

E-safety

A practical guide
for schools

The first choice for education

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Did You Know?

92% of secondary school children have had experience of being cyber-bullied

(NFER eSafety report, 2012)

77% of 12 to 13 year olds have a Facebook or another social networking page

(The Cybersurvey, 2012)

40% of Key Stage 3 and 4 students have witnessed a 'sexting' incident and, in the same group, 40% didn't consider topless images inappropriate

(Ofsted, Inspecting E-safety, January 2013)

Welcome to the RM Education E-safety Guide

With regular headlines in the press about cyber-bullying, the dangers of inappropriate content and the questionable safety of social media, it's little wonder that e-safety is quite rightly becoming a growing priority. In fact, it has become so important that Ofsted now includes it as part of their inspections, putting it firmly on the agenda of all schools.

Combine this with an increasing number of students wanting to bring in their own internet-enabled devices and mobile phones (whether it's part of a school bring your own device scheme or not) and the need to have good e-safety policies in place becomes even more critical.

So, how do you maintain the balance between giving them freedom and maintaining control? How do you enable pupils to take full advantage of the technology to support learning and prepare them for the real world while providing a safe environment? Where does your responsibility end and parental responsibility begin? And can you ensure their e-safety beyond the school gates? It can feel like a bit of a minefield, but don't panic, we are here to help.

This succinct guide aims to provide you with some clarity and practical advice on how to approach e-safety. We'll give you some simple ideas and useful hints and tips from experts and other schools on how to put effective e-safety provisions in place, to meet the requirements of students, teachers, parents and Ofsted.

E-safety in a nutshell

What is e-safety?

Ofsted describes e-safety as a school's ability to **protect and educate** pupils and staff in their use of technology as well as having appropriate mechanisms in place to intervene and support any incident where appropriate.

Protect

Protecting students means providing a safe learning environment by using appropriate monitoring and filtering to control what students can access while at school. But, this only protects them while they are on school premises. Education around e-safety is the only way to ensure that, wherever they are, they know how to stay safe online.

Educate

The education of e-safety covers a wide range of subjects, including:

- **Online behaviour** – understanding what constitutes cyber-bullying and sexting, how to behave safely and with respect for others
- **Protecting your online reputation** – understanding both the risks and rewards of sharing personal information online (your digital footprint)
- **How to use social networking safely**
- **Understanding the reliability and validity of online information**
- **Data security** – keeping your personal information safe and being aware of viruses and hacking
- **Knowing what to do if anything bad happens** (e.g. you are a victim of cyber-bullying or you upload something by mistake)

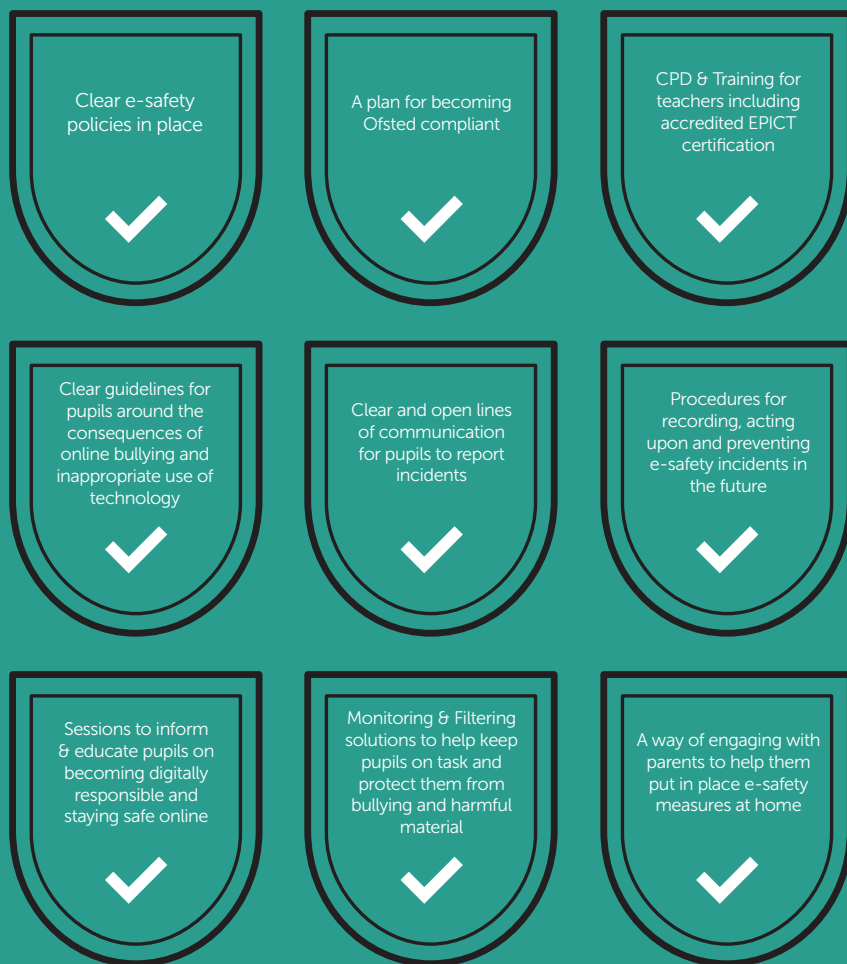
Key features of e-safety in 'good' and 'outstanding' schools – *the Ofsted lowdown*

