



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
"Realising the potential of every child within a caring, Christian community"

E-Safety Policy

The Purpose of the E-Safety Policy

The purpose of this policy is to ensure that all staff, parents, governors and children at St Thomas of Canterbury Church of England Junior School understand and agree the school's approach to e-safety. The policy relates to other policies including the Computing curriculum, Internet Access, Anti-Bullying, Child Protection and Health and Safety.

Teaching and Learning

Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives/rules for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate the Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- School ICT systems capacity and security are regularly reviewed through ongoing school based system checks as well as monitoring via the Local Authority (DUCL)
- Virus protection will be updated every night.

E-mail content and the school website

- Pupils may not use email in the school.
- The contact details on the school website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.



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Publishing pupil's images and work

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website (this can be found in the Homework Diary).
- Pupil's work can only be published on the school website where parents have given permission by signing the relevant section of the school Homework Diary. Work will not be published where the parent/carer has refused permission.

Social networking and personal publishing

The school will deny access to social networking sites and children will be strongly advised not to use these at home in line with the Terms of Use linked to each service. Reminders will be shared with parents through the school newsletter and Parent E-Safety Information Sessions delivered by a CEOP accredited trainer.

Managing filtering

- The school will work with the LA, DfE and Internet Service Provider (ISP) to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-safety/Computing Subject Leader. An incident log must also be completed – Appendix A.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during school time. Children are not permitted to bring mobile phones to school under any circumstances.

Assessing Risks

St Thomas of Canterbury Church of England Junior School will take reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Handling e-safety Complaints

- The Headteacher will deal with complaints of Internet misuse. They may seek advice and guidance from the school Computing Subject Leader and/or Bursar.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school Child Protection Policy and the SET Procedures.

Community use of the Internet

Any agreed use of the school Internet connection by community/visitors and other organisations shall be in accordance with the e-safety policy.



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Introducing the e-safety policy to pupils

- E-safety rules will be discussed with the pupils at the start of each year and in line with the units set out in the Computing Scheme of Work.
- E-safety posters will be posted close to all computers within the classroom and be prominent in environments such as the Computing Suite, so all users can see them. Information related to e-safety will also form part of the contents of the Homework Diary.
- Pupils are informed that network and Internet use is monitored and appropriately followed up.
- The children receive e-safety lessons and are constantly reminded to stay safe online.
- E-safety/CEOP workshops and information sessions are facilitated by our links with Brentwood Extended Services.

Staff and the e-safety policy

- All staff will have access to the school E-Safety Policy and its importance explained as part of their induction.
- On induction all staff will be required to sign an Acceptable Use of Technology Code of Conduct to be kept on their personnel file.
- Staff should be aware that Internet traffic could be monitored.
- Discretion and professional conduct is essential (see Code of Conduct Policy).
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' support

- Parents' attention will be drawn to the school e-safety policy in newsletters and conversations.
- If using the Internet at home:
 - Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
 - Pupils must be made aware of how they can report abuse and who they should report abuse to.
 - Pupils should be taught the reasons why personal photos should not be posted on any social network space without first considering how the photo could be used now or in the future.
 - Pupils should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communication.

Disability Equality Scheme

At St Thomas of Canterbury Church of England Junior School we recognise our duties and responsibilities under the Disability Discrimination Act as outlined in our Disability Equality Scheme and Action Plan. (December 2007). It is our aim that through specific and accurate planning, resource allocation, differentiated teaching and use of adult intervention and support (where necessary), that every child irrespective of disability, will have full access to the curriculum and feel and be enabled to participate actively in developing to their full potential their skills, knowledge and understanding. We will ensure that all 'reasonable adjustments' are made to help both children and adults with identified special needs and disabilities to participate in the e-safety policy.



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Role of the Governing Body

Every Governor takes a special interest in at least one curriculum area or focus in the school. At present there are two named governors for e-safety (Computing Governor & Child Protection Governor) who support the Headteacher and Computing Curriculum Subject Leader and keep up to date with policies, strategies, monitoring and procedures etc. through regular visits. These visits are used to become familiar with e-safety provision and monitor e-safety curriculum delivery and teaching, observe lessons first hand and to promote levels of accountability, challenge and support. Following a governor visit, a written report is submitted to the Computing Curriculum Subject Leader/Headteacher.

