

School Policy Template - E-Safety Committee Terms of Reference

1. PURPOSE

To provide a consultative group that has wide representation from the Ravensmead Primary School community, with responsibility for issues regarding e-safety and the monitoring the e-safety policy including the impact of initiatives.

2. MEMBERSHIP

2.1 The e-safety committee will seek to include representation from all stakeholders.

The composition of the group should include

- Assistant Headteacher M. Goodall, D.Bell
- Health and Safety Coordinator M. Goodall
- Child Protection officer D. Bell
- Computing Coordinator C. Burrows
- PCE Administrators C.Burrows and R. Heppel
- E-safety coordinator C.Burrows
- Governor S.Swatton
- Parent C.Burrows
- ICT Technical Support staff TTS when possible
- *Pupil representation – for advice and feedback. Pupil voice is essential in the make up of the e-safety committee, but pupils would only be expected to take part in committee meetings where deemed relevant.*

2.2 Other people may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary.

2.3 Committee members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.

2.4 Committee members must be aware that many issues discussed by this group could be of a sensitive or confidential nature

2.5 When individual members feel uncomfortable about what is being discussed they should be allowed to leave the meeting with steps being made by the other members to allow for these sensitivities

3. CHAIRPERSON

The E-Safety Coordinator will be the chairperson and will responsible for:

- Scheduling meetings and notifying committee members;
- Inviting other people to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome;
- Making sure that notes are taken at the meetings and that these with any action points are distributed as necessary

4. DURATION OF MEETINGS

Policy meetings shall be held **Annually** for a period of up to 2 hours. Regular feedback will be made in Staff Meetings weekly. A special or extraordinary meeting may be called when and if deemed necessary.

5. FUNCTIONS

These are to assist the E-safety Co-ordinator with the following:

- To keep up to date with new developments in the area of e-safety
- To (at least) annually review and develop the e-safety policy in line with new technologies and incidents
- To monitor the delivery and impact of the e-safety policy
- To monitor the log of reported e-safety incidents (anonymous) to inform future areas of

- teaching / learning / training.
- To co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of e-safety. This could be carried out through
 - Staff meetings
 - Pupil forums (for advice and feedback)
 - Governors meetings
 - Surveys/questionnaires pupils, parents / carers and staff
 - Parents evenings
 - Website/VLE/Newsletters
 - E-safety events
 - Internet Safety Day (annually held on the second Tuesday in February)
 - To ensure that monitoring is carried out of Internet sites used across the school
 - To monitor filtering / change control logs (e.g. requests for blocking / unblocking sites).
 - To monitor the safe use of data across Ravensmead Primary School
 - To monitor incidents involving cyberbullying for staff and pupils

6. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority

The above Terms of Reference for Ravensmead Primary School have been agreed

Signed by (SLT):

Date:

Date for review:

Acknowledgement

This template terms of reference document is based on one provided to schools by Somerset County Council