E-SAFETY POLICY

Last Reviewed	**September 2024**
Next Review	**September 2025**
Reviewed by	**Naomi Fearon**
Date Reviewed by Governors	
Governor Names	

1. Summary

The E-Safety Policy has been created to ensure that children and young people are able to use the internet and related communication technologies safely as part of the wider duty of care to which all who work in education are bound. This policy enables staff to identify and manage risks, safeguard and support staff, students, and parents/carers by promoting the safe use of technology.

Keeping Children Safe in Education (KCSIE 2024) outlines the responsibility that schools and the Designated Safeguarding Lead (DSL) have in ensuring that all students, young people, and staff use electronic technologies in a safe and productive way. Technology is advancing quickly and can be used beneficially to educate and develop young people. However, measures must be taken to ensure their safety online.

The DSL is responsible for ensuring that all staff are fully aware of statutory updates and safeguarding requirements, including those related to filtering and monitoring of online content. The DSL must also provide advice, guidance, and support to young people and parents/carers regarding online safety, including grooming, child sexual exploitation (CSE), sexting, sharing of illicit images, and online bullying.

This policy should be used in conjunction with the Take 1 Safeguarding Children and Young People Policy.

2. What is the policy about?

The purpose of this Online Safety Policy is to:

• Clearly define the key principles expected of all members of Take 1's education community regarding the safe and responsible use of technology.

• Safeguard and protect all members of the Take 1 education community online.

• Raise awareness about potential risks and benefits of technology.

• **Enable staff to work safely and responsibly while role modelling positive online behaviour.**

• **Establish clear procedures for responding to online safety concerns.**

• **Ensure compliance with KCSIE 2024, particularly in relation to filtering and monitoring requirements.**

3. Who is the policy for?

This policy applies to all staff, including the governing body, teachers, support staff, external contractors, visitors, volunteers, and other individuals who work for or provide services on behalf of Take 1, as well as students and parents/carers.

4. Policy Statement and Requirements

4.1 Filtering and Monitoring Requirements (KCSIE 2024)

• **The school must have appropriate filtering and monitoring systems in place to protect students from accessing harmful online content, including extremist material, pornography, and self-harm sites.**

• **Filtering systems must be regularly reviewed and updated to remain effective against emerging threats.**

• **School networks must be monitored to detect any concerning online behaviour, ensuring swift intervention when necessary.**

• **Any breaches of the filtering and monitoring policy must be reported and escalated in accordance with safeguarding protocols.**

4.2 Roles and Responsibilities

The School Online-Safety Coordinators are:

Technical: Courtney Rose

Safeguarding: DSL Naomi Fearon 07931609620

The Designated Member of the Governing Body Responsible for E-Safety is: Theo Harris

Governors:

• Approve and review the effectiveness of the E-Safety Policy.

• Receive regular reports on online safety incidents and filtering/monitoring logs.

Headteacher and Senior Management:

• Ensure overall E-Safety responsibility is delegated to the E-Safety Coordinators.

• Ensure staff receive regular training on online safety risks and filtering/monitoring procedures.

• Review monitoring reports provided by the E-Safety Coordinator.

E-Safety Coordinator (DSL):

• Implement and review the school's E-Safety policies.

• Ensure all staff and students understand online safety policies and procedures.

• Provide advice to staff, students, and parents/carers regarding online safety.

• Monitor reports on online safety incidents and report to the Senior Leadership Team.

Technical Staff:

• Ensure the security of the school's IT infrastructure and compliance with filtering and monitoring requirements.

• Ensure users can only access the network via secure authentication.

• Regularly review and update filtering and monitoring systems to align with KCSIE 2024 requirements.

Teaching and Support Staff:

• Embed online safety into the curriculum.

- **Ensure students understand and follow online safety policies.**
- **Report any online safety concerns to the DSL immediately.**

Students and Parents/Carers:

- **Follow the Acceptable Use Policy.**
- **Report any online concerns.**
- **Support the school's efforts in maintaining a safe online environment.**

4.3 Training and Awareness

- **Annual staff training must include the latest risks associated with online safety and filtering/monitoring updates.**
- **Students must receive education on online safety risks through digital literacy programs integrated into the curriculum.**
- **Parents will be provided with guidance on online safety and digital wellbeing at home.**

4.4 Reporting and Incident Management

- **A clear procedure must be in place for reporting online safety concerns.**
- **Any incidents involving access to harmful online content must be logged and escalated appropriately.**
- **Collaboration with external agencies, including law enforcement, may be required in cases involving illegal online activity.**

5. Related Policies

This policy must be read in conjunction with:

- **Keeping Children Safe in Education (KCSIE 2024)**
- **Take 1 Safeguarding of Children and Young People Policy**
- **Anti-Bullying Policy**
- **Behaviour Policy**
- **Photographic Image Use Policy**
- **Acceptable Use Policies**

- **Data Protection and Cyber Security Policy**

By implementing this policy, Take 1 ensures compliance with statutory requirements while fostering a safe and responsible digital environment for students and staff. The policy will be reviewed annually to remain aligned with evolving risks and technological advancements.