In September 2012 Ofsted published guidelines sharing what it expects schools to deliver around e-safety. Here's a summary of what they define as key features of good and outstanding schools. You can find the complete table at <http://www.ofsted.gov.uk/resources/briefings-and-information-for-use-during-inspections-of-maintained-schools-and-academies>

Whole school consistent approach	All teaching and non-teaching staff recognise, are aware of and prioritise e-safety issues. High priority given to training in e-safety. The contribution of the wider school community is valued and integrated.
Robust and integrated reporting routines	School-based reporting routes (including Report Abuse buttons) that are clearly understood, respected and used by the whole school.
Staff	All teaching and non-teaching staff receive regular and up-to-date training.
Policies	Policies are rigorous, contributed to by the whole school and integrated with other relevant policies such as behaviour, safeguarding and anti-bullying.
Education	An age-appropriate e-safety curriculum teaching pupils how to stay safe and take responsibility for their own and others' safety. Uses positive rewards and peer mentoring programmes.
Infrastructure	Recognised Internet Service Provider (ISP) or Regional Broadband Consortium (RBC) together with age-related filtering that is actively monitored.
Monitoring and Evaluation	Risk assessment taken seriously and used to good effect in promoting e-safety.
Management of Personal Data	The impact level of personal data is understood and data is managed securely and in accordance with the Data Protection Act 1998.

E-safety – you’ve got it covered. Right?

Many schools often think the answer to this question is yes but as they start to put in place proper measures and ways of monitoring, they often find that is not the case. Here is a simple check list to get you started:



Five things you need for effective e-safety policies

This is the framework where you set out how you will protect and educate students, staff and parents. There are two main types of policy:

- **Acceptable Use Policy** – which sets out what students can and can't do online
- **E-safety Policy** – which sets out the commitments the school makes to ensure its community is safe online

Robust policies are vital but they are only the starting point. Here are five things you should do to ensure your policy is at the heart of e-safety in your school:

- 1 **Involve students in the development of any policies** - this creates a sense of ownership and provides the first step in educating them about e-safety and acceptable use of technology.
- 2 **Involve parents** – they need to read and sign the policies and have the opportunity to share feedback. This will kick-start the conversation about e-safety out of school too.
- 3 **Review it** – agree a date each year when you seek feedback and review the contents of the policy. Life online changes at breakneck speed and what may have been watertight a year ago may no longer be adequate today.
- 4 **Embed it** – policies are no use if they are merely a tick-box exercise, they need to be part of daily life. You could implement a regular reward system that recognises students who have flagged an issue or shown leadership in this area, or appoint e-safety monitors whose job it is to keep e-safety front of mind.
- 5 **Own it** – all members of staff need to be trained and have responsibility for e-safety but if one member of staff has deep expertise coupled with overall responsibility for e-safety it's far more likely to retain its place on the agenda.

Online Safety and Inspection

By Ken Cornish, Online Safety Manager

South West Grid for Learning (SWGfL) and UK Safer Internet Centre

E-safety is one of those areas of safeguarding that never seems desperately important until things go belly-up; only then do a host of authorities appear to point out the massive gaps that you missed, the impact of which is only obvious in hindsight.

