



AVANTI HOUSE

**e-Safety**

**GUIDANCE DOCUMENT**

**2013-2014**

## **Introduction**

At Avanti House School, all policies, procedures and staff guidance reflect the vision of Avanti Schools Trust and act to promote Character formation, Educational excellence and Spiritual insight in a safe and secure learning environment.

Governors and staff recognise that they have a full and active part to play in protecting our pupils from harm at all times. This guidance and associated procedures that underpin our practice, apply to all staff, including; paid staff, volunteers , agency staff, students and anyone working on behalf of Avanti House School.

The use of information technology is an essential part of our daily life; it is involved in how we as a school 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 can be 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.

As a school, Avanti House believes in supporting all aspects of a child's development, creating the support needed so that they can learn to keep themselves safe in a variety of ways. The school makes use of the wealth of technological advances that our children experience as an integral part of their daily practice and acts to provide staff and volunteers with the overarching principles that guide our practice with respect to e – safety.

The welfare of the children/young people who come into contact with our school is paramount in our practice and governs our approaches to the use and management of electronic communications and technology. We recognise that 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 our children, their parents/carers and other agencies is an essential element of all we do. We act to promote our young people's welfare by helping young people to be responsible in their approach towards e-safety;

This guidance should be read in conjunction with the schools other Health and Safety and associated Safeguarding policies and procedures as follows:

Health and Safety;  
Staff Handbook;  
Child Protection and Safeguarding;  
Anti- Bullying and Cyber Bullying.

## **We will seek to promote e-safety by:**

Assigning our Inclusion Manager to work in partnership with our Site Manager/ICT Manager;

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 pupils 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/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 our pupils, parents/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, cyber-bullying, or the 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 Avanti Schools Trust, and monitoring these as necessary;

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 will 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 name of our e-safety co-ordinators are, who work in close partnership are:**

**Dr Pinkus – Inclusion Manager**

**Mrs B Radia – Head of Primary Phase**

**Mr V Patel – ICT Co-ordinator**

He/she can be contacted via the school contact details.

We are committed to reviewing this guidance on an annual basis as an integral part of our Schools Policy and Information List and Safeguarding Audit.

This guidance was last reviewed on:

August 2013