Godolphin

Online Safety

6. Online Safety Committee Terms of Reference

Reviewed in: October 2017 (v6)
Review in: October 2018
Reviewed by: Deputy Head Communication and Innovation, Deputy Head Pastoral, Senior Deputy Head, Head.

Refer also to the following policies:

Online Safety 1. Online Safety Policy
Online Safety 2. Acceptable Use Policy Agreements
Online Safety 3. Technical Security Policy
Online Safety 4. Data Protection Policy (incorporating Personal Data Handling)
Staff Code of Conduct
Student Code of Conduct
Living together at Godolphin – Anti-bullying
Safeguarding Policy and Procedures

Online Safety Committee
Terms of Reference

1. Purpose

To provide a consultative group that has wide representation from the School community, with responsibility for issues regarding online safety and the monitoring of the Online Safety policy including the impact of initiatives. The group will also be responsible for regular reporting to the Governing Body.

2. Membership

2.1. The Online Safety Committee includes representation from all stakeholders and is comprised of the following:

- Rev Ian Woodward, Governor
- Richard Dain, Senior Deputy Head, Designated Safeguarding Lead
- Nigel Everett, Deputy Head Communication and Innovation
- Niamh Green, Deputy Head Pastoral, Child Protection/Safeguarding Officer and Online Safety coordinator
- Julia Miller, SMT, Head of Prep, Child Protection/Safeguarding Officer
- Edward Gillies, Head of ICT Services
- Sarah White, Parent
- Didi Price, Prefect
- Sophie Hutchins, Student

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 half-termly 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-ordinator 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 e-safety. This could be carried out through:
    - Staff meetings
    - Student forums (for advice and feedback)
    - Governors meetings
    - Surveys/questionnaires for students, parents and staff
    - Parents evenings
    - Website/VLE/Newsletters
    - Online safety events
    - Internet Safety Day (annually held on the second Tuesday in February)
    - Other methods
- To review monitoring 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 cyberbullying for staff and pupils

6. Amendments

The terms of reference shall be reviewed annually in the first half of every Autumn Term. They may be altered to meet the current needs of all committee members, by agreement of the majority

The above Terms of Reference for Godolphin School have been agreed:

Signed by (SMT): .....

Date: 02 October 2017

Date for review: 02 October 2018