

ALTRINCHAM CE AIDED PRIMARY SCHOOL

E SAFETY POLICY

Mission Statement

To work in partnership with parents and the churches to nurture children in the Christian faith and to provide them with the best educational opportunities.

E Safety Coordinator: Mrs Walsh

Altrincham CE Aided Primary School implements a robust comprehensive internet safety education programme as an important element in creating a safe ICT learning environment, for both pupils and staff alike. By being informed of the issues and potential risks, users of the internet and related technologies can better take measures to protect themselves and recognise when they might be in danger.

In creating a safe ICT learning environment we endeavour to include:

- an infrastructure of whole-school awareness, designated responsibilities, policies and procedures
- an effective range of technological tools
- a comprehensive internet safety education programme for the whole school community
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Roles and Responsibilities:

E Safety Coordinator responsibilities include:

- Work with the internet safety team and the head teacher to develop, or review, appropriate internet safety policies and procedures.
- Lead on the development of management protocols so that any incidents in which internet safety is breached are responded to in an appropriate and consistent manner, with the appropriate authority to take action as necessary.
- Lead in the creation of a staff professional development programme that addresses both the benefits and risks of communication technologies. This may include written information provided with a staff use agreement, an internet safety manual or handbook for staff, regular presentations at staff meetings, and hands-on training sessions on practical aspects of internet safety. Above all, staff should be made aware that they have professional responsibilities for pupils' safety in this area.
- Lead in the creation of an internet safety education programme for pupils, maintaining an overview of activities across the school, and supporting departments and staff with information and resources as appropriate.
- Develop a parental awareness programme, in consultation with the parent-teacher association, as appropriate.
- Maintain a log of all incidents relating to internet safety in school.
- Make recommendations for review of policy and technological solutions on the basis of analysis of logs and emerging trends.
- Meet regularly with the headteacher to discuss internet safety issues and review progress.
- Update the governing body on current internet safety issues, in conjunction with the head teacher.
- Liaise with outside agencies, which may include the LEA, local schools, city learning centre, or national agencies, as appropriate.

Responsibilities for the head teacher include:

- take ultimate responsibility for internet safety issues within the school, while delegating day-to-day responsibility to the internet safety co-ordinator and the school's internet safety team.

- ensure that the internet safety co-ordinator and members of the school's internet safety team are given appropriate time, support and authority to carry out their duties effectively; also, ensuring that developments at local and partnership level are communicated to the internet safety team.
- support the internet safety co-ordinator in creating an internet safety culture within the school, including speaking to staff and students in support of the programme .
- ensure that the governing body is informed of the issues and the policies.
- ensure that appropriate funding is allocated to support internet safety activities throughout the school, for both the technical infrastructure and Inset training.
- promote internet safety across the curriculum

Responsibilities for the **Governing Body** include:

- develop an awareness of the issues and risks of using ICT in schools, alongside the benefits, particularly with regard to the internet and other communications technologies. Consider appointing an e-Governor, that is a governor with specific responsibility for ICT, and ensure that internet safety is included as part of the regular review of child protection and health and safety policies.
- develop an understanding of existing school policies, systems and procedures for maintaining a safe ICT learning environment and supporting the headteacher (or designated member of staff) in implementing these, including ensuring access to relevant training for all school staff.
- support the headteacher (or designated member of staff) in developing an appropriate strategy and plan for dealing with the media should serious incidents occur. In such an instance, it is likely that the chair of the governing body will be approached by the press for comment.
- ensure that appropriate funding is authorised for internet safety solutions, training and other activities as recommended by the headteacher (or designated member of staff), as part of the wider remit of the governing body with regard to school budgets..
- promote internet safety to parents, and providing updates on internet safety policies within the statutory 'security' section of the annual report.

Responsibilities for the Network Manager include:

- act as a key member of the school's internet safety team, supporting the internet safety co-ordinator in the development and maintenance of appropriate policies and procedures through technical information and advice.
- provide a technical infrastructure to support internet safety practices; this might include: ensuring that appropriate and effective electronic security systems are in place, such as filtering, monitoring and firewall technology, and virus protection supported by regular and thorough monitoring of computer networks.
- documenting the location of all internet-accessible computers within the school. Should a serious breach of internet safety occur, detailed, up-to-date, graphical documentation of the school's network and hardware infrastructure can assist with any ensuing investigations (whether internal by the school, or external by the police). Careful consideration should be given to the monitoring of mobile or wireless equipment.
- advise on the positioning of internet-enabled computers within the school to allow easy supervision of pupils' work, and hence discourage breaches of acceptable use policies.
- ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials on the school's network, or the suspicion that such materials exist.
- ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network..
- report network breaches of acceptable use of ICT facilities to the internet safety co-ordinator and other staff members as appropriate.
- maintain an appropriate level of professional conduct in their own internet use both within and outside school.