Review

The policy will be reviewed at least every year, or as new guidance becomes available to schools from Department of Education (DfE)

Policy reviewed: November 2015

Policy agreed: 24th November 2015

Next policy review date: November 2016



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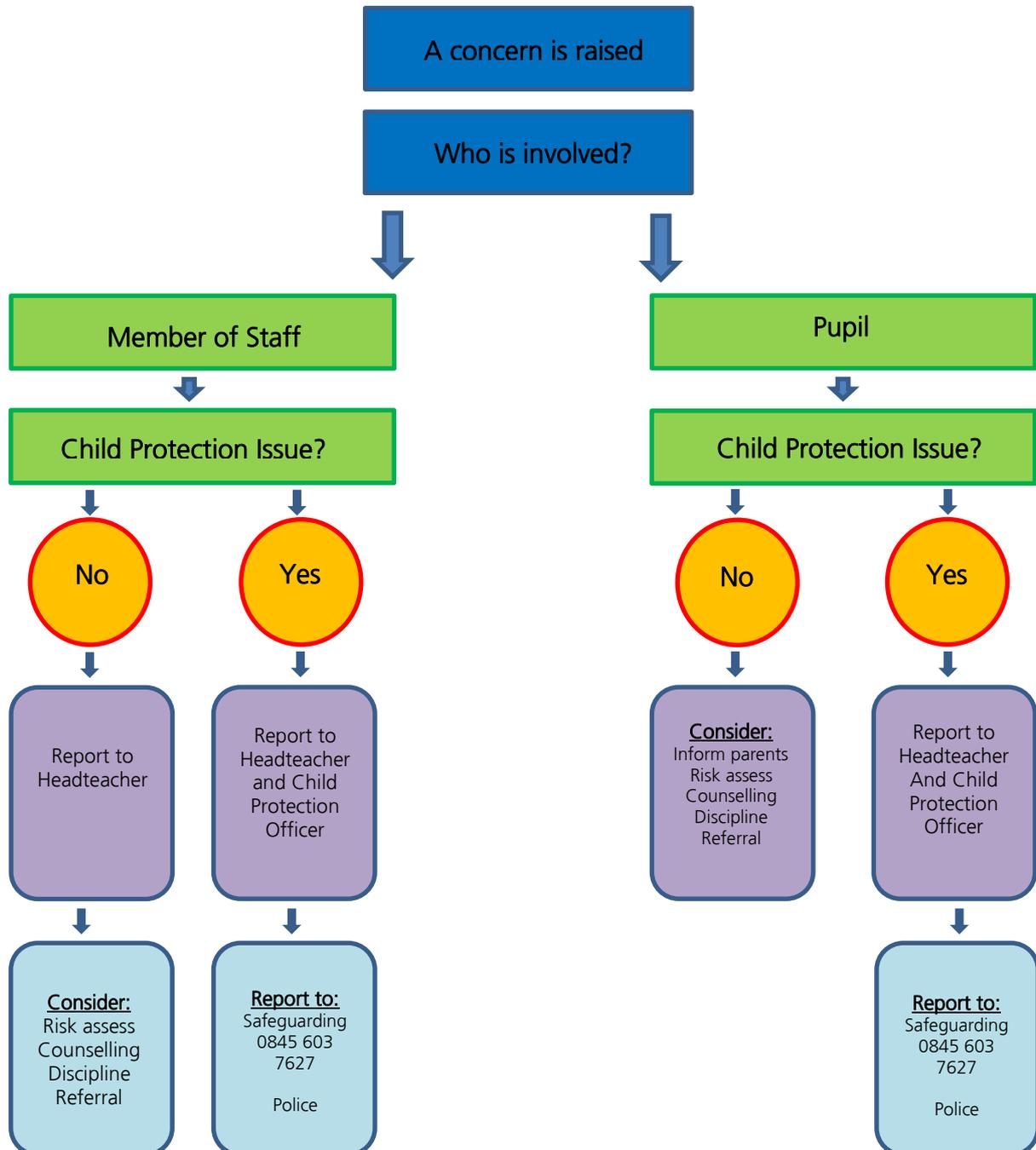
Appendix A
E-Safety Incident Log

