

Longmoor Primary School E-Safety Group

Committee	E-Safety Group	Date	Monday 7 th November 2016
Chaired by	R Wheatley	Clerked By	A Hughes
Present	S Dainty, A Hughes, R Wheatley, S Allcock, L Wordsworth, A Frost, Bayleigh-mae S, Hannah T, Harriet S, Paige H, Callum W		
Apologies	K Wilson, S Tuck		
Absent			

- 1. Welcome:** AH welcomed the new members of the committee to the meeting and thanked RW, SA and AF for returning for another year. AH discussed the purpose of the e-safety committee:-
 - ✓ To review the e-safety policy every two years. This was completed by the previous committee and will not need reviewing until next year.
 - ✓ To monitor e-safety incident log.
 - ✓ To discuss training needs, including staff, parent/community awareness.
 - ✓ To raise new community initiatives in response to training needs or as a result of polls/surveys.
 - ✓ To coordinate annual events such as anti-bullying week or Safer Internet Day.
- 2. Allocation of responsibilities for the year:** RW was re-elected as chairperson. The roles and responsibilities document was shared with the group.
- 3. Review of actions from previous meeting:** RW reviewed the action points from the meeting held in February. AH had emailed these to all adults as a reminder.
 - **All members to research other school's internet e-safety pages on their websites and find out what we can improve on ours:** RW had looked at other websites and ascertained that they were all very similar to ours. The important thing to remember is that it should comply with statutory requirements which ours does. AH has made the e-safety page more obvious and easier to find by making a link from the KEY INFORMATION section.
 - **RW suggested placing a QR code on the e-safety board linking to our webpage: ACTION: RW will send AH a link to a QR code reader.**
 - **ACTION: Adults in e-safety committee to watch the video - Jigsaw - as it has had a huge impact on educating the children about putting personal information on line.**

- Following previous concerns about the safety of certain websites and Apps, AH had suggested sending a letter to parents making them aware of the potential dangers. AH shared three letters that had been sent from the LA at the end of last year. These were thought to be too wordy. Everyone agreed that to make an impact the letter needs to be more child/parent friendly.

ACTION: AH / SD to put a letter together on 10.11.16 before sharing with the committee. Once approved by all, the letter will be sent out during next week's Anti-Bullying week.

- **Children to write a script and a storyboard for an e-safety video:** as suspected, the previous set of children hadn't achieved this action although all agreed that it was a possible idea for the future. RW suggested that this could be achieved easier without making a video but by using a storyboard idea.

- 4. Overview of issues encountered last year and resolutions:** AH explained how an e-safety incident is dealt with by SD / AH. AH showed the e-safety incident record. AH reported 3 incidents from last year. There has been one incident so far this year involving some current pupils and the inappropriate use of Instagram. SD explained how she had dealt with this including speaking to all the children involved and their parents. The incident has been logged and filed in the e-safety incident folder.
- 5. Discussion on Safer Internet Day ideas and allocation of tasks:** AH informed the group that this year's Safer Internet Day 2017 will take place on Tuesday 7th February with the theme, '*Be the change: unite for a better internet*'. AH suggested the following activities could take place during the week but that this could be organised nearer the time when resources have become available.
 - **Focus on e-safety in assemblies and lessons** using the resources in from the Safer Internet Day education packs (coming soon). SD suggested that this would be good to introduce the week in the Monday morning assembly.
 - **Run a competition in school.**
 - **Display the Safer Internet Day posters** in school.
 - **Involve the local press.** The education packs will provide a template press release to use.
 - **Effectus Theatre Group** - possible dates for late January / early February. Last year, they performed 'Ugly' which the children agreed was very good. The same theatre group have a new show - Don't pack up your troubles - suitable for KS1 and KS2. AH shared a summary of the show's content. All agreed that this would be a very positive event but it was dependent on overall costs. LW suggested to AH that maybe the PTFA might like to fund this.

ACTION: AH to confirm final costings. If this is viable, AH to book.

AH discussed the possibility of signing up for a training programme suitable for children. Once trained, the children involved would have the skills to lead events like the Safer Internet Day (Childnet - digital leaders programme). However, this would cost £500. SD suggested that she might have a contact through KCom who could offer a similar training programme for free. Everyone agreed that this was better than having to pay a fee.

ACTION: SD to investigate the free training and report back to the group at the next meeting.

6. **AOB:** Following a discussion with SA, the children had been thinking of ideas that they would like to achieve this year including:
- Run competitions such as a poster competition and an e-safety board game competition. AH suggested that the poster competition would be quick and easy to organise for this term - perhaps during Anti-Bullying week. Whereas, the board game competition could be held during the spring term. Hannah suggested that the children in school could play these during the Safer Internet week in February 2017. Another suggestion was to use the software programme Scratch to promote e-safety.
 - AH took photographs of the new adult member of the committee.

ACTION: AH to update the e-safety page with these new photographs.

7. **Date of the next meeting:** The next e-safety group meeting will take place on Monday 6th March 2017 at 3.45pm.

Key Points Achieved

- ✓ Purpose of the e-safety committee.
- ✓ Re-election of the chairperson.
- ✓ The roles and responsibilities of the group.
- ✓ Review of e-safety incidents since the last meeting.
- ✓ Ideas for the Safer Internet Day 2017.
- ✓ Possible training for all children on the committee - free?
- ✓ Letter to be sent out to parents making them aware of current e-safety risks.

Meeting concluded at 4.30pm