



Riccall Community Primary School e-safety Policy



November 2021

Riccall Community Primary School
e-safety Policy

This policy sets out the ways in which the school will:

- educate all members of the school community on their rights and responsibilities with the use of technology;
- build both an infrastructure and culture of e-safety;
- work to empower the school community to use the Internet as an essential tool for life-long learning.

This policy is used in conjunction with other school policies and has been developed by a working group, which included representatives from all groups within the school.

The e-safety policy will be reviewed annually and will be under continuous revision in response to significant new developments in the use of technologies, new threats to e-safety or incidents that have taken place.

The following groups were consulted during the creation of this eSafety policy: teaching staff and governors.

The policy is due for review annually.

Introduction

School Aims

Our eSafety policy reflects our school aims which are:

BE THE BEST THAT WE CAN BE

- To have fun and be excited by new discoveries every day.
- To have the courage to try new things and the confidence to learn from all our experiences.
- To take pride in our school and all that we achieve together.
- To be kind in what we say and considerate in what we do.
- To lead healthy lives and keep ourselves safe.
- To care for other people and the world we live in.
- To aim high and reach for the sky.

Responsibilities of the School Community

We believe that eSafety is the responsibility of the whole school community, and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

The e-safety policy approved by Governing body on: 28th November 2018

Signature of Chair of Governors: _____

Reviewed: 10th November 2021

The next review date is: 10th November 2024



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Scope of policy

This policy applies to all members of the school community, including staff, pupils, volunteers, parents/carers, visitors and community users.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents such as cyber-bullying, which may take place out of school, but are linked to membership of the school.

The school will manage e-safety as described within this policy and associated behaviour and anti-bullying policies, and will inform parents and carers of known incidents of inappropriate e-safety behaviour that take place in and out of school.

Schedule for Development, Monitoring and Review

The Implementation of the e-safety policy will be monitored by an e-safety working group, meeting termly and reporting to the Governors annually.

The impact of the policy will be monitored by the e-safety working group by looking at:

- the log of reported incidents
- the Internet monitoring log
- surveys or questionnaires of learners, staff, parents and carers
- other documents and resources
- future developments

Roles and responsibilities

- The Headteacher is responsible for ensuring the safety (including e-safety) of all members of the school community.
- The e-safety Leader will work with the Headteacher and the designated Child Protection Coordinator to have an overview of the serious child protection issues that arise from



sharing of personal data, access to illegal or inappropriate materials, inappropriate online contact with adults, potential or actual incidents of grooming and cyber-bullying.

- An e-safety working group will work with the e-safety Leader to implement and monitor the e-safety policy and AUPs (Acceptable User Policies). This group is made up of e-safety Leader, Child Protection Coordinator, e-safety link governor, technician, member of senior leadership team (may be the CP/headteacher) and pupils (Digital Leaders). The e-safety group will also consult with the technician when appropriate. Pupils are part of this group, working with them through the Digital Leaders, to contribute their knowledge and use of technology. They meet on a termly basis.

- **Governors**

- **Responsibility**

- Approve and review the effectiveness of the e-safety Policy
- Safe-guarding governor
- Safe-guarding governor works with the e-safety Leader to carry out regular monitoring and report to Governors
- Standing agenda item for full governing body meetings

- **Head Teacher and Senior Leaders**

- **Responsibility**

- Ensure that all staff receive suitable CPD to carry out their e-safety roles
- Create a culture where staff and learners feel able to report incidents
- Ensure that there is a progressive e-safety curriculum in place
- Ensure that there is a system in place for monitoring e-safety
- Follow correct procedure in the event of a serious e-safety allegation being made against a member of staff or pupil
- Inform the local authority about any serious e-safety issues
- Ensure that the school infrastructure/network is as safe and secure as possible
- Ensure that policies and procedures approved within this policy are implemented
- Use an audit to annually review e-safety with the school's technical support



- e-safety Leader



Responsibility

- Lead the e-safety working group
- Log, manage and inform others of e-safety incidents and how they have been resolved where this is appropriate
- Lead the establishment and review of e-safety policies and documents
- Lead and monitor a progressive e-safety curriculum for pupils
- Ensure all staff are aware of the procedures outlined in policies relating to e-safety
- Ensure children are safe from terrorist and extremist material when accessing the internet in school, including by working within appropriate levels of filtering provided by North Yorkshire, and reporting any issues that may arise
- Provide and/or broker training and advice for staff
- Attend updates and liaise with the LA e-safety staff and technical staff
- Meet with Senior Leadership Team and safe-guarding governor to regularly discuss incidents and developments
- Coordinate work with the school's DSP