Incident No:	Reported by: (name)	Reported to: (name)
	When: (time/date)	When: (time/date)
Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)		
Review Date:		
Result of Review:		
Signature: (Headteacher)		Date:
Signature: (Governor)		Date:



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Inappropriate Activity Flowchart

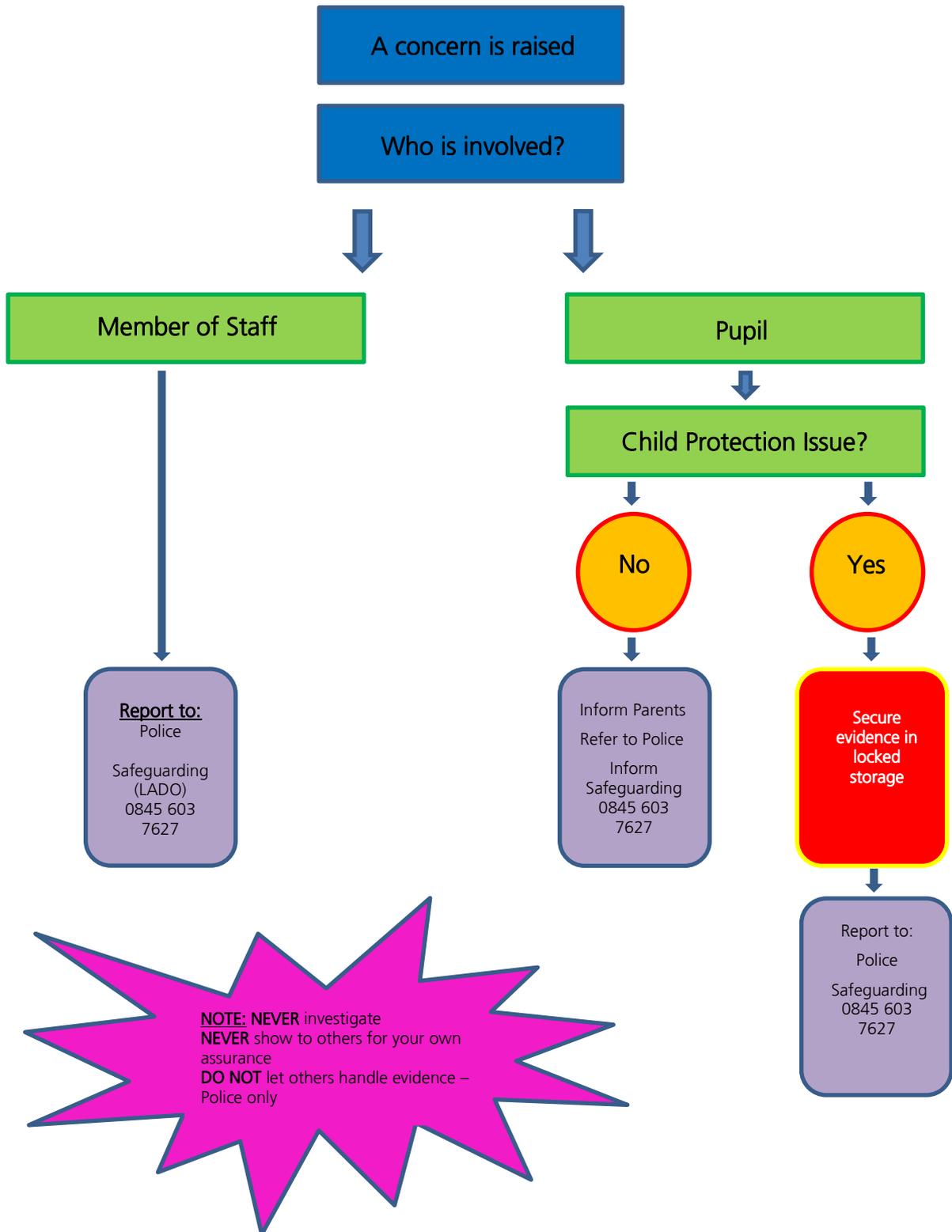


If you are in any doubt, consult the Headteacher, Child Protection Officer or Safeguarding



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Illegal Activity Flowchart



NOTE: NEVER investigate
NEVER show to others for your own assurance
DO NOT let others handle evidence – Police only