

# **Greenwich House Independent School, Kindergarten and Creche E-safety Policy**

Internet technology helps pupils learn creatively and effectively. It encourages collaborative learning and the sharing of good practice throughout the School, Kindergarten and Creche ("Greenwich House"). The E-safety Policy encourages appropriate, safe and legal conduct and behaviour by pupils, staff and other users during this process.

Pupils, staff and all other users of school-related technologies will work together to agree standards and expectations relating to usage in order to promote and ensure good behaviour.

These agreements and their implementation will promote positive behaviour at Greenwich House. This can transfer directly into each pupil's adult life and prepare them for experiences and expectations in the workplace. The policy is not designed to be a blacklist of prohibited activities; it is a list of areas to discuss, teach and inform. It will develop positive behaviour and knowledge leading to safer internet use and year-on-year improvement, with a measurable impact on e-safety. The positive effects of the policy are intended to be seen online and offline in school and at home, and ultimately beyond school and into the workplace.

This policy should be read alongside Greenwich House's other policies including (but not limited to) its Child Protection Policy. It has been drawn up with reference to <https://www.e-safetysupport.com/> and <https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools> and Greenwich House's other policies.

## **E-safety policy scope**

The E-safety Policy and agreements apply to all pupils, staff, support staff, volunteers, external contractors and members of the wider school community who use, have access to, or maintain school and school-related internet, computer systems, social media and mobile technologies internally and externally. The policy informs other relevant policies including the Data Protection Policy.

The E-safety Policy covers the use of

- Greenwich House based ICT systems and equipment
- Greenwich House related external internet including, but not limited to, extranet, e-learning platforms, blogs, social media websites
- External access to internal school networking such as webmail, network access, file-serving (document folders) and printing
- Pupils' and staff's personal ICT equipment when used in Greenwich House and which makes use of school networking, file-serving or internet facilities
- Mobile phones, devices and laptops when used on the site

## **Aims**

We will:

- Appoint an E-safety co-ordinator. Currently, Mr S Coppin fills this role in school and Mrs M Morley fills this role in Kindergarten and Creche.
- Provide clear and specific directions to staff and volunteers on how to behave online including through Greenwich House's Staff Code of Conduct, Staff Social Network and Digital Policy Media Policy for staff amongst other resources and

training

- Support and encourage our pupils to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others including within Greenwich House's Curriculum
- Support and encourage parents and carers to do what they can to keep their children safe online
- Develop the above mentioned agreements and procedures
- Maintain and develop clear and robust procedures to enable Greenwich House to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or pupil including (where appropriate) Greenwich House's Child

### **Protection Policy**

- Maintain, review and update the security of our information systems regularly
- Ensure that user names, logins, email accounts and passwords are used effectively
- Ensure personal information about the adults and pupils of Greenwich House is held securely and shared only as appropriate
- Ensure that images of pupils and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Provide supervision, support and training for staff and volunteers about online safety
- Examine and risk assess any social media platforms and new technologies before they are used at Greenwich House.

### **Filtering and Monitoring**

The computing subject lead is responsible for ensuring the iPad filters are in operation. A record of these checks will be kept. All staff are responsible for monitoring the screens of the iPads and ensuring the devices are being used in an appropriate and safe manner at all times. Staff are responsible for providing direction to appropriate online content for learning purposes. Any concerns regarding the access of, or attempted access of inappropriate content, should be posted to CPOMs to inform the DSL, the headteacher and the computing subject lead. The DSL shall ensure that action is taken by the relevant staff to prevent future incidents. Decisions on the blocking of content will be recorded on CPOMs. The blocking of any content will be reviewed to ascertain its efficacy.

A review of the filtering and monitoring actions will be made annually or when a risk is identified. This review will be made by the computing lead and this review will be discussed with the DSL and the headteacher.

### **Responding to incidents**

Greenwich House has clear and robust safeguarding procedures in place for responding to abuse including online abuse as set out in its Child Protection Policy and related policies. Greenwich House provides its staff and volunteers with support and training on dealing with all forms of abuse

Greenwich House will make sure its response takes the need of the person experiencing abuse, any bystanders and the school, kindergarten and creche as a whole into account  
Reviewing and evaluating e-safety and ensuring good practice

E-safety policy results from a continuous cycle of evaluation and review based on new initiatives and partnership discussion with stakeholders and outside organisations, technological and internet developments, current Government guidance and Greenwich House-related e-safety incidents. The policy development cycle develops good practice within the teaching curriculum and wider pastoral curriculum. Regular assessment of strengths and weaknesses will help to determine inset provision for staff and guidance for parents, pupils and local partnerships.

The e-safety committee will actively monitor and evaluate the e-safety policy. This committee will comprise:

- E-safety co-ordinators Mr S. Coppin and Mrs M. Morley
- Head Teacher Mrs A Brindle and school leadership team
- Teaching staff
- Designated Safeguarding Leads Mrs M Morley and Mrs A Brindle

In the event of an e-safety incident, the above people will be informed within school and in external agencies informed if required.

This E-safety Policy and related policies will be reviewed at or prior to the start of each academic year.

Additionally, the policy will be reviewed promptly upon:

- Serious and/or frequent breaches of the acceptable internet use policy or other in the light of e-safety incidents
- New guidance by Government/LEA/safeguarding authorities
- Significant changes in technology as used by Greenwich House or pupils in the wider community
- E-safety incidents in the community or local schools which might impact on the school community
- Advice from the police

The e-safety policy review will be documented.

This policy will also be evidenced on [www.greenwichhouseschool.com](http://www.greenwichhouseschool.com)

The school will draw up an e-safety calendar detailing training, meetings, reviews, evaluations, teaching and learning provision, parental involvement, wider community involvement over an academic year.

The Head Teacher will receive a report on the progress, evaluation, impact and effectiveness of the e-safety policy annually. This report will include e-safety incident accounts and statistics, detailing how they have been resolved, and the counter measures that were implemented.

Signed on behalf of the setting by:

.....Head Teacher

Date: January 2015

Reviewed August 2017

Reviewed August 2018

Reviewed September 2020

Reviewed September 2021

Reviewed April 2024