Working Group – Online Safety
Terms of Reference (2023-2024)

Purpose

1.   The Online Safety Working Group (OSWG) is a consultative body which seeks wide representation to discuss and agree on matters related to e-safety. It will be responsible for monitoring the Online Safety Policy including the impact of initiatives.

2.   The OSWG will work to improve e-safety for all those involved in the use of Information Technology within the School/Home environment.

Membership

3.   There will be appropriate representation from all Stakeholders; Staff, Governors, Parents and Pupils when deemed relevant. The composition of the OSWG should include:

- Members of the Senior Leadership Team
- Teaching & Support Staff
- Officers/Co-ordinators/Governors holding Child Protection/Safeguarding Roles
- Parents/Carers
- Pupils when deemed relevant

4.   Membership of the Committee will be reviewed annually by the Full Governing Body and published with the Minutes of this Body.

5.   The quorum shall be a minimum of 3 including Staff and Governors. Other people may be invited to attend the OSWG at the request of the Chairperson; the Chair and Vice Chair of Governors will be able to attend if not already a Member of the OSWG.

Meeting Arrangements

6.   The OSWG shall meet at least once a term and otherwise as required. Notes shall be prepared and presented to the next meeting of the relevant Committee or the Governing Body.

7.   Working Group Members must declare a conflict of interest if any incidents being discussed involve themselves, family members or friends/associates. Any issue discussed at the OSWG could be of a sensitive or confidential nature and should be treated as such. If individual members feel uncomfortable about what is being discussed they can be allowed to leave the meeting taking into account their sensitivities.

Meeting Agenda

8.   The duration of the OSWG shall be 30 minutes. Special or Extraordinary Meetings may be called when and if deemed necessary; the duration and subjects for discussion shall be determined separately. The Agenda for the OSWG is as follows:

- Introduction
- Incidents
- Parental Involvement and Engagement
- Monitoring/Filtering
- Pupil Involvement
- Staff Involvement and Training

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- School Website
- Future Activities
- Date of Next Meeting

Responsibilities

9.   The Online Safety Working Group is responsible for focussing on e-safety and in particular being familiar with new developments in the area of e-safety and ensuring these and potential hazards in the use of e-systems are communicated to all users. Key functions of this activity are as follows:

- To identify and understand new developments in the area of e-safety.

- To develop and annually review e-safety policy in line with new technologies and notified incidents.

- To monitor the delivery and impact of the e-safety policy.

- To monitor the log of reported online safety incidents to inform future areas of teaching/learning/training.

- To co-ordinate consultation within the whole School Community to ensure information is shared within the community.

- To co-ordinate training/sharing of information through; Staff Meetings, Pupil Forums, Governor Meetings, E-Safety Events and at the Internet Safety Day held once a year.

- To monitor the safe use of data across the School and reports on any incidents of data/computer/tablet misuse including cyberbullying.

- To ensure suitable filters are in place and that such filters are monitored for inappropriate use.

- To identify events or campaigns that could improve e-safety. These should be costed and presented to the relevant Stakeholders i.e., Headteacher/Chair of Governors for further consideration.

10.   It should be noted that the Headteacher is responsible for operational matters and as such the management of the School Staff. As such the OSWG should not become involved with issues that are within the area of responsibility of the Headteacher.

Update and Approval

11.   These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.

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