360°Safe E-Safety Mark Assessor Report

School:	Birchwood Primary School	**Date of Assessment**:	26th May 2016
Assessor:	Jane Key	**Head Teacher**:	Neil Coleman
School Contact Person:	Hayley Mould	**Executive Head Teacher:**	Edward May

Element A – Policy and Leadership

The leadership and management of eSafety in the school is excellent. Responsibilities are clear and policies are in place and fully understood by all stakeholders.

The active eSafety Committee is made up of pupils from each year group and adults. The pupils on the committee spoke very confidently about the issues they face online, as well as those faced by their peers. Each member of the committee has been issued with a badge. The pupils use the SMART rules to remember their eSafety message and the committee deliver assemblies, comes up with ideas for competitions and shares their messages with their class when they return from meetings. Pupils are very proactive and will ask for some time in their classes to feedback issues raised at the eSafety meeting. The committee have become involved with a local group called Polesworth Group Homes and have shared their eSafety messages with individuals living in these homes. There was a workshop to help members of the homes stay safe online and members of the Polesworth Group Homes were able to share their thoughts on how they stay safe on social media with the committee. It is very much a valued relationship and of benefit to both groups. The school reported that this community relationship was having widespread impact on the links between the pupils and members of the Polesworth Group Homes, outside of school too. The eSafety committee made activity packs for the Christmas Fair to share with parents and other members of the local community. When asked, the committee were keen to input ideas forward for the Warwickshire SID2017 competition, which I have noted for use later this year.

Governors are fully aware of and involved in the eSafety process, they are aware of eSafety issues and receive updates from the school eSafety lead in the school. Governors ensure that funds are made available for eSafety activities and subscriptions for online support such as BrainPop. The eSafety governor was unavailable on the day of the assessment, but spent some time the day before sharing his view of eSafety in the school. He was very complimentary and supportive of the eSafety committee and the eSafety leader. He is fully aware of and involved in the development of the policies and acceptable use policies (AUP) in the school and he explained that there is an eSafety update at each full governor meeting.

The AUP for pupils (written in layman's terms) is printed and attached to a lanyard, which pupils must wear when they use a computer. There are different coloured lanyards for different purposes and a couple of pupils arrived for our meeting wearing theirs. Pupils were able to tell me what the SMART rules mean and the school has had some personalised posters printed and placed around the school to keep the message visible.

The school is working with two other schools as part of their academy group to share the eSafety messages and good practice found at Birchwood Primary School.

Element B – Infrastructure

The school uses the monitoring and filtering system provided by the local authority and procedures are in place for the reporting of this data to the school monthly with an update newsletter. All stakeholders are aware of the monitoring that takes place and behave appropriately online. Everyone is aware of the procedures in place and any issues raised are logged, acted upon, and dealt with according to eSafety and/or safeguarding procedures as appropriate.

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A recent virus issue was taken as a learning opportunity and pupils were made aware that they must be vigilant too. Passwords are used throughout the school. Encrypted laptops and memory sticks are used by staff to save sensitive data/files.

Mobile phones are not permitted for pupils. Staff and visitors must switch off their phones on arrival and put them away safely. A welcome sheet of information and procedures is given to all visitors to the school.

Computer screens are always locked when they are left unattended and school email accounts are the only ones permitted for official communication. Images taken on the iPads are removed and placed onto the shared area of the school network. Pupils are not permitted to bring in memory sticks and staff need to ensure that their laptop is connected to the school network on a monthly basis, to ensure that virus checks are made and are up to date.

The profanity filter on the VLE is working well and all are aware of it. There is also a 'Whistle' feature enabling pupils to blow the whistle on any activity they see in the VLE that they are unhappy with. This alert goes to their individual class teacher and head teacher

Element C – Education

eSafety education is very strong in the school. Evidence of the activities from pupils across the key stages was available and pupils were able to speak very clearly about the activities and what they learned. The curriculum is lead by the eSafety leader and shared with staff who have input into what will be taught. As new ideas and issues arise, these are added to the progressive, education plan. The eSafety lead has an overview of what is being taught and when. This is supplemented with other activities, assemblies (delivered by staff and/or pupils), Safer Internet Day, various events and competitions. There is a wide variety of activities carried out in school, which includes writing poems, activity packs, posters, story writing (which involved a homework project with parental involvement at home), top tips and videos from Larch 2 and Juniper 2 classes to deliver messages which have been shared on the school website and on the Warwickshire Staying safe Online Facebook page http://www.birchwoodprimaryschool.com/website/online_safety_committee/196937

Pupils occasionally need to comment on each other's work online and one pupil was not quite as kind about another pupil's work as they could have been. Once this was highlighted to them, they posted apologies to the individuals.

Development of the new virtual learning environment (VLE) will offer an opportunity to discuss eSafety and share eSafety messages and good practice between all stakeholders. There is a plan to share work through the VLE more quickly with pupils in other countries, highlighting how easily this can be done and how quickly messages can be sent as well as being a useful tool for collaboration.

Staff receive regular updates and were clearly well informed and confident when they spoke about the activities they deliver to their classes. The NQT programme ensures that all new teachers are aware of eSafety issues and the expectations of them and the implication to their work. eSafety is included in the safeguarding training provided for all staff. Staff have received Prevent training and are aware of their responsibilities. The eSafety leader provides staff with regular updates on eSafety, curriculum and resources. Teaching assistants receive esafety training and one TA3 brought a sample of work produced by pupils she worked with.

eSafety messages are shared with parents by their children, through the Birchwood Bugle, the school website, the school fair activity pack, recommended learning and parent support events in school. It is an area that is improving and developing, linking this with other pupil lead activities is being considered for future delivery.

Element D – Standards and Inspection

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Any incidents are logged and everyone is aware of the reporting processes available to them in school. If the issue is a safeguarding one a green form is completed. Monthly reports are received by the head teacher and shared with appropriate members of staff and governors.

Areas of strength and good practice

- Community Engagement is very strong at this school with the work already detailed above between the school and the Polesworth Group Homes. It was a real delight to meet members of the group, who joined the eSafety committee to talk about their collaboration.

- Pupils Contribution is clearly central to the success of eSafety in the school. All pupils spoke confidently and with knowledge of online issues and how to stay safe.

- Whole School Approach was evident throughout the assessment. The messages were the same across the whole school. Everyone understood what was expected of them and how they could play their part. This is expertly lead by Hayley Mould and her support was mentioned by many throughout the assessment.

Areas for further development

- Development of physical safeguards to avoid potential virus threats in future. Lessons have already been learned and new practice is in place.

- The school is developing the eSchools profanity filter, as the VLE itself is being used more within the school community.

- Parental engagement is good, but the school would like this to be improved by sharing more pupil activities with parents in a 'Showcase' type of delivery. It is felt that this will have a very positive impact and be appreciated by pupils and their parents.

Additional Comments

The pupils were a real credit to the school and were thanked for their very detailed replies and confident discussions. The school are happy to support other schools as required and the eSafety leader has agreed to attend the Warwickshire Online Safety Conference 2016 to deliver a workshop.

Assessor's Recommendation

The school **has** reached the standard required to be awarded the E-Safety Mark.

Jane Key
26/05/2016

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