



Our historic schools are nestled in the Cheshire countryside, founded upon the principles of the Church of England, to serve the community, with Christian values at the heart of all we do. We offer pupils a caring, nurturing environment, where we endeavour to inspire and develop each unique child to reach their full potential, encouraging faith, hope and love of God. Our diverse and creative curriculum ensures a love of the world around us, a love of learning and a love of one another

***'Love one another, as I have loved you' John 13:34***

## **E-SAFETY POLICY**

Signed by:	Lisa Rigby, Chair of Governors Rhian Perry, Executive Head
Reviewed July 2024	Annual Review

- At Antrobus St Marks and Great Budworth Federation we understand the importance that technology plays in the lives of our pupils. Whilst we teach and encourage our pupils to embrace new technology as it emerges, its use must be balanced by educating pupils to take a responsible approach.
- The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.
- This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.
- The nominated e-safety officer in school is Miss Perry, who is the first point of contact for any e-safety related incident.

### **Teaching and learning**

- Within the Computing section of The National Curriculum 2014, are specific, statutory objectives for e-safety for both KS1 and KS2 which staff will plan, teach and assess.
- The Internet is an essential element in 21st century life for education, business and social interaction.
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what internet use is acceptable, what is not and given clear objectives for internet use.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Esafety day will be taught once year for children to understand the importance of staying safe online and encourage children to speak up about any issues,

### **Online Safety and Managing Internet Access**

- All filtering is managed by using SENSO filtering system. This blocks sites that fall into categories such as, race hatred, gaming and sites of an illegal nature. Miss Perry (executive headteacher, Mr Hathaway DSL and Christine DLS governor) will have access to this system and be able to monitor inappropriate content.
- To monitor Laptop and iPad use children must sign out a piece of equipment stating what number they have taken and then sign it back in when returned.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Laptops that are authorised to staff can be taken home. Any other laptops and iPad should not be taken home unless a senior member of staff has authorised this and they have been signed in and out.

### **Photographs and mobile phones**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be identified without prior parental consent. Pupils' full names will not be used anywhere in the public domain on the Web
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Mobile Phone and devices will be switched off or switched to 'silent' mode, devices will not be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances.

- It is expected that phones remain with personal belongings and are kept safe. Should a member of staff realise that their phone may potentially have been lost or taken then they should immediately inform the office, who should record the exact time and date and notify the Headteacher.
- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- • If mobile phones are used for photographs and twitter, the photographs must be deleted the same day.
- If it is deemed necessary for a pupil to bring a mobile phone / smart watch to school, (e.g., in the case of older pupils because they travel to and from school independently), then the following rules apply:
  - The phone / device is to be switched off upon the child entering the school site.
  - The phone / device is handed into the Class Teacher at the start of the school day and placed in the mobile phone box for that class
  - Devices are handed back to children at the end of the day.

### **Social Media**

- Consent from parents before posting on social media must be obtained.
- Posts on social media should be respectful and inclusive the content should reflect the school's values and promote a positive community.
- Staff should model appropriate online behaviour
- Consent from parents before posting on social media must be obtained.

### **Teachers must ensure that they:**

- Communicate with children and parents in an open and transparent way using the school phone number and email address.
- Never 'friend' a pupil at the school where they are working onto their social networking site.
- Use social networking sites responsibly and ensure that neither their personal nor professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Make sure that high levels of privacy are set if they choose to use social media.
- Mobile phones must not be used on the premises by parents and carers.

### **Smart watch policy**

#### **Children**

- Smart watches may be worn in school in hours but should be used for timekeeping
- Devices should not be used for unauthorised recording or photographs

#### **Staff**

- During class time smart watches should be set to silent to avoid any disruptions
- Use of communication (messaging and calls) is prohibited