










 Computer Safety Group - Terms of Reference

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






1. PURPOSE









 To provide a group that has wide representation from St Anne's School, with responsibility for issues regarding online safety.

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2. MEMBERSHIP

 The Computer Safety Group will include members from all areas of the school, including:

-  IT
-  child protection/safeguarding officer
-  teacher
-  Support staff
-  Online Safety Co-ordinator
-  Governor
-  Parent/Carer
-  RPI

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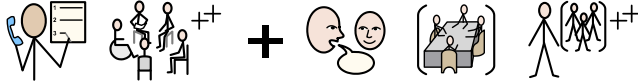
3. CHAIRPERSON



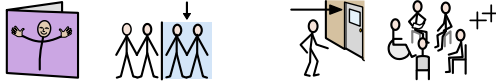
The Committee should select a suitable Chairperson from within the group.



Their responsibilities include:



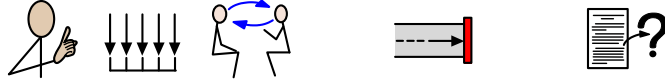
- Arranging meetings and telling committee members;



- Inviting other people to attend meetings;



- Leading the meeting;



- Ensuring all discussion items end with an outcome;

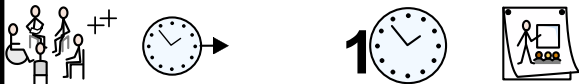


- Making sure that notes are taken at the meetings and shared with members.

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4. FREQUENCY OF MEETINGS



Meetings shall be held once a term.

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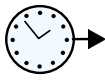





5. FUNCTIONS

These are to help the Online Safety Co-ordinator with the following:









- To keep up to date with developments in online safety
- To monitor the delivery and impact of the online safety policy
- To co-ordinate communication across St Anne's School
- to ensure everyone is up-to-date with information and developments in online safety.
- To listen to pupil voice
- To provide online safety information for Governors' meetings
- To produce surveys/questionnaires for pupils, parents/carers and staff
- To create information for the school website
- To promote Online safety events
- To promote Safer Internet Day
- To ensure that monitoring is carried out of Internet sites used across the school
- To monitor incidents involving cyberbullying

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
6. AMENDMENTS







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The terms of reference shall be reviewed annually from the date of approval.


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The above Terms of Reference for St Anne's School and Sixth Form College have been

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agreed

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Signed by members of the Computer Safety Group


Date: 19.03.19

 
Date for review: 19.03.20