



E-SAFETY POLICY

Independent Day School for Boys and Girls Fairley House School

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Named person responsible for review:	J. Bentall / B. Denton
Approved by:	Headmaster

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e-Safety - Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-Safety co-ordinator in this school is **Michael Taylor** who has been designated this role as Headteacher.

Senior Management and governors are updated by the Head and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection and safeguarding, health and safety, and behaviour/pupil discipline (including the anti-bullying) policy, RSE and PSHEE.

e-Safety Coordinator

- Leads on e-Safety by keeping abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet.
- 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 school ICT technical staff
- Receives reports of e-Safety incidents and creates a log of incidents to inform future e-Safety developments

School Network Manager

Is responsible for ensuring:

- that the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- that users may only access the school's networks through a properly enforced password protection policy
- the school's filtering policy is applied and updated on a regular basis
- that he keeps up to date with e-Safety technical information in order to effectively carry out their e-Safety role and to inform and update others as relevant
- that monitoring software / systems are implemented and updated (**Impero Education Pro**)

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 report any suspected misuse or problem to the appropriate person for investigation
- digital communications with students / pupils (e-mail / Virtual Learning Environment (VLE) and TEAMS should be on a professional level and only carried out using official school communication systems
- e-Safety issues are embedded in all aspects of the curriculum and other school activities
- students / pupils understand and follow the school e-Safety and acceptable use policy
- students / pupils have an understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they 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 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
- in lessons where computers or tablets are being used teaching and support staff must actively monitor that the students are using the devices appropriately.

Designated senior person for child protection

Staff should be 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

e-Safety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. e-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.

- The school has a framework for teaching internet skills in Computing Lessons. At Lambeth Road we cover one e-Safety lesson each half term as part of the Computing Curriculum. At Causton Street there is a whole unit in year 7 and year 8 on eSafety. Other year groups at Causton Street have occasional lessons throughout the year. Educating pupils about the online risks that they may

encounter outside school is done informally when opportunities arise and as part of the e-Safety curriculum

- Pupils are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modelling and appropriate activities
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or the 'CEOP report abuse' button

e-Safety Skills Development for Staff

- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community (see e-Safety Coordinator)
- All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum areas and ensure they are adequately informed with up-to-date areas of concern.

Managing the School e-Safety Messages

- We endeavour to embed e-Safety messages across the curriculum whenever the internet and/or related technologies are used
- e-Safety posters are displayed
- The junior department participates in Safer Internet Day every February.