Subject Coordinators responsibilities include:

- The subject co-ordinator/head of department should ensure a co-ordinated approach across the subject to teaching internet safety issues. This includes the responsibility of departmental staff to remind all pupils of the risks, and the pupils' responsibilities, whenever ICT is used.

- The subject co-ordinator/head of department should work with the librarian and others to develop resource-based learning experiences to enable pupils to develop their information literacy skills within the context of the curriculum

Teaching and Support staff:

- Internet safety is embedded within classroom practice. It is then the responsibility of classroom staff to implement e safety policies.
- develop and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children and young people.
- implement school and departmental internet safety policies through effective classroom practice.
- ensure any instances of ICT misuse, whether accidental or deliberate, are dealt with through the proper channels, reporting to the internet safety co-ordinator in line with school internet safety policies.
- ensure that they provide the necessary support to pupils who experience problems when using the internet, working with the internet safety co-ordinator, pastoral teams and/or child protection staff as appropriate.
- plan classroom use of the internet and ICT facilities to ensure that internet safety is not compromised; for example, evaluating websites in advance of classroom use (for example, by bookmarking and caching sites) and ensuring that school filtering levels provide appropriate protection for topics being studied.
- embed teaching of internet safety messages within curriculum areas wherever possible.
- maintain an appropriate level of professional conduct in their own internet use both within and outside school.

Special Needs Staff:

- develop and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children and young people.
- develop and maintaining additional policies and internet safety materials, in conjunction with the internet safety coordinator and the school's internet safety team, tailored to the special educational needs of pupils.
- liaise with parents of pupils with special educational needs to ensure that they are aware of the internet safety issues their children may encounter outside school, and the ways in which they might support them.
- co-operate with the child protection support staff.
- liaise with other individuals and organisations, as appropriate, to ensure that those pupils being educated away from school premises still benefit from a safe ICT learning environment.

Responsibilities for pupils include:

- contribute to school internet safety and acceptable use policies through involvement in the school's internet safety policy team. Pupils deliver mobile telephones to the school office, for safe keeping, at the start of the day and are collected after school.
- uphold school policies relating to acceptable use of the internet and other communications technologies.
- develop their own set of safe and discriminating behaviours to guide them whenever they are online.
- report any incidents of ICT misuse within school to a member of the teaching staff.
- seek help or advice from a teacher or trusted adult if they experience problems when online, or if they receive any content or contact which makes them feel uncomfortable in any way.
- communicate with their parents or carers about internet safety issues, and upholding any rules for safe internet use in the home.

Other Considerations

- In the case of internet misuse by staff, the School governors will seek advice and guidance on implementing disciplinary procedures from the Diocese and LEA.
- In the case of internet misuse by pupils, the LEA may be a key point of contact for engaging additional support services (for example, counsellors and educational psychologists).
- Classroom staff should work together with their subject co-ordinators or senior managers, the internet safety co-ordinator and the head, to ensure that a comprehensive, consistent and continuing

programme of internet safety education takes place across subjects, year groups and throughout the school.

- Parents and carers also have a key role to play in creating a safe ICT learning environment and culture, through promoting internet safety at home and hence reinforcing the messages taught in school. (Links with parent workshops, newsletters, and PTA).
- Pupils learn that mobile telephones are useful and that there is a potential misuse of them such as inappropriate texts and calls of an intimidating and bullying nature from strangers or someone they know. Events such as these are to be reported to staff, the school anti bullying procedures and policy are followed and recorded on an incident form, available in the school office.
- Mobile phones are not allowed in school. On a small number of occasions when mobile phones are needed after school they stored safe keeping in the school office.

School Governors' Equality Statement:

Race, disability, gender, religious beliefs and sexual orientation equality are included as an explicit aim in all of the School's policies and key documents.

EQUAL OPPORTUNITIES/ INCLUSION

The School Mission Statement requires the School to examine the values transmitted, either intentionally or unintentionally, to pupils and to ensure that the curriculum, organisation, ethos and attitudes provide all pupils with equal opportunity for educational achievement. The Governing Body will therefore seek to ensure that all pupils in the school have equal access to a broad and balanced curriculum and that the specific needs of pupils are met to ensure equality of access.

The practices and procedures followed are as outlined in the school policies on Equal Opportunities and School Inclusion. This includes planning to meet the needs of both boys and girls, children with special educational needs (SEN), children who are more able, children with disabilities, children from all social, cultural and religious backgrounds, children of different ethnic groups including, and children from diverse linguistic backgrounds.

The school strives to provide a safe environment, free from harassment and discrimination, in which children's contributions are valued and where racial, religious, disability and gender stereotypes are challenged.

Policy agreed.....date

Signature of Head teacher.....

Signature of Chair of School Governors.....

