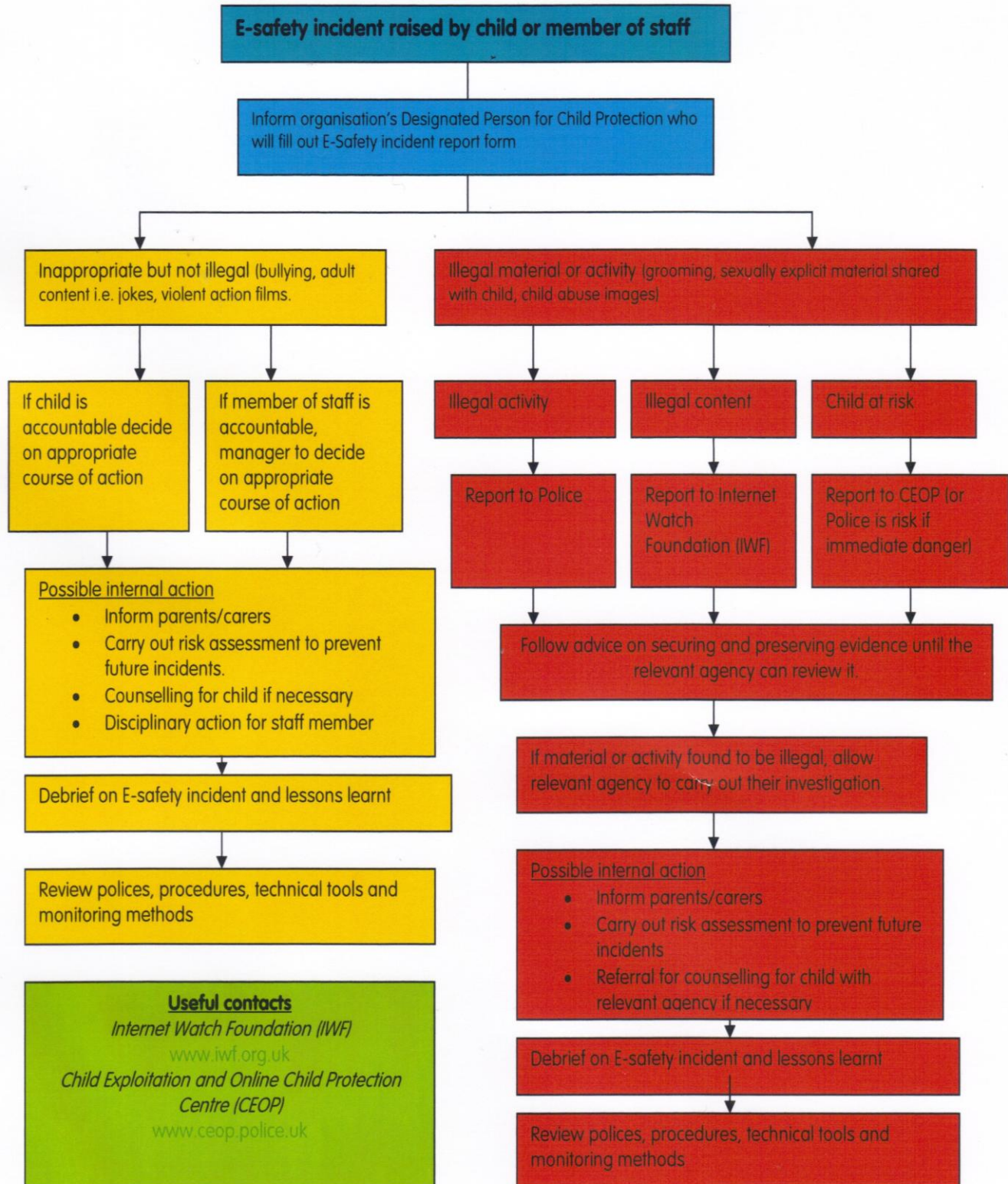


E-Safety Policy 3

E-Safety Flowchart - Reporting online incidents



Our E-Safety Policy

This policy and the procedures that it underpins apply to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Leicester Community Academy.

- To protect children and young people who receive Leicester Community Academy 's services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us.
- To provide staff and volunteers with the overarching principles that guide our approach to e-safety.
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety.
- The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

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We will seek to promote e-safety by:

- Appointing an e-safety coordinator.
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT.
- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles.
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people.
- Developing an e-safety agreement for use with young people and their carers.
- Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse).
- Informing parents and carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly.
- Providing adequate physical security for ICT equipment.
- Ensuring that user names, logins and passwords are used effectively.
- Using only official email accounts provided via the organisation, and monitoring these as necessary.

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- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website.
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them.
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training.
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

The names of our E- Safety Co-ordinators are:

Mr Suleman Kandawala (Secondary Boys)

Mrs Rukiya HifzurRahman (Secondary Girls)

They can be contacted on (0116) 274 1626

E-Safety Agreement

Leicester Community Academy understands the importance of emerging technologies for children's education and personal development and seeks to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Note to young people, parents and carers

This agreement is part of our code of behaviour for children and young people. It also fits with our overarching e-safety policy and the expectations we have of our staff and volunteers in terms of their use of communications technologies such as the Internet and mobile phones. If you would like to know more about this, please speak to the group leader or to our e-safety co-ordinator (Mr Farhan Shah).

Young person

Please read the following agreement and discuss with your parent/carer. If there is anything you do not understand, please also discuss with your group leader. Parents/carers: please read and discuss this agreement with your child, and then sign it, ask your child to sign it. and return it to the group leader

Young person's agreement

I will be responsible for my behaviour when using the Internet This includes resources I access and the language I use.

I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.

I will not send anyone material that could be considered threatening, bullying, offensive or illegal I will not give out any personal information such as name, phone number or address. I will not reveal my passwords to anyone.

I will not arrange to meet someone unless accompanied by a member of staff or a parent.

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I understand that all my use of the internet and other related technologies will be monitored and logged and can be made available to the group leader.

I understand that these rules are designed to keep me safe and that if they are not followed, my parent / carer may be contacted.

Young Person's and Parent's Signature

We have discussed this policy and
(Child's name)
agrees to support the safe use of ICT at Leicester Community Academy.

Parent / Carer's Signature:

Child's Signature:

Date:

Reviewed: September 2016

Next Review: September 2017