

Greenwich House Independent School

E-safety policy

Internet technology helps pupils learn creatively and effectively. It encourages collaborative learning and the sharing of good practice throughout the School, Kindergarten and Creche ("Greenwich House"). The e-safety policy encourages appropriate and safe conduct and behaviour during this process.

Pupils, staff and all other users of school-related technologies will work together to agree standards and expectations relating to usage in order to promote and ensure good behaviour.

These agreements and their implementation will promote positive behaviour at school. This can transfer directly into each pupil's adult life and prepare them for experiences and expectations in the workplace. The policy is not designed to be a blacklist of prohibited activities; it is a list of areas to discuss, teach and inform. It will develop positive behaviour and knowledge leading to safer internet use and year-on-year improvement, with a measurable impact on e-safety. The positive effects of the policy are intended to be seen online and offline in school and at home, and ultimately beyond school and into the workplace.

E-safety policy scope

The E-safety policy and agreements apply to all pupils, staff, support staff, external contractors and members of the wider school community who use, have access to, or maintain school and school-related internet and computer systems internally and externally. The policy informs other relevant policies including the Data Protection Policy.

The e-safety policy covers the use of

- Greenwich House based ICT systems and equipment
- Greenwich House related external internet including, but not limited to, extranet, e-learning platforms, blogs, social media websites
- External access to internal school networking such as webmail, network access, file-serving (document folders) and printing
- Pupils' and staff's personal ICT equipment when used in Greenwich House and which makes use of school networking, file-serving or internet facilities
- Mobile phones when used on the site

Reviewing and evaluating e-safety and ensuring good practice

E-safety policy results from a continuous cycle of evaluation and review based on new initiatives and partnership discussion with stakeholders and outside organisations, technological and internet developments, current Government guidance and Greenwich House-related e-safety incidents. The policy development cycle develops good practice within the teaching curriculum and wider pastoral curriculum. Regular assessment of

strengths and weaknesses will help to determine inset provision for staff and guidance for parents, pupils and local partnerships.

The e-safety committee will actively monitor and evaluate the e-safety policy. This committee will comprise:

- E-safety co-ordinator Mrs S. Coppin
- Head teacher and school leadership team Mrs J.M Brindle
- Teaching staff
- Designated Safeguarding officers Mrs M Morley and Mrs A. Brindle

In the event of an e-safety incident, the above people will be informed within school and in external agencies informed if required.

This e-safety policy and acceptable use policies will be reviewed at or prior to the start of each academic year.

Additionally, the policy will be reviewed promptly upon:

- Serious and/or frequent breaches of the acceptable internet use policy or other in the light of e-safety incidents
- New guidance by Government/LEA/safeguarding authorities
- Significant changes in technology as used by Greenwich House or pupils in the wider community
- E-safety incidents in the community or local schools which might impact on the school community
- Advice from the police

The e-safety policy review will be documented in the School self evaluation and improvement plan.

This policy will also be evidenced on www.greenwichhouseschool.com

The school will draw up an e-safety calendar detailing training, meetings, reviews, evaluations, teaching and learning provision, parental involvement, wider community involvement over an academic year.

- This provision will be sent out in the Newsletters.

Staff, parent and pupil e-safety audits and pupil questionnaires will inform e-safety learning and staff training requirements. This will gauge the impact and effectiveness of the e-safety provision and determine future e-safety targets. This will be evidenced in the e-safety file.

Policy review schedule

- This policy was approved by Mrs J.M Brindle in August 2017. It is stored in the School Policy File and is published for viewing by parents and the wider school community on the school website. www.greenwichhouseschool.com.
- The e-safety policy will be monitored annually. The next review date is: August 2019.
- The e-safety policy will be reviewed and evaluated promptly in the light of serious e-safety incidents.
- The e-safety policy will be reviewed and evaluated promptly in the light of important changes to legislation or Government guidance related to e-safety.

The e-safety committee will include evidence of evaluations of the impact of the e-safety policy in reports. Such evidence includes:

- E-safety audits of staff, support staff and parents
- ParentView and/or Ofsted questionnaire results

The Head Teacher will receive a report on the progress, evaluation, impact and effectiveness of the e-safety policy annually. This report will include suitably written e-safety incident accounts and statistics, detailing how they have been resolved, and the counter measures that were implemented.

Signed on behalf of the setting by:

.....Head Teacher

Date: January 2015

Reviewed August 2017

Reviewed August 2018