

The Coppice School



Online Safety Group: Terms of reference

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Online Safety Group Terms of Reference

1. PURPOSE

To provide a consultative group that has wide representation from The Coppice School's community, with responsibility for issues regarding e-safety and the monitoring the e-safety policy including the impact of initiatives. Depending on the size or structure of the school this committee may be part of the safeguarding group. The group will also be responsible for regular reporting to the Full Governing Body.

2. MEMBERSHIP

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

The composition of the group should include;

- SLT member/s
- Designated Senior Person/ Back-up Designated Senior Person
- Teaching staff member
- Support staff member
- e-safety coordinator (not ICT coordinator by default)
- Governor
- Parent/Carer
- ICT Technical Support staff (where 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 Committee should select a suitable Chairperson from within the group. Their responsibilities include:

- 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

Meetings shall be held half termly and scheduled to take place over the lunchtime period due to staff commitments. A special or extraordinary meeting may be called when and if deemed necessary.

5. FUNCTIONS

These are to assist the e-safety Co-ordinator (or other relevant person) with the following;

- To keep up to date with new developments in the area of e-safety via Lancashire Grid for Learning's online safety website <http://www.lancsngfl.ac.uk/esafety/?s=551d881475ee6b1d9d9a7ebf781ba737>
- To 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 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 a short questionnaire, e form or through a 'focus group'
- Staff meetings
- Pupil forums (for advice and feedback)
- Governors meetings
- Surveys/questionnaires for students/pupils, parents/carers and staff
- Parents evenings
- Website/VLE/Newsletters
- Online safety events
- Internet Safety Day (annually held on the second Tuesday in February)
- Other methods
- To monitor Internet sites used across the school
- To monitor filtering/change control logs (e.g. requests for unblocking sites) This can be done through the local authority's web filtering software, e.g. Lightspeed.
- To monitor the safe use of data across The Coppice 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 The Coppice School have been agreed

Signed by (SLT):



Date: September 2015

Date for review: September 2017

Calendar of duties: Half termly meetings

There will be standing items in each meeting which may include:

- ✓ Review of e-safety incidents
- ✓ Preparation of materials for publication (website/newsletter etc)

There will of course be the need to add updates on each issue discussed in subsequent meetings.

Autumn term

Meeting 1

- ✓ Overview of issues encountered last year and resolutions
- ✓ Allocation of responsibilities for the year
- ✓ Isolation of tasks to be completed throughout year - creation of sub-groups

Meeting 2 (After topic for Safer Internet Day is published)

- ✓ Discussion on Safer Internet Day ideas and allocation of tasks
- ✓ Review and Report on staff training needs

Spring term

Meeting 1 (Before Safer internet Day)

- ✓ Review and report on e-safety instances (including cyberbullying)
- ✓ Report on preparations for Safer Internet Day

Meeting 2

- ✓ Review of Safer Internet Day
- ✓ Examination of the latest issues around e-safety

Summer term

Meeting 1

- ✓ Report on Student voice and e-safety
- ✓ Review and report of e-safety education throughout the school

Meeting 2

- ✓ Review and report on filtering and Internet issues throughout the year
- ✓ Review of e-safety policies
- ✓ Recommendations for future work.