

# Online Safety Committee Terms of Reference

## 1. PURPOSE

To provide a consultative group that has wide representation from the Astley Park School community, with responsibility for issues regarding online safety and the monitoring the online safety policy including the impact of initiatives.

## 2. MEMBERSHIP

2.1 The online safety committee will seek to include representation from all stakeholders.

The composition of the group should include

- LMT members (HT PCSM BfLM LPs)
- Designated Senior Lead (DSL) Child Protection & Safeguarding
- Online Safety Co-ordinator (ICT Manager)
- Online Safety Co-ordinator (Subject Leader)
- Teaching staff member
- Governor
- Parent / Carer
- Community users (where appropriate)
- Student / pupil representation – for advice and feedback. Student / pupil voice is essential in the make-up of the online safety committee, but students / pupils would only be expected to take part in committee meetings where deemed relevant.

2.2 Other people may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary.

2.3 Committee members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.

2.4 Committee members must be aware that many issues discussed by this group could be of a sensitive or confidential nature

2.5 When individual members feel uncomfortable about what is being discussed they should be allowed to leave the meeting with steps being made by the other members to allow for these sensitivities

## 3. CHAIRPERSON

The Committee should select a suitable Chairperson from within the group. Their responsibilities include:

- Scheduling meetings and notifying committee members;
- Inviting other people to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;

- Ensuring all discussion items end with a decision, action or definite outcome;
- Making sure that notes are taken at the meetings and that these with any action points are distributed as necessary

#### **4. DURATION OF MEETINGS**

Meetings shall be held once per term for a period of one hour. A special or extraordinary meeting may be called when and if deemed necessary.

#### **5. FUNCTIONS**

These are to assist the Online Safety Co-ordinators (MH & CI) with the following:

- To keep up to date with new developments in the area of online safety
- To (at least) annually review and develop the online safety policy in line with new technologies and incidents
- To monitor the delivery and impact of the online safety policy
- To monitor the log of reported online safety incidents (anonymous) to inform future areas of teaching / learning / training.
- To co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of online safety. This could be carried out through:
  - Staff meetings/training & development
  - Student / pupil forums (for advice and feedback)
  - Governors meetings
  - Surveys/questionnaires for students / pupils, parents / carers and staff
  - Parents evenings
  - Website/VLE/Newsletters
  - Online safety events
  - Internet Safety Day (annually held on the second Tuesday in February)
- To ensure that monitoring is carried out of Internet sites used across the school
- To monitor filtering / change control logs (e.g. requests for blocking / unblocking sites).
- To monitor the safe use of data across the school
- To monitor incidents involving online bullying for staff and pupils

#### **6. AMENDMENTS**

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority

The above Terms of Reference for Astley Park School have been agreed

Signed by (SLT): **K. Welsh**

Date: 15 January 2018

Date for review: January 2019

