

## E-Safety Briefing Minutes – 10/05/2018

Present –

### Student Reps

Flora, Daniel and Thomas

### Governor / Parent Reps – S McKale

### Staff

W Hamblin – **E-safety Lead**, D Brown – **Network Manager**, K Parret – **Deputy Head** (Safeguarding Lead)

- E-safety Champions – Student Reps  
Students have been issued with their E-Safety Champion badges and given more information about the responsibility of being an E-safety Champion. Students are all happy to be issued these in assembly and awareness across the school of their responsibility will be told to the rest of the school. Holly Payton in year 10 will also be assigned as a E-safety champion. This means that we have a boy and girl to represent both KS3 and KS4. It is hoped that some students will see these E-safety Champions as someone to talk to about E-safety issues which can then be passed on to a relevant member of staff. We will be giving extra E-safety lessons to these students to prepare them with what to do if a child tells them some issues about an incident and also to give an expert knowledge on E-safety.
- Governor - E-safety lead – SM – Email for correspondence – SM has passed on her Email for future correspondence. SM is happy to take on the E-safety lead within the governors and this will be relayed to the rest of the governors. SM is happy to inform the governors at meetings of the developments of E-safety at Glebe to bridge the communication on E-safety.

**Actions:** Email minutes to SM for communication to Governors. SM will also be included in E-safety related emails i.e. E-safety Mark.

### Safeguarding issues

- Common Occurrences  
DB notes that there are very few repeat offenders after an initial log is picked up by Impero. The procedure of form tutor dealing with initial incidents is working well. Most issues are related to students searching inappropriate words into search engines.
- Impero – impero is working well and making our management of issues much more effective. Awareness amongst students is becoming greater and less incidents are occurring as a result.
- There was no safeguarding issues of note which need discussing.
- Reporting Procedures

Actions: Now that the new digital reporting system is working all staff will be informed of the procedures of how to record E-safety incidents. Historical incidents will be scanned and stored on the hard drive which will erase the need for a physical safety incident folder.

### E-Safety Week

- Assembly
- Literacy / PSHCE Lessons
- Ideas for next year?

Students came up with some excellent ideas for next year's E-safety week. One idea was to get someone to do another talk like the Breck Foundation. We could look into getting the Breck foundation to come and do another talk or see if there are any other speakers that could come and talk to the school. Another idea was to have an E-safety poster competition, to raise awareness for E-safety in the school. The winner would have their poster put up around the school.

**Actions:** WH will look into speakers that we could get involved for next year's E-safety Week.

### Website

- New sub tab for bulletins / Policies and documents.  
It was agreed that a sub page for E-safety would be beneficial and organise the E-safety tab a little more. We would have one page for links and resources – such as our E-safety videos and another tab for bulletins and important documents. We will also upload E-safety briefing minutes on there too.

Actions: DB to make new subpage on E-safety tab and separate documents and resources.

### E-Safety Inspection / Itinerary – SM Can attend?

SM has confirmed she is available to meet with E-safety mark inspector and is fine for 10am on the 26/6/18. E-safety champions have also been informed of the inspection and are happy to talk with the Assessor. I will be attending School council next week to inform the council of the inspection and give an insight into what it involves.

AOB - N/A