

The role of the e-Safety Lead/Coordinator in Education Settings

All Schools and settings are encouraged to appoint an e-Safety lead, who is responsible for coordinating the whole school/setting e-Safety approaches, supporting and raising awareness with the wider community, promoting a safe and responsible e-Safety culture and acting as the lead for dealing with e-Safety issues that arise.

When choosing an e-Safety representative, there are a number of potential candidates which may include the following:

- Safeguarding Lead: Designated Child Protection Coordinator (DCPC) or Early Years Designated Person (EYDP)
- Subject lead: Computing Coordinator/Leader/Head of Subject
- A member of the Senior Leadership or management Team

The person who is appointed does not need to have vast technical knowledge as being e-Safety coordinator is not a technical role and it will not be appropriate to delegate all responsibility to a member of the technical staff. It is however helpful if they had some basic knowledge of ICT and understanding of the benefits as well as the risks. It is recommended that schools/settings elect the DCPC/EYDP as e-Safety coordinator as e-Safety concerns can cross the child protection threshold and may require referral to other agencies. It is also the role of the DCPC/EYDP to keep appropriate child protection records, act as a source of support, advice and expertise on safety issues to staff and encourage a safe and positive culture within the setting. In some settings another member of staff may be preferred but the DCPC /EYDP must always be made aware of and involved with any disclosures or incidents, be aware of all training and be involved in policy development. The e-Safety coordinator must be a member of the senior leadership or management Team due to the requirements and expectations of the role (directing resources and advising/supporting other staff) and to ensure that e-Safety is given a whole school focus.

Many schools/settings are choosing to support the role of the e-Safety coordinator by setting up e-Safety groups or committees who can support and share workloads and tasks. This also means that key members of the community are involved in establishing a whole school/setting approach to e-Safety. Possible e-Safety group members could include:

- Designated Child Protection Coordinator
- ICT Coordinator/Leader/Head of Subject
- Technical staff e.g. Network Manager, Technicians
- School Governor
- SENCO
- Pastoral staff e.g. Family Liaison Officer, learning mentors etc.
- Parents/Carers
- Pupils/children

Key Tasks of the e-Safety Lead/Coordinator:

- Developing an e-Safe culture throughout the setting as part of safeguarding, which is in line with national best practice recommendations (e.g. Ofsted, DfE)
- Ensuring that e-Safety is clearly identified and established as part of the roles and responsibility of the management/senior leadership team and governing body etc.
- Acting as a named point of contact on all e-Safety issues and liaising with other members of staff as appropriate.
- Auditing and evaluating current practice to identify strengths and areas for improvement (Kent Self evaluation tool and 360 safe)
- Keeping up-to-date with current research, legislation and trends. This may include accessing appropriate training and using a range of approaches to enable them to understand the role of new technology as part of modern British society and the wider safeguarding agenda.
- Leading an e-Safety team with input from all stakeholder groups.

- Embedding e-Safety in staff training and CPD by ensuring that all members of staff receive up-to-date and appropriate e-Safety training (at least annually and as part of induction) which sets out clear boundaries for safe and professional online conduct.
- Ensuring that there is an age and ability appropriate e-Safety curriculum that is embedded, progressive, flexible and relevant which engages children's' interest and promotes their ability to use technology responsibly and to keep themselves and others safe online.
- Ensuring that the setting participates in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that e-Safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- Ensuring there are robust reporting channels for the community to access regarding e-Safety concerns, including internal, local and national support.
- To ensure that age-appropriate filtering is in place, which is actively monitored
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices
- Work with the lead for data protection and data security to ensure that practice is in line with legislation
- Maintaining an e-Safety incident/action log to record incidents and actions taken.
- Liaising with the local authority and other local and national bodies as appropriate.
- Reviewing and updating e-Safety policies, Acceptable Use Policies and other procedures on a regular basis (at least annually) with stakeholder input and ensuring that e-Safety is integrated with other appropriate school policies and procedures.
- Monitoring and reporting on e-Safety issues to the school management team, Governing Body and other agencies as appropriate.