# BRANWOOD PREPARATORY SCHOOL

# E-Safety Policy

| Version | 1 | 2 | | | |
|---|---|---|---|---|---|
| Policy reviewed on | February 2017 | February 2018 | | | |
| Policy Written by | Mrs Follett (Head) | Mr Whittell (Head) | | | |
| Policy seen by Head and Governor on (date / signature) | | | | | |
| Date of next review | February 2018 | February 2019 | | | |

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

## Introduction

This policy has been written based on Salford e-safety guidance in conjunction with materials from Greater Manchester Police (GMP). It has been adapted to reflect the schools own decisions on balancing educational benefit with potential risks. This e-safety policy will be used in conjunction with policies relating to curriculum, data protection, anti-bullying, safeguarding children, security and home-school agreements.

The Head will act as E-Safety coordinator.

## Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

## Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

## Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning:

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

Pupils will develop an understanding of the uses, importance and limitations of the internet:

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.

Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working:

- Pupils will use the internet to enhance their learning experience.

- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Pupils will use existing technologies safely:

- Pupils will be taught about e-safety.

**Data Protection:**

- There is a separate Data Protection policy.

Published content and the school web site:

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Head will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work:

- Photographs that include pupils will be selected carefully.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Internet Access and Learning Platform:

- Staff will read and sign the e-safety and acceptable use policies before using any school ICT resource.
- Pupils internet access during school hours will be supervised by a member of staff.

Mobile Phones and other handheld technology:

- Pupils are not permitted to have mobile phones or other personal handheld technology in school. Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94).

Systems Security:

- ICT systems security will be regularly reviewed with support from the school's IT support company.

Web Filtering:

- The school will work with the school's IT support company to ensure that appropriate filtering is in place.
- Staff will report any inappropriate content accessed to the e-safety co-ordinator.

**Communication of the e-safety policy to staff**

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The e-safety and acceptable use policies will be discussed with, and signed by, all staff.
- Staff will be informed that internet and Learning Platform use will be monitored.

## Communication of the e-safety policy to parents/carers

- The e-safety will be available on the school website.
- The school will communicate and publicise e-safety issues to parents through the school letters, website and appropriate training.

## E-safety Complaints

- Instances of pupil internet misuse should be reported to, and will be dealt with by, the Head.
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Head.
- Complaints of a child protection nature must be dealt with in accordance with school safeguarding and child protection procedures.

## Whole-School Responsibilities for Internet Safety

### Headteacher

- Responsible for e-safety issues within the school but may delegate the day-to-day responsibility to other members of Teaching Staff.
- Ensure that developments at Local Authority level are communicated to staff.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.

### Governing Body

- E-Safety will be reviewed as part of the regular review of child protection and health and safety policies.
- Support the Head in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Head (as part of the wider remit of the Governing Body with regards to school budgets).

### Teaching and Support Staff

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Embed e-safety education in curriculum delivery.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

**Links to other policies and materials**

The e-Safety Policy should be read in conjunction with other policies such as the Safeguarding Policy, depending upon the reason for referring to policies.

This policy is supported by the attached guidance from the Greater Manchester Safeguarding Partnership.

| Version | Date of Review | Reviewer | Changes made |
|---------|----------------|----------|--------------|
| 1 | February 2017 | Mrs Follett | New policy. |
| 2 | February 2018 | Mr Whittell | Headmistress changed to Head |