

# Baytree School E-safety meeting



**Date 17.11.20**

**Attended:**

Matt Hazlewood – ICT/e-safety lead

Aline Kay – Deputy Head teacher

Jackie Rawle – ICT technician

**Discussed during meeting:**

1. Matt talked through his recent completion of 360 safe (online safety self-review tool). Everything is in place however Matt identified he needs to become more familiar with the role and expectations as he is new to it. Matt has identified the following actions as priorities from the 306 safe review:
  - ✚ Ensuring the e-safety governor is invited to the e-safety meetings
  - ✚ Identifying what support both families and staff feel they need in relation to e-safety.
  - ✚ Jackie will ensure all laptops have acceptable use contract on them and that e-safety rules are displayed in all classrooms.
  - ✚ Matt familiarising self with all the ICT resources in school and online which are suitable to support learners at Baytree.
2. Website review in line with updated GOV guidance 'What maintained schools must publish online' (last updated 12.11.20). Jackie will do this review of the website and then report back actions needed.
3. E-safety incidents – (standing item) – there have been no reported e-safety concerns.
4. Home learning – iPads and laptops have been set up and are being utilised in home learning sessions. BM (steepholm) has been given his home learning laptop supplied by the Government to use to access home learning during lockdown).
5. Jackie and Matt will review the ICT hardware and software at Baytree and ensure all is logged in the ICT inventory.

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Actions and date to be completed:

- Matt will familiarise himself with ICT/e-safety lead role and liaise with Aline to ensure hand over of information – asap and ongoing
- Jackie and Matt to ensure the ICT inventory is completed by date of next e-safety meeting.
- Website is kept up to date and meets all statutory requirements - ongoing