

**February 2016**

## **Roxeth Mead School**

### **E-Safety Policy**

#### **For Early Years Foundation and Key Stage One**

#### **To be reviewed on an annual basis**

This policy should be read in conjunction with the following policies

- Safeguarding
- Whistle blowing
- Anti-bullying

Roxeth Mead School is committed to using technology to inform and support learning. We seek to embrace new developments that offer improved learning opportunities and to prepare our pupils as ICT becomes an integral part of the modern world. We are determined that all pupils are taught to use ICT effectively, appropriately and remain safe and free from the dangers implicit in the use of that technology. Our aims correspond to the current computing curriculum set down by the DfE:

*Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.*

In line with Prevent legislation, although we do not make explicit reference to the dangers of extremist material, in an age appropriate manner it is our aim to ensure that the children are aware of the dangers they may encounter.

At Roxeth Mead we aim that the children through the ICT curriculum will feel empowered and that the resources of social media and the internet will be used in a positive manner which does not allow anyone to feel hurt or ostracised i.e. cyber-bullying. This is reflected in our Safeguarding and Anti-bullying policies.

Through the Roxeth Mead ICT curriculum we intend that our pupils learn to understand to use the internet responsibly. Our intention is that they will be discerning users of the web who will, ultimately, be able to make informed decisions for themselves. The programmes and material we use to achieve this are set out in the school's ICT curriculum.

*The Directors, Head Teacher and Staff should be aware of the potential for serious safeguarding issues that may arise from*

- Sharing personal data
- Access to illegal/inappropriate materials
- Inappropriate on-line contact with adults/strangers
- Potential or actual incidents of grooming
- Radicalisation
- Cyber-bullying

### **Directors Responsibilities**

- To ensure that there is a robust e safety policy document
- To ensure that Roxeth Mead School is compliant with all current legislation that meet ISI standards.
- To provide training and CPD for staff
- To ensure that the school's anti-bullying policy is adhered to in relation to cyber-bullying
- To ensure that they offer clear, open lines of communication through which parents are able to report any concerns regarding e safety
- To ensure that the director in charge of safeguarding with the DSL have procedures and risk assessment in place for responding to e-safety incidents and reducing the likelihood of a recurrence
- To ensure that the Head Teacher and staff engage with parents to help them put in place e-safety procedures at home
- Written permission is obtained from parents for the use of digital images of pupils for the use of school publicity/information
- To ensure that the e-safety policy is reviewed annually

### **Head Teacher responsibilities**

- She has received training in e-safety.
- she reports to the relevant organisations any safeguarding issues regarding e-safety
- she reports to the Directors any e-safety incidents that have taken place
- e-safety issues are embedded in the school's curriculum
- the e-safety policy is implemented in day to day practice  
all staff receive the relevant e-safety training for their duties
- all staff are aware of the implications of improper internet and device use ( i.e. use of personal mobile phones within the classroom)
- advice is provided to parents on e-safety procedures at home
- the children are aware of the importance of e-safety and involved in developing guidelines for the safe use of technology

## **Responsibilities of Staff**

- to have read and understood the school's policies and procedures on e-safety
- to have an up to date awareness of e-safety matters.
- **to have read, understood and signed to acknowledge appropriate use of technology**
- to report to DSL (the Head Teacher or her Deputy) any e-safety issues they have witnessed or suspect are taking place or to the director with responsibility for safeguarding should that misuse be by the DSL
- to ensure that all digital communication between parents/carers and pupils are only carried out using official school systems
- they monitor the use of digital technologies, mobile devices, cameras etc. In lessons and during other school activities and implement policies with regard to these devices
- school photographs are to be taken on school devices only and the discs are to be stored securely. In school photographs children must be appropriately dressed
- to ensure that children have access to appropriate sites only
- to ensure that no reference is made on social media to pupils, parents/carers or school staff
- they do not engage in on-line discussion on personal matters relating to members of the school community
- they ensure that personal opinion expressed online is not attributable to Roxeth Mead School
- ensure that security settings on their own personal social media profiles are such that personal information that is posted there cannot be accessed by pupils.

## **Pupils' responsibilities**

- they should understand the importance of adopting good e-safety practice
- report to the staff or their parents any issue regarding digital technology which worries or frightens them.

## **Parents and Carers' responsibilities**

- to ensure that good e-safety practice takes place in the home environment
- **report to the Head Teacher any issues regarding e-safety and their child**
- **be vigilant regarding cyber-bullying**
- not to use their personal devices on school premises without the express permission of the Head Teacher
- Support the Head Teacher and staff to maintain robust e-safety practices.

*In accordance with the guidance from the Information Commissioner's Office, parents/carers are welcome to take video/digital images of their children at school events for their own personal use (as such use is covered by the Data Protection Act). These images should not, however, be published or made publically available on social networking sites.*