

Online Safety Group (I-Vengers) Terms of Reference

1. Purpose

To provide a consultative group that has wide representation from the school community, with responsibility for issues regarding online safety and the monitoring the online safety policy including the impact of initiatives. The group will also report regularly to the Full Governing Body.

2. Membership

2.1. The online safety group will seek to include representation from all stakeholders.

The composition of the group should include

- Headteacher/DSL
- Teaching/support staff member
- Governor
- Parent/Carer
- *Learner representation – for advice and feedback. Learner voice is essential in the make-up of the online safety group, but learners would only be expected to take part in committee meetings where deemed relevant.*

2.2. Other people may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary.

2.3. 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. Chairperson

The Committee should select a suitable Chairperson from within the group. This should be a child in upper key stage 2. 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 at least termly. A special or extraordinary meeting may be called when and if deemed necessary.

5. Functions

These are to assist the Online Safety Lead (Mr Green) with the following

- To keep up to date with new developments in the area of online safety
- To (at least) annually review and develop the online safety policy in line with new technologies and incidents
- To monitor the delivery and impact of the online safety policy
- To monitor the log of reported online safety incidents (anonymous) to inform future areas of teaching/learning/training.
- To help everybody in school understand how to stay safe online and when using technology.

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 our school have been agreed

Signed by (Headteacher): Date:.....

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Signed by (Chair-person): Date:.....

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Date for review: