



## Les Voies



### E-Safety Policy

<b>Type of Policy</b>	<b>Les Voies</b>
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<b>Date for Review</b>	<b>January 2025</b>
<b>Signed by</b>	

**Links to other policies: Engagement policy, Teaching and Learning policy, Anti-bullying policy**

## **What is E–Safety?**

E –Safety means electronic safety. It is concerned with the protection of young people in a digital world and ensuring that they feel safe when accessing new technology. They protect from unsuitable material and prohibited activities taking place online affecting both adults and children.

### **Potential Risks:**

Social networking.  
Grooming.  
Phone Sexting.  
Cyber bullying.  
Online gaming.  
Age-inappropriate material

### **Why do we need E-Safety at Les Voies?**

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Les Voies School believes in the educational benefits of curriculum internet use. The Senior Leadership Team recognises that there are risks and dangers associated with inappropriate use and so plans accordingly to ensure appropriate, effective and safe student use.

### **Policy Purpose:**

At Les Voies School it is important that we understand enough about the internet to keep our students safe from harm. It is equally important that we equip them with the skills they need to keep themselves safe, so they can experience the internet positively and responsibly. This ensures that students are safe users of the internet system and other communication technologies.

### **Roles & Responsibilities:**

#### ***Headteacher and Senior Leadership Team***

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community
- The Headteacher and SLT should be aware of procedures to follow in the event of a serious e-safety allegation being made about a member of staff.
- The Headteacher is responsible for ensuring that staff with responsibility receive appropriate CPD to enable them to carry out their e-safety roles and train other colleagues, as relevant
- The child protection officers to review any 'purple button' concerns that arise from Les Voies recording system Sleuth.

#### ***Staff Responsible***

All staff have a responsibility to ensure the safe use of technology. Expectations include:

- ALL staff have a responsibility to ensure that any issues relating to the misuse of technology, should be passed onto the Child Protection Officers and to be recorded on the Les Voies behaviour management system Sleuth (purple button) immediately.
- Take day to day responsibility for e-safety issues and have a leading role in establishing and reviewing the school e-safety policies and documents
- Ensure all staff are aware of procedures that need to be followed in the event of an e-safety issue

- Provide training and advice for staff
- Document incidents relating to e-safety in a secure area
- Liaise with the Education Network Managers as appropriate.
- Report regularly to SLT
- Be trained on e-safety issues and be aware of the potential of Child Protection issues that may arise from;
  - Sharing of personal data
  - Access to illegal/inappropriate materials
  - Inappropriate on-line contact with adults and strangers
  - Cyber-bullying
- Deal with Serious Incidents of Misuse using the guidelines provided by the Education Department Policy.

***Teaching Staff are responsible for ensuring that;***

- Students are taught the most up to date information according to the set computing curriculum.
- Staff are role modelling the safe use and appropriate use of technology.
- They have an up to date awareness of e-safety matters and the current school e-safety policies and procedures
- They report any suspected misuse or problem to a member of the E-Safety Team
- Digital communication with students (email/virtual learning environment) is on a professional level and only carried out using official school systems.
- E-safety issues are embedded into various aspects of the curriculum and students understand and have a good knowledge of research skills.
- They monitor ICT activity in lessons and extra curricular activities.
- They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices.
- In lessons where internet use is pre planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Staff have a responsibility to act appropriately with reference to their own online presence in the community. Staff must ensure they are always adhering to their contractual obligations set out by the States of Guernsey.

***Students***

- Are responsible for using the school ICT systems in an acceptable manner (see Acceptable Use Policy).
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials.
- Will be expected to know and understand the school policy on the use of mobile phones, digital cameras and handheld devices. They should know and understand school policies on taking/use of images and on cyber bullying.
- Should understand the importance of adopting good e-safety practices when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

***Student Contribution***

- Student voice – Junior Leadership Team are involved in developing and reviewing the use of technology at Les Voies. .

### **Parents/Carers**

Parents play an important role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will therefore take every opportunity to help parents understand these issues through newsletters, website/VLE and information about local e-safety campaigns/literature.

Parents and carers will be responsible for;

- Endorsement of the student AUP
- Accessing the school website/VLE in accordance with the relevant Acceptable Use Policy.



**Les Voies**  
**School**

