

QUICK E-SAFETY CHECKLIST FOR SCHOOLS

Based on 360 degree safe tool from SWGfL

Policy and Leadership		Infrastructure	
Responsibilities <ul style="list-style-type: none"> Is there an e-safety committee? Is there someone who has responsibility for e-safety? Is there a Governor with responsibility for e-safety? 	<input type="checkbox"/>	Passwords <ul style="list-style-type: none"> Is there an active password security policy? 	<input type="checkbox"/>
	<input type="checkbox"/>	Services <ul style="list-style-type: none"> Is there a filtering policy? Does the school review technical security? Is there an agreed Personal Data Policy? 	<input type="checkbox"/>
Policies <ul style="list-style-type: none"> Is there an e-safety policy? Does the e-safety policy cover aspects of the use of ICT, in and out of school? Are the Acceptable User Policies for both staff and pupils signed each year? Does the school evaluate e-safety policies and practices? Is e-safety embedded in other whole school policies? Are there clear sanctions for the misuse of ICT? Is there a clear reporting and recording system for e-safety incidents? 	<input type="checkbox"/>	Education	
	<input type="checkbox"/>	Children and Young People <ul style="list-style-type: none"> Is there a planned program of e-safety education across all years? Are children taught to be critical of the materials they access? Are the children involved in helping to advise about e-safety issues? 	<input type="checkbox"/>
	<input type="checkbox"/>	Staff <ul style="list-style-type: none"> Is there regular e-safety training for ALL staff? 	<input type="checkbox"/>
	<input type="checkbox"/>	Governors <ul style="list-style-type: none"> Is there e-safety training for Governors? 	<input type="checkbox"/>
	<input type="checkbox"/>	Parents and Carers <ul style="list-style-type: none"> Are there opportunities for parents to learn about e-safety? 	<input type="checkbox"/>
Communications and Communications Technology <ul style="list-style-type: none"> Does the school have a policy on mobile phones? Are there policies on the use of email, social networking and blogs? Does the school have a policy relating to the use of digital and video images? Does the school use its website and newsletters to give messages about e-safety? Does the school have policies relating to staff professional use of technologies? 	<input type="checkbox"/>	Standards and Inspection	
	<input type="checkbox"/>	Monitoring <ul style="list-style-type: none"> Are all e-safety incidents recorded? Are the policies and practices monitored? 	<input type="checkbox"/>

The answers to these questions only provide a small part of an e-safety survey. For a better in-depth look at your establishment's esafety we strongly suggest you complete the free

360 Degree Safe tool at: www.360safe.org.uk

Further help and support can be obtained from: elimAdmin@somerset.gov.uk

OFSTED KEY FEATURES FOR GOOD AND OUTSTANDING PRACTICE

Place a mark on the scale where you think your school is at the moment		Low (0)	High (10)
Whole School Consistent Approach	All staff awareness of e-safety	←	→
	Leadership and management	←	→
	Priority for e-safety training	←	→
	Contribution of parents and pupils	←	→
Robust and Integrated reporting Routines	School-based online reporting	←	→
	Report abuse buttons	←	→
Staff	Training for all staff	←	→
	Accredited training	←	→
Policies	Rigorous e-safety policies	←	→
	Integration with other policies	←	→
	Acceptable User Policies	←	→
Education	Progressive curriculum	←	→
	Teaching of personal responsibility	←	→
	Positive sanctions	←	→
	Peer mentoring	←	→
Infrastructure	Recognised educational provider	←	→
	Age related filtering	←	→
Monitoring and Evaluation	e-safety risk assessment	←	→
	Using data to assess impact	←	→

Based on 'Inspecting e-safety' – Briefing for inspectors Sept 2012

Notes and evidence