



Ernehale
JUNIOR SCHOOL
E-safety policy 2017

At Ernehale Junior School our core values are part of our Take Care Charter which is discussed and signed by everyone at Team Ernehale. We believe that it is very important that we all Take Care of ourselves, Take Care of each other, Take Care of our environment and Take Care of our learning: in doing so we complement the government's idea of British Values. Pupils are encouraged to understand the importance of taking responsibility for their own behaviour and thinking about the choices they make. As a consequence of our values we aim to provide all our pupils with a safe, caring and friendly environment in order to allow them to improve their life chances and help them maximise their potential.

We expect all pupils to act safely and feel safe in school, including understanding the issues relating to all forms of bullying, and that they have the confidence to seek support from the school should they feel that they or others are unsafe. We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience. We believe all pupils and other members of the school community have an entitlement to safe Internet access at all times.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremist's groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism as well as regular discussions with all classes on the importance of being aware of whom they may be in contact with online.

All school personnel are aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead. At Ernehale, we are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

E-Safety Policy – Sep2017

We strive to provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

Staff work closely with the Take Care Reps to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims of the policy

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility of the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for e-Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertake training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Head teacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the safety and e-Safety of all members of the school community;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:
 - an effective range of technological tools
 - clear roles and responsibilities
 - safe procedures
 - a comprehensive policy for pupils, staff and parents
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- embed e-Safety in all aspects of the curriculum and other school activities;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy; provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.

Role of the Online safety co-ordinator

The coordinator will:

- be responsible for the day to day e-Safety issues;
- undertake an annual e-safety audit in order to establish compliance with Trust guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- maintains a log of all e-Safety incidents and reports all e-Safety incidents to the Headteacher;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide training, guidance and support to all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review, monitor and annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- undertake appropriate training;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Staff

School Staff will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must accept the terms of the 's Acceptable Use Agreement: Staff, Governors and Visitors policy;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote e-Safety procedures such as showing pupils how to deal with inappropriate material;
- report any unsuitable website or material to the Online Safety Coordinator;
- will ensure that the use of Internet derived materials complies with copyright law;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail;
- report any unsuitable website or material to the e-Safety Coordinator;
- know and understand the school policy on the use of:
 - mobile phones
 - digital cameras
 - hand held devices

E-Safety Policy – Sep2017

- know and understand the school policy on the taking and use of photographic images and cyber bullying;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

Role of the Take Care of Each Other Reps – E safety Reps

The School Council will be involved in:

- producing and developing a child friendly policy and sharing this with staff and their peers.
- discussing improvements to this policy during the school year;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access;
- make their children aware of the e-Safety policy;
- be encouraged to take an active role in the life of the school by attending:
 - parents and open evenings
 - parent-teacher consultations
 - class assemblies
 - school concerts
 - fundraising and social events
- be encouraged to work in school as volunteers;
- be encouraged to organise after school clubs or groups
- be asked to take part periodic surveys conducted by the school
- ensure regular and punctual attendance
- notify school on the first day of pupil absence and have holidays in term time and authorised by school
- provide the right conditions for homework to take place and encourage completion of homework and return it to school
- support the school Code of Conduct and guidance to ensure smooth running of the school
- ensure correct school uniform is worn

Internet Use

The school Internet access will:

- be designed for pupil use;
- include school filtering configuration provided and approved by the LA which is designed
- to protect pupils;

E-Safety Policy – Sep2017

- provide filtering, which is appropriate to the age of the children, which is reviewed annually and improved if necessary;
- have virus protection installed which will be updated regularly reviewed and improved
- Authorising Internet Access
- before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.

parents must sign a consent form before their child has access to the Internet.

an up to date record will be kept of all pupils and school personnel who have Internet access.

E-mail

Pupils must:

- only use approved e-mail accounts;
- report receiving any offensive e-mails;
- not divulge their or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorisation to send a formal e-mail to an external organisation
- not take part in sending chain letters

School Website

Contact details on the Ernehale Junior School website will be:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the names of any pupils who are shown;
- children's work without the permission of the pupil or the parent/carer

Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved

Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider.

Internet System Security

New programs will be installed onto the network or stand alone machines by LA technicians. Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints of Internet Misuse

- The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet. Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations
- periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion and receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding & Child Protection
 - Anti - Cyber bullying
 - Acceptable Internet Use Agreement
 - ICT
 - Pupil Behaviour & Discipline
 - Anti-bullying
 - School Website
 - Mobile Phone Safety & Acceptable Use
 - Photographic & Video Images
 - Internet Social Networking Websites
 - Equal opportunities
 - Inclusion

E-Safety Policy – Sep2017

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding
- of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Safeguarding and Child Protection
- Cyber bullying
- Acceptable Internet Use Agreement
- ICT
- Pupil Behaviour and Discipline
- Anti-bullying
- Mobile Phone Safety and Acceptable Use

We believe this policy relates to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989,2004
- Computer Misuse Act 1990
- Education Act 1996, 1997, 2003,2011
- Police Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Protection of Freedoms Act 2012

E-Safety Policy – Sep2017

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and
- Promote the Welfare of Children

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems

Signed _____

Head Teacher

To be reviewed Sep 2018