



Department for Children and Young People

For the attention of Head Teachers of Primary, Secondary and Special Schools and the PRU, PSHE and ICT Subject Leaders

CC

LSES Secondary Team, Primary Team, Early Years Team, Martin Dear, Steve Baxter, Harry Langston, Andreas Burt, Sean Tarpey, Victoria Green, Jane Hall

Date: 8<sup>th</sup> December 2008

Your Ref:

Our Ref: JB/MR

DI Ref: B300-2/3-498-08

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Dear Colleague

### **E-safety Awareness Workshops, School Acceptable Use Policies and E-safety Survey**

The purpose of this letter is to provide you with information on a repeat of the e-safety awareness workshop as well as the opportunity to attend a supported workshop on developing your acceptable use policy. In addition we invite you to participate in an e-safety survey.

### **Centrally Funded E-safety Awareness Workshop**

As you are already aware online safety is a crucial safeguarding issue for schools. In order to ensure the safety of young people and in support of Every Child Matters the purpose of this letter is to provide you with another opportunity to send delegates to a workshop on e-safety. There have already been several opportunities for schools to attend this workshop in March, May and October 08. However schools are still requesting additional opportunities to attend and we are aware that there are a number of schools who have not yet taken advantage of this opportunity. The workshop is relevant for head teachers, PSHE and ICT leaders. If you are unsure about whether this would be appropriate for you please see the attached e-safety audit which had been created from the relevant elements of the self-review framework which will help you to identify areas that you may need to address.

The morning half day workshop will:

- Provide an overview of the key issues surrounding e-safety
- Outline the suggested recommendations made by Becta, South West Grid for Learning and the local authority about e-safety
- Identify the strategies that schools can use to support and protect staff and pupils
- Highlight recommended resources for teaching pupils about e-safety
- Provide a template for a pupil survey that can be used for auditing pupils' internet use
- Provide suggested materials for schools to use for meetings with staff and with parents
- Provide schools with some resources to support work on e-safety and an overview of additional resources available

**Therese Gillespie, Director for Children and Young People, South Gloucestershire Council, Bowling Hill, Chipping Sodbury, South Gloucestershire BS37 6JX Tel: (01454) 868008 Fax: (01454) 863263**



2004-2005  
Supporting Social Care Workers



2007-2008  
Healthy Schools



2007-2008  
School Improvement



2008-2009  
Care Matters:  
Improving the Outcomes  
for Children in Care



INVESTOR IN PEOPLE



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If you would like to attend please complete and return the attached form.

### **Developing Your Acceptable Use Policy**

We are currently working on a draft acceptable use policy that schools can adapt and use. The South West Grid for Learning have also produced a template to support schools with developing their own acceptable use policy which is attached for your information.

During the afternoon of January 20<sup>th</sup> we would like to offer schools the opportunity to attend an **acceptable use policy writing workshop**. This will support schools with making use of the policy resources above to write their own school policy for acceptable use.

If you would like to attend please complete and return the form below.

### **South West Grid for Learning (SWGfL) E-safety Resources**

The South West Grid have also recently released a SWGfL Safety & Security Booklet which details the policies, services, advice and support that SWGfL or its partners have developed or deployed. The document is divided into sections on Policy and Leadership, Infrastructure Services and Education and Resources and can be downloaded from the following address.

<http://www.swgfl.org.uk/safety/safetynewsdetail.asp?newsid=45>

### **Internet Safety Survey**

SWGfL and University of Plymouth want to elicit your views and experiences about e-safety in order to further research into this area. By providing your responses to a small number of questions, you will be contributing to this research and will be provided with prompts as to any shortfalls your school or organisation may have.

By contributing you will be helping SWGfL and University of Plymouth to continue to drive the e-safety agenda and influence future strategies to help children and young people be safer when online, wherever they are.

The survey can be found at: <http://www.swgfl.org.uk/surveys/practice>

I have you find this information useful and that you will take advantage of the workshop opportunities offered in order to enhance the safety of your school community.

Yours sincerely



Jo Briscoombe  
**ICT Strategy Adviser**

Enclosures: E-safety Audit and School E-Safety Template

## E-safety Awareness and Policy Writing Workshops

**SCHOOL:** \_\_\_\_\_

**NAMES:** \_\_\_\_\_  
\_\_\_\_\_

Please tick below to indicate your booking requirements.

E-safety Awareness Workshop 5	20 <sup>th</sup> January 2009 9.00 – 12.00	
E-safety Policy Writing Workshop 1	20 <sup>th</sup> January 2009 1.00 – 4.00	
Lunch	I would like to book a lunch between 12 and 1.00.	

**Signed (Headteacher):** \_\_\_\_\_

**PLEASE RETURN BY 12<sup>th</sup> January 2009 TO:-**

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