



Bennerley Fields School

Computing and e-Safety Committee Terms of Reference

Version	Date	Minute Number
1 - Date Approved	16.12.2014	16.2.5
1	07.12.2015	13.4
1.1	07.11.2016	10.3
1.2	11.12.2017	19.6
Review Requirement : 1 Year		

Computing and e-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 e-safety and the monitoring the e-safety policy including the impact of initiatives. The group will also be responsible for regular reporting to the Full Governing Body.

2. Membership

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

The composition of the group includes:

- SLT member
 - Child Protection/Safeguarding officer
 - Teaching staff member
 - Support staff member
 - e-safety coordinator
 - Governor
 - Parent/Carer
 - ICT Technical Support staff (where possible)
 - Community users (where appropriate)
 - Student/pupil representation through the School Council (where appropriate)
- 2.2 Other people may be invited to attend the meetings at the request of the Chair 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. Chair

The Committee should select a suitable Chair 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 every half term for a period of one and a half hours. A special or extraordinary meeting may be called when and if deemed necessary.

5. Functions

These are to assist the e-safety Co-ordinator with the following:

- To keep up to date with new developments in the area of e-safety
- To annually review and develop the e-safety policy in line with new technologies and incidents
- To monitor the delivery and impact of the e-safety policy
- To monitor the log of reported e-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 will be carried out through:
 - Staff meetings
 - Student/pupil forums (for advice and feedback)
 - Governors meetings
 - Surveys/questionnaires for students/pupils, parents/carers and staff
 - Website/Newsletters
 - E-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
- To monitor the safe use of data
- To monitor incidents involving cyberbullying 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 the Computing and eSafety Committee have been agreed

Signed by (SLT): _____

Date: _____

Date for review: _____