



E- SAFETY POLICY

1. General statement of policy

The use of Information and Communication Technology is an integral part of the National Curriculum and is a key skill for everyday life. Where appropriate and there is agreement with the Headteacher, school computers may be made available during All Stars sessions.

All Stars has adopted Copplesstone Primary School's ICT and Internet Safety Policy as applicable. The following extracts from the school's policy are highlighted for All Stars (2.1 – 2.4). *'Staff' includes employees, visiting activity providers and volunteers.*

2. Procedures

2.1 Health and safety

Health and safety requirements will be met in the school setting in accordance with existing school policy.

- Age appropriate class and safety rules will be displayed in the learning environment
- Equipment will be maintained to the meet agreed safety standards
- Use of technology will take into account any new research or advice from the Health Protection Agency, including the use of wireless technology
- Pupils will be shielded from inappropriate material on the Internet and e-mail by means of the filtered router provided by the South West Grid for Learning.

2.2 Security

ICT has the potential to present many possible risks to the school and children's safety.

- All ICT equipment will be security marked and noted in the school inventory
- Any equipment taken off site should be signed out by the school administrator
- The ICT coordinator will be responsible for regularly updating anti-virus software
- No discs or memory devices from outside school should be allowed in machines without permission from the ICT coordinator.

2.3 Acceptable use

Use of ICT will be strictly in line with the school's Acceptable Use Policy.

- Parents will be made aware of the Acceptable Use Policy for their children to use computers, the Internet and e-mail in school (see CPS E-safety Policy Appendix 2)
- All pupils and parents will be aware of the School Rules for Responsible Use of ICT and the Internet (see CPS E-safety Policy Appendix 1) and will understand the consequence of any misuse. Key Stage 2 children will be asked to sign a commitment to keeping the rules
- The agreed rules for Safe and Responsible Use of ICT and the Internet will be displayed in all ICT areas.

2.4 After hours and community use

The school can provide its ICT resources for the use of the community. The school will work first to ensure the safety of all children at the school, in line with its appropriate safeguarding policies. The school will supervise and safeguard children and ICT equipment as deemed necessary, and in accordance with the letting policy.

2.5 Electronic communication with children

It is not appropriate for All Stars staff to have electronic contact with children. This includes email, messaging, Facebook, Skype and other social media. They must not give their personal email address to a child. If they receive an email message from a child, they must make a record of the message and any response in the Incident Report Form.

2.6 Mobile phones, cameras and images

It is not appropriate for All Stars staff to have mobile phone contact with children. They must not give their personal number to a child. If a member of staff receives a phone call/text from a child, they must make a record of the conversation on an Incident Report Form.

All use of personal mobile phones must be restricted to tea or lunch breaks unless agreed by the designated person for safeguarding. Any authorised use of mobile phones whilst children are present must be monitored and recorded. Mobile phones, must be kept away from the children and are not to be used while working. For any emergency, use the club mobile phone.

The recording or sharing of images, video clips or audio material on any mobile phone or camera is prohibited except where it is explicitly authorised by the Children and Families Worker.

3. ICT misuse

All incidents relating to the misuse of ICT must be reported to the Children and Families Worker (Safeguarding Designated Officer), who will take appropriate action in relation to the Safeguarding Policy.

4. Related All Stars documents

Incident/Accident Report Form
Safeguarding Policy
ICT and Internet Safety Policy, Copplestone Primary School

Date: *January 2015* **Signed:**

Reviewed: *August 2015* **Signed:**