



E-Safety Policy

Written / reviewed by	R Hill
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Philosophy & Aims

The aim of this policy is to ensure that existing policies (such as child protection, anti-bullying, the curriculum and behaviour) are applied to the digital environment. In order for this to happen, these policies are regularly reviewed against the Local Authority's and national guidance and updated as necessary.

This policy covers:

1. Managing on-line technology so that children are kept as safe as possible.
2. The responses necessary when a risk to a child is discovered.

Safeguarding children, including E-Safety is everyone's responsibility; E-Safety is therefore not just the responsibility of the Computing Co-ordinator.

Our philosophy regarding E-safety at Friezland is that:

1. Through a variety of media, the children are encouraged to maximise benefits and opportunities that technology has to offer them.
2. As a school we aim to ensure children learn in an environment where security measures are balanced appropriately with the need to learn effectively.
3. Children are equipped with the skills and knowledge to use technology appropriately and responsibly.
4. School aims to recognise the risks associated with technology and how to deal with them, both within and outside the school environment.
5. Children know what to do if something 'not quite right' happens (e.g. they are exposed to inappropriate content or undesirable contact)
6. The users in the school community understand why there is a need for an E Safety policy.

Roles & Responsibilities

Role of the Computing Co-ordinator

- takes day to day responsibility for E Safety issues and has a leading role in establishing and reviewing the school E Safety policies / 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 / Oldham Local Safeguarding Children's board and Local Authority Designated person.
- liaises with school technician
- receives reports of E Safety incidents and creates a log of incidents within the behaviour incident log to inform future E Safety developments
- meets regularly with safeguarding *Governor* to discuss current issues, review incident logs and filtering / change control logs
- Providing or arranging E Safety advice / training for staff, parents, carers and governors.

- As our E Safety lead is also our child protection lead, a coordinated approach at Friezland across relevant safeguarding areas will be secure.

Role of the Teaching & Support Staff

- 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 Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteacher /Senior Leader ; 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
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor 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 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.

Role of Designated Safeguarding Leads

We have chosen to have the same person designated for E -Safety and child protection at Friezland. They are trained in E Safety issues, have undertaken in-depth Child Sexual Exploitation training and hold a Level 3 Safeguarding qualification and are aware of the potential for serious child protection / safeguarding 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

Role of the Pupils

are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy

- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good E Safety practice when using digital technologies out of school and realise that the school's E Safety Policy covers their actions out of school, if related to their membership of the school

Role of the Parents/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. At Friezland we take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local E Safety campaigns / literature. As a collaborative we have held information evenings for parents on E Safety. Parents and carers are encouraged to support us in promoting good E Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- their children's personal devices in the school (when this is allowed)

Equal Opportunities

Provision is made for all pupils regardless of ability, disability, special Educational need, medical condition, gender, faith or ethnicity and reasonable adjustments are made in a range of ways. All children have a right to be treated equally and the school will take measures against those who do not abide by this ethos.

Monitoring & Evaluating

Policy and practice is monitored and evaluated on a regular basis in accordance with the school development planning cycle. The provision will be monitored by the subject co-coordinator in conjunction with the Headteacher and Governing Board. Monitoring may take the form of lesson observations, data analysis, planning or 'book looks' / 'Google Classroom looks'. Feedback will be given to all staff along with recommendations to inform future policy, planning and practice. Professional development of the coordinator will be maintained to ensure that new initiatives and curriculum updates are fed back to staff and incorporated into regular practice.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit for the E-Safety Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Pupil assessment data	Name D.O.B. Test data Teacher Assessment data	Monitor a child's progress and identify next steps Well-Being of Your Child	All Staff (as necessary)	Staff electronic records Paper tests are stored in locked filing cabinets in each classroom / basement Data is deleted / shredded as necessary	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.