

Name of Policy:	E-Safety
Implementation of this policy will be monitored by:	Principal
Next anticipated review	Next Review : April 2018
Breaches of policy monitored and reviewed	Annually
Last review Policy to be reviewed regularly , annually or more frequently in the light of new developments in the used of technologies, new threats to e-safety or incidents that have taken place	April 2017
Should serious e-safety incidents take place, the following external persons/agencies to be informed	Designated Safeguarding Lead Principal

LTC will monitor the impact of the policy using:

- Logs of reported incidents
- Internal monitoring data for network activity
- Surveys/questionnaires of
 - i. Students
 - ii. Staff

Scope of the Policy

This policy applies to all members of the LTC community including staff, students, group leaders, visitors, who have access to and are users of LTC ICT systems, both inside and outside school

Roles and Responsibilities

- The Principal has a duty of care for ensuring the safety of members of the LTC community together with day-to-day responsibility
- The Principal, Group/YLer Manager, the Safeguarding team and Director of Studies should be made aware of the procedure to be followed in the light of a serious e-safety allegation being made against a member of staff
- The Principal and HR Director are responsible for ensuring that relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other staff, as relevant

The Safeguarding Lead

Takes day to day responsibility for e-safety issues along with the Principal and has a leading role in establishing and reviewing LTC's e-safety policies

- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident
- provides training and advice for staff
- liaises with the Principal & IT support if necessary

- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- Reports to the Principal to discuss current issues, review incident logs and filtering/change control logs
- Attends relevant meetings

Teaching & Welfare Staff

Are responsible for ensuring that:

- They have an up-to-date awareness of e-safety matters and the current LTC e-safety policy and practices