There is an awareness now that schools tend to get physical safeguarding right on the whole: however the focus is beginning to switch to those issues that occur "beyond the school gate" that impact on the well-being of a child where they are acting as a pupil of the school. Safeguarding procedures that are sophisticated enough to identify, respond to, ameliorate or signpost interventions tend not to be as well developed where technology is concerned.

It is no accident then that the Ofsted inspection handbook (Sept 2012), the subsidiary guidance for inspectors and the new inspectors' briefing sheets shift the spotlight onto these aspects. E-safety and cyber-bullying are mentioned four times in the new schedules, interestingly enough in the Leadership and Management section when describing outstanding schools.

The UK Safer Internet Centre was fortunate enough to be asked to assist in helping shape and advise on these changes, in particular the inspectors' briefing sheets. These briefing sheets are publicly available to schools and give a valuable heads-up to school leaders as to what good/outstanding on-line safeguarding practice looks like; more importantly perhaps, it clearly outlines what inadequate practice looks like.

Whilst there is a realisation that e-safety may not be a high priority in a school that is challenged with more fundamental issues, this renewed focus around technology and safeguarding must surely act as a lever to create safer environments for pupils, staff and families both on-line as well as off.

That journey might actually be easier than you think as there is a whole host of support and advice out there that will not only kick-start that process but help to sustain and grow it too. Back this up with a quality curriculum for all users and the strategy begins to write itself.

A great place to begin to review and map your readiness for this would be to use the 360 Degree Safe, the free online self-review tool for schools from the South West Grid for Learning (SWGfL), available from www.360safe.org.uk

'If Facebook were a country it would be the world's third largest'



Education, education, education.

Enabling pupils to take full advantage of technology and preparing them for the real world whilst providing a safe environment is a tricky balancing act. Locked-down systems that exert total control over what students can access online provides no opportunity for them to learn how to become digitally responsible.

Monitoring and filtering is essential to prevent access to inappropriate content but, for example, banning Facebook or social networking sites could actually leave students more vulnerable when they are outside the school gates if they don't get to learn how to use social media safely.

To get you started on the path to educating your students about staying e-safe, here are five topics taken from a comprehensive lesson plan that is available free at www.rm.com/esafety and includes all the resources you need to deliver a highly engaging and stimulating e-safety course for Key Stage 3 and 4.

- 1 **What is e-safety?** Start by finding out what your students think e-safety is, as a way of auditing their current knowledge.
- 2 **Responsible use of social networking.** Share a fictitious social network profile (provided in the lesson plan) and ask students how this person is protecting her personal information and what she's doing wrong.
- 3 **Are you a cyberbully?** Was that 'joke' they sent really funny or could it have been an act of unintentional bullying? Get the pupils to roleplay the impact that this could have.
- 4 **What's your digital footprint?** What information is there about you online? How can you protect your online reputation (now and in the future) and what you need to know about sharing personal information.
- 5 **How reliable is online information?** This lesson is all about how to interrogate what you might think are 'facts' you find online.



'The mobile device will be the world's primary connection tool to the internet in 2020'

What we discovered in our school

Ian Wilson, Assistant Head Teacher

Manor High School, Oadby

Manor High School is a convertor academy with approximately 900 students aged between 10 and 14 (Key Stage 2 and 3). Assistant Head Teacher, Ian Wilson, shares the story of how using a sophisticated monitoring system quickly became a valuable tool in the school's e-safety provision.

"Although school leadership, ICT support and teaching staff felt that there was little inappropriate use of the system, there was a small but constant number of referrals to pastoral staff from students concerned about name calling and some bullying using various social networks along with school provision. The Assistant Head teachers responsible for e-safety and Pupil Welfare (both of whom are DSP and CEOP Level 2 trained) became aware of the potential of the E-Safe system (an e-safety monitoring system) to provide timely data relating to actual student behaviour."

"An initial trial of E-Safe, over a term, showed that although the extent of system misuse was minor, a small number of students were using the system inappropriately. The most common finding was abusive language in e-mails. On the basis of the trial we committed to the on-going use of E-Safe Education; it was installed, with off-site monitoring and tiered response reporting."

