Responsibilities and Roles

The eCadets

- Surveys/questionnaires for learners, parents/carers and staff
- Parent/carer sessions
- Online safety events
- Internet Safety Day
- Assemblies
- Feedback sessions/briefings to classes

The Online Safety Group

- Ensure all stakeholders are up to date with information, training and/or developments in the area of online safety.

Online Safety Coordinator and ICT Subject Lead

- Website/Newsletters
- Staff training/meetings/briefings
- Ensure all stakeholders are up to date with information, training and/or developments in the area of online safety.
- Staff training/meetings/briefings
- To monitor the delivery and impact of the online safety policy
- Governors meetings
- Surveys/questionnaires for learners, parents/carers and staff
- Parent/carer sessions
- Online safety events
- Internet Safety Day
- Assemblies
- With the IT Service Provider and Governor, to carry out checks on filtering and monitoring systems
- To monitor filtering/change control logs (e.g. requests for blocking/unblocking sites).
- To monitor incidents involving online bullying

Designated Safeguarding Online Lead

- Website/Newsletters
- Online safety events
- Internet Safety Day
- Assemblies
- To monitor the log of reported online safety incidents (anonymous) to inform future areas of teaching/learning/training

- To keep up to date with new developments in the area of online safety
- To annually review and develop the online safety policy in line with new technologies and incidents
- Governors meetings
- Surveys/questionnaires for learners, parents/carers and staff
- Parent/carer sessions
- With the IT Service Provider and Governor, to carry out checks on filtering and monitoring systems
- To monitor filtering/change control logs (e.g requests for blocking/unblocking sites).
- To monitor incidents involving online bullying

Chairperson

- Scheduling meetings and invitations to meetings
- 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 meeting notes are taken, with action points and distributed as necessary