E-Safety Policy

Introduction:

The health, safety and wellbeing of our children is at the heart of our practise at Haughton School We promote the fundamental principles of E/Online Safety throughout school. Our children will learn about E-Safety in a way that is appropriate to their individual needs.

The resources used by the children at Haughton School are carefully chosen by the teacher and determined by curriculum policies. The roles and responsibilities of E-Safety is recognised as an essential aspect of the whole school. The leadership team, including the Governors and the Computing Coordinator aim to embed safe practises into the culture of our school.

We have extensive security measures, monitored in school and by the Local Authority to keep our children safe online. We will use Telford and Wrekin Councils actively monitored and 'filtered' Internet Service, which will minimise the chances of a child encountering unsuitable materials in school.

Our Computing Coordinator is responsible for keeping up to date on all E-Safety issues, updating parents and all staff as and when appropriate to the needs of our school and children. All teachers and wider school staff are responsible for promoting the safe use of technology, following appropriate E-Safety procedures, as outlined in this document.

The purpose of this document is to provide a basis for us all to secure safety online. This policy should also be considered alongside complementary school policies on Child Protection, Health and Safety, Computing and Behaviour (including the Anti-Bullying policy). The Internet and other digital and information technologies are powerful tools in supporting our children in accessing the curriculum; and we believe the benefits far exceed the disadvantages. Ultimately, the responsibility for promoting E-Safety is one the School shares with parents and guardians. We therefore feel that the best method for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our children, in partnership with parents and guardians.

Expectations for Internet use:

All staff are aware of and expected to abide by the Telford and Wrekin Councils Acceptable Use Policy.

Our children are always actively supervised by an adult when accessing the internet; in addition to this their use of the internet and technology is carefully tailored by teachers according to the individual needs and experience of each child.

No child is able to use any devices from home, unless they are agreed communication aids e.g. IPads. Staff are only able to use their mobile phones in designated staff areas.

Pupils and staff are taught to always report unsuitable materials to the class teacher/lead at the time that they occur, so that the appropriate action can be taken. The class teacher will then inform our Designated Safeguarding

Leads (Gill Knox, Lynne McCormack or Ella Thomas) and a call will be made to the Telford and Wrekin ICT Help Desk to alert them to resolve this problem with immediate effect. These incidences are logged on our monitoring software, Impero.

The Teaching of E-Safety:

The teaching and learning of E-Safety is embedded into all of our Computing topics, where the Online Safety Roadmaps are used to support the teaching of our Rising Stars Computing lessons. In addition to this, at the start of each Computing lesson, teachers will remind and discuss our age and ability appropriate E-Safety 'rules/reminders' with all children to help embed this understanding.

We also visit this area as part of our PSHE curriculum. During annual Safer Internet week, an additional focus is given to E-Safety through curriculum focus and whole school assemblies. Our Headteacher also delivers a minimum of one E-Safety themed assembly per term.

School Website Guidance:

To safeguard our children, the following guidelines will be adhered to:

- Children are only referred to by first names on our school website.
- Individual images of children will not be used unless permission is granted for parents.
- Group photographs will not contain a names list.
- We will only use images of children in suitable dress.

Use of Digital Photographs and Video:

Staff are allowed to take digital / video images to support educational aims, but must follow school procedures concerning the storing, sharing, distribution and publication of those images. Those images should only be taken on school equipment. Staff should not use their own personal equipment. Children's full names will not be used anywhere on our website, particularly in association with photographs. Written permission from parents/carers will be gained before photographs of the children are published on the school website.

PREVENT

Included in our responsibility of keeping our children safe whilst using technologies, is our role in keeping them safe from radicalisation and extremism (Prevent Duty). Prevent training is provided annually and all staff are required to attend this session.

Information and Further Guidance for Parents:

Technology is huge part of our daily lives and we feel that it is essential to show and help our children to safeguard themselves online. We also believe there is a huge importance for parents and carers to know about filters and parental controls, so they too can ensure that their child is not accessing inappropriate materials at home. To support parents/carers with this an informative 'Parent/Carers' Guide to E/Online-Safety' has been compiled and is sent home to parents/carers annually. This document is also on our school website for parents/carers to access. Please see Appendix 1 for this document. In addition to this, other updates regarding the latest E-Safety issues are added to our school newsletter when they arise to keep parents/carers informed.

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