

e-Safety Checklist

Based on our current policies, complete the following:

	Document reference		Review Date
The e-Safety policy complies with LA/WMNet/360 Safe guidance	E Safety Policy	Mrs Helen Keyworth-Edwards	June 2017
Date of latest update of e-safety policy	September 2015		
The school e-Safety policy was agreed by governors on:			
The monitoring and review schedule takes account of new emerging technologies	New Emerging Tech Working Document	Mrs Helen Keyworth-Edwards	June 2017
All stakeholders are involved in the formulation and review of the e-Safety policy	Staff	Mrs Helen Keyworth-Edwards	June 2017
The policy for staff is located ...	On the teacher area, under policies		
The policy for parents/carers is located ...	Website and hard copy obtained from office staff.		
The responsible member of the Senior Leadership Team is:	Mrs Helen Keyworth-Edwards		
The governor responsible for e-Safety is:	Mrs Helen Keyworth-Edwards		
The Designated Child Protection Coordinator is:	Mrs Yvonne Fearn (Deputies - Mrs Helen Coulthard and Mrs Liz Laughlin)		
The e-Safety Coordinator is:		Mrs Yvonne Fearn	

Roles and responsibilities for the following (or their equivalent):

<i>The responsible member of the Senior Leadership Team</i>	Part of School Leadership responsibility	Mrs Helen Keyworth-Edwards	
<i>The governor responsible for e-Safety</i>	Part of School Governor Role	Mrs Helen Keyworth-Edwards	
<i>Designated Child Protection Coordinator</i>	Part of school role	Mrs Yvonne Fearn (Deputies - Mrs Helen Coulthard and Mrs Liz Laughlin)	
<i>The e-Safety Coordinator</i>	Part of school role	Mrs Yvonne Fearn	
<i>Network Manager/Technician</i>	Part of School Leadership responsibility School bought into SLT assistance	Mrs Helen Keyworth-Edwards – Curriculum Adam Davies (SLT / Entrust) – Curriculum and Admin	
<i>Pupils (see AUP)</i>	Admissions	Surayyah / Sabrina	
<i>Parents/Carers/ Community Users/Visitors e.g. family learning</i>	Family learning courses	Surayyah / Sabrina	

e-Safety education/training is being provided for all ...

Learners	Curriculum Planning	Mrs Helen Keyworth-Edwards All members of staff	
Parents/Carers	Parents workshop / Newsletters	Mrs Helen Keyworth-Edwards All members of staff	
Adults working within your school	Parents workshop / Newsletters	Mrs Helen Keyworth-Edwards	
Governors	Updates taken to Governors meeting	Mrs Helen Keyworth-Edwards	
Family Learning (as appropriate)	Parents workshop / Newsletters	Mrs Helen Keyworth-Edwards Surayyah	

Technical – infrastructure and equipment, filtering and monitoring

	Document reference		Review Date
Staff, learners, parents/carers and visitors are aware that network and Internet use is closely monitored and individual usage can be traced	AUP, Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
Staff with responsibility for managing filtering, network access and monitoring are adequately supervised by a member of SLT	AUP, Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
All users are aware of the school's password protocols	AUP, Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
All appropriate staff have been trained in the use of monitoring software	AUP, Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards – Securus moitor	2017
Internet access is provided by an approved educational Internet service provider which complies with DFE requirements	AUP, Computing Policy, E-Safety, ICT Security Policy	Staffordshire County Council - SLT / Entrust	2017
Internet filtering is designed to reflect the needs of users	AUP, Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017

Education

	Document reference		Review Date
Planned programme of e-Safety education for all		ICT Team and Staff in school	Review date
Policies include statements in the use of appropriate Web 2 (Examples of Web 2.0 include social networking sites , blogs , wikis , video sharing sites , hosted services , web applications , mashups and folksonomies) and Web 3 (data storage on clouds, all surrounding internet experience) technologies	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
Statement in the use of mobile devices-including, netbooks, mobile phones and games machines	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
Statement in the creation and publication of digital and video images	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
Personal data is collected, stored and used according to the principles of the Data Protection Act	Data Protection Register	Office Staff	Yearly - July
Rights of access to digital communications and technologies are clearly identified	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
All users are aware of and have agreed to the school's e-Safety guidelines regarding unsuitable and inappropriate activities	Security Forms for each member of staff when they start working at Victoria	Mrs Helen Keyworth-Edwards Office staff	2017
e-Safety guidelines are displayed in all rooms where computers are used and expressed in a form that is accessible to all users	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
Parents/carers are informed that their child must comply with the school's e-Safety guidelines and that sanctions will be imposed where guidelines are not followed	E-Safety Appendix 5	Mrs Helen Keyworth-Edwards	2017
There is a reference in the behaviour policy to practices relating to e-safety and visa-versa	Computing Policy, E-Safety, ICT Security Policy	Mrs Helen Keyworth-Edwards	2017
All staff have signed the ICT Code of Conduct / AUP	Security Forms for each member of staff when they start working at Victoria	Mrs Helen Keyworth-Edwards Office staff	2017
There is a clear procedure for a response to an incident of concern	E – Safety Safeguarding	Mrs Helen Keyworth-Edwards	2017
An ICT security audit has been initiated by SLT			