



LONGMOOR PRIMARY SCHOOL

Online Safety Committee Terms of Reference

1. PURPOSE

To provide a consultative group that has wide representation from the Longmoor Primary School community, with responsibility for issues regarding online safety and the monitoring the online 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 online safety committee will seek to include representation from all stakeholders.

The composition of the group should include:

- SLT member/s
- Child Protection/Safeguarding officer
- Teaching staff member
- Support staff member
- online safety coordinator
- Governor
- Parent/Carer
- ICT Technical Support staff (where possible)
- Community users (where appropriate)
- Pupil representation - for advice and feedback. *Pupil voice is essential in the make up of the online 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 once a term for a period of no more than 1 hour. A special or extraordinary

meeting may be called when and if deemed necessary.

5. FUNCTIONS

These are to assist the online safety coordinator (or other relevant person) with the following:

- To keep up to date with new developments in the area of online safety via Derbyshire County Council and/or other communication channels.
- To annually review and develop the online safety policy in line with new technologies and incidents.
- To monitor the delivery and impact of the online safety policy.
- To monitor log of reported online 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 online safety. This could be carried out through
 - Staff meetings
 - School Council (for advice and feedback)
 - Governors meetings
 - Surveys/questionnaires for students/pupils, parents/carers and staff
 - Parents evenings
 - Website/Newsletters
 - Online safety events
 - Internet Safety Day (annually held 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 LA OpenHive filtering software.
- To monitor the safe use of data across the Longmoor Primary School.
- To monitor incidents involving cyberbullying for staff and pupils via the Boost+ Whisper tool.
- To monitor improvement actions identified through use of the 360 degree safe self-review tool.

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 Longmoor Primary School have been agreed.

Signed by:

Anna Hughes

Miss A Hughes (online safety Coordinator)

S Dainty

Mrs S Dainty Head Teacher

Date: 2.10.18

Date for review: 2.10.19

Calendar of duties - assuming 3 meetings a year - one a term

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

Review of online 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

Meeting One

Overview of issues encountered last year and resolutions

Allocation of responsibilities for the year

Discussion on Safer Internet Day ideas and allocation of tasks

Review and Report on staff training needs

Spring

Meeting One

Review and report on online safety instances (including cyberbullying)

Report on preparations for Safer Internet Day

Review of Safer Internet Day

Examination of the latest issues around online safety

Summer

Meeting One

Report on Student voice and online safety

Review and report of online safety education throughout the school

Review and report on filtering and Internet issues throughout the year

Review of online safety policies

Recommendations for future work.