.
- Receiving reports of e-safety incidents and creating a log of incidents to inform future e-safety developments.
- Meeting regularly with the E-Safety Governor.
- Reporting regularly to SLT.

Technical Staff
The role of the technical staff will include:

- Ensuring that the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- Ensuring that the school meets required e-safety technical requirements and any Local Authority / other relevant body E-Safety Policy / Guidance that may apply.
- Ensuring that users may only access the networks and devices through a properly enforced password protection policy.
- Making sure they have an up to date awareness of e-safety matters and of the current e-safety policy and practices.
- Ensuring that they report any suspected misuse or problem to the Head teacher/E-safety Co-ordinator for investigation / action / sanction.

Teaching and Support Staff
The role of teaching and support staff will include:

- Having an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- Reporting any suspected misuse or problem to the Head teacher / E-Safety Coordinator for investigation / action / sanction.
- All digital communications with students / pupils / parents / carers 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 activities.
- Students / pupils understand and follow the e-safety and acceptable use policies.
- Monitoring the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.
- In lessons where internet use is pre-planned students / 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.