A re-emphasis on the proper use of ICT

"Initially, weekly reports showed several dozen youngsters using ICT inappropriately. Some was relatively trivial; such as bad language in e-mails, nonetheless pastoral staff and class teachers were alerted by the E-Safe system and able take suitable steps. In a minority of cases students used ICT to harass or bully their peers and in the most serious of cases, E-Safe made immediate action possible"

"Awareness of the extent of the misuse led to a re-emphasis on proper use of ICT by students and greater vigilance by staff. Students rapidly became aware that activity was actively monitored, and quickly modified their behaviour such that into the second month of use the number of reports had reduced to a handful."

The value of E-Safe as a tool to assist with safeguarding rapidly became apparent

"A youngster already known to the safeguarding team attempted to investigate a suicide web site. In this case action was possible within an hour or so. In another case a student previously unknown to the safeguarding team made a disclosure in a piece of typed work that may never otherwise have been seen by an adult; support was swiftly put in place and a vulnerable child protected."

My advice to other schools is simple: don't be complacent.

"Even in a school like ours where e-safety is a high priority, staff are properly trained and students well informed, it is likely that there is activity on your network that staff are not aware of. We were unconvinced of the need of monitoring but our trial and subsequent adoption has convinced us of the value of it."

For more information on the E-Safe monitoring system, visit www.rm.com/esafe

"E-Safe should be seen as part of the safeguarding provision in a school not as part of the ICT infrastructure. The insight that can be gained into young people's needs and behaviour is extremely valuable."



How can we help?

Teachers and parents have a huge role to play in helping to keep children safe and a lot can be done through educating pupils on how to keep themselves out of trouble, but there is additional help available. RM has a specific focus on e-safety in education and can provide schools with the right advice, solutions and resources to help pupils stay safe online.

E-safety CPD & Training

Ofsted recommends that all teaching and non-teaching staff receive regular and up-to-date training with at least one staff member having accredited training. As a national provider of EPICT's E-Safety Awareness Module, RM Education can help you put in place school policies and practices that are sufficiently comprehensive and meet the Ofsted requirements for inspection.

We also offer a wide range of e-safety Consultancy services and practical e-safety workshops (for senior management, teachers, pupils and parents) as well as bespoke tailored programmes to suit the needs of your school.

Monitor, manage, educate & protect

Finding the right balance between providing a safe learning environment for pupils whilst giving them the freedom to use technology is hard. However, our range of market leading monitoring and filtering solutions is designed to help promote responsible digital behaviour in pupils and our educational broadband solutions also include accredited e-safety filtering as standard.

All of our solutions are designed to ensure that technology can be used productively to enhance learning, while giving pupils the freedom to benefit from the wide range of online applications and learning resources now available.

For more information on any of these solutions visit www.rm.com/esafety

Useful links and Resources

E-safety bodies

Internet Watch Foundation
www.iwf.org.uk

The UK Safer Internet Centre
www.saferinternet.org.uk

CEOP (Child Exploitation and Online Protection)
www.thinkuknow.co.uk

Childnet
www.childnet.com

Beatbullying
www.beatbullying.org

SWGfL (South West Grid for Learning)
www.swgfl.org.uk

Resources

Expert advice for schools plus lesson plans, quizzes and parent leaflets
www.rm.com/esafety

A range of e-safety resources for parents, schools and young people
www.swgfl.org.uk/Staying-Safe

A collection of anti-bullying teaching resources
<http://archive.beatbullying.org/dox/resources/resources.html>

Presentations, videos and real life stories
www.childnet.com/resources

Games, films, quizzes and advice
www.saferinternet.org.uk/advice-and-resources



E-safety

Have you got it covered?

Don't panic. Call in the experts.

This guide is designed to provide clarity and practical advice around e-safety and share some useful ideas, hints and tips on delivering an effective e-safety provision for students, staff and parents while meeting Ofsted requirements.

But if you're still not sure what to do next, help is at hand. We can help you develop your e-safety strategy, putting in place measures that will drive down the risk of e-incidents and help you get that all-important "outstanding" Ofsted rating.

We can provide:

- An EPICT-accredited CPD training course
- E-safety workshops for senior managers, teachers, governors, parents and pupils
- E-safety advice and consultancy
- Market leading filtering and monitoring solutions
- Broadband services with accredited e-safety filtering built in

**For more advice call
us on 08450 700 300
or visit www.rm.com/esafety**