

### **E-safety (ICT Policy)**

Our aim is to create a safe environment where we can both work and learn. This environment should be safe for both young people and adults alike.

A safe electronic environment is not purely a technological issue. The responsibility for safety must not be solely delegated to technical staff, or those with a responsibility for ICT.

Schools must therefore firmly embed safety within all safeguarding policies and practices. This then makes that responsibility test with all of those who work with young people, whether in paid or unpaid capacities.

No one policy or technology can create the safe learning and working environment that we need. At Warninglid we are working towards this by:

- Developing policies and guidance such as that offered by the organisation for Child Exploitation and Online Protection (CEOP). Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.
- Technology based solutions such as blocks on what pupils can access
- An E-safety programme for pupils and parents.
- The responsibility for e-safety has been designated to the ICT Leader and the head is the Child protection officer.
- The school holds parental permission for photographs that can be used on the school website and closely monitors photographs displayed around the school.
- Staff do not use their own phones or other connectible devices to store photographs of the pupils, any photographs taken of children in this way should be downloaded immediately. Parents are requested not to use camera phones on trips etc.

In the event of any misuse of ICT within the school, complaint should be made in the first instance to the ICT co-ordinator who will, if necessary, refer the matter to the Head. The following sanctions may be applied according to the circumstances:

- Interview with ICT Co-ordinator/ Headteacher;
- Counselling with the Learning mentor
- Informing parents and carers;
- Removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.

In extreme situations there could be a referral to LA/Police.

Any complaint about misuse of IT or connectible devices by staff should be referred directly to the Headteacher.

### **E-safety (Code of conduct staff and volunteers)**

Our aim is to create a safe environment where we can both work and learn. This environment should be safe for both young people and adults alike. A safe electronic environment is not purely a technological issue.

Any adult supporting pupils at Warninglid whether paid or unpaid are expected to adhere to the following guidelines:

- Adhere to policies and guidance on e-safety such as that offered by the organisation for Child Exploitation and Online Protection (CEOP).
- Monitor what programmes and Apps pupils are using and tell the Class teacher if they feel anything unsuitable is being accessed.
- Abide by the code of conduct as regards Internet use and the use of mobile phones.
- Mobile phones or other connectible devices should not be used to store photographs of pupils, any photographs taken of children in this way should be downloaded immediately. Parents are requested not to use camera phones on trips etc.
- Pupils should feel able to report any bullying, abuse or inappropriate materials and to this end the school operates a “no blame” culture.
- If misuse is reported to a member of staff it should be immediately passed on to the Head teacher who will deal with it in an appropriate manner.

### **E-safety (Induction policy)**

Our aim is to create a safe environment where we can both work and learn. This environment should be safe for both young people and adults alike.

A safe electronic environment is not purely a technological issue. The responsibility for safety must not be solely delegated to technical staff, or those with a responsibility for ICT.

At Warninglid we expect all staff to:

- Adhere to policies and guidance on e-safety such as that offered by the organisation for Child Exploitation and Online Protection (CEOP).
- Monitor what programmes and Apps their pupils are using and block anything unsuitable.
- Plan E-safety into their PSHCE programmes of study at age appropriate levels.
- Ensure that the code of conduct as regards Internet use and the use of mobile phones is adhered to by all adults supporting, whether in a paid or unpaid capacity, children in their care.
- Staff should not use their own phones or other connectible devices to store photographs of the pupils, any photographs taken of children in this way should be downloaded immediately. Parents are requested not to use camera phones on trips etc.
- Pupils should feel able to report any bullying, abuse or inappropriate materials and to this end the school operates a “no blame” culture.
- If misuse is reported to a member of staff it should be immediately passed on to the Head teacher who will deal with it in an appropriate manner.