Overview and Introduction

This guidance has been developed for School / College Governor and Proprietor colleagues to support the development of Online Safeguarding provision across educational settings.

It draws on a variety of recommended good practice and whilst not exhaustive, seeks to prompt and highlight a number of key aspects in a summary checklist format. The guidance should therefore be viewed in the context of supporting and progressing further development when reviewing Online Safeguarding and associated local governance arrangements.

The guidance links with and complements the LSCB *'Making Sense of…Keeping Children Safe in Education'* guidance and the '*UKCCIS Questions from the Governing Board*', both available via the Pan-Lancashire LSCB Online Safeguarding website below, which contains a variety of highly recommended tools and resources to support the progression of Online Safety in Schools and Colleges across the region.

We hope you will find this a useful and informative tool to further develop and support this important aspect of safeguarding provision.

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Chair, Pan-Lancashire LSCB Online Safeguarding Group
Lancashire Safeguarding Children Board
January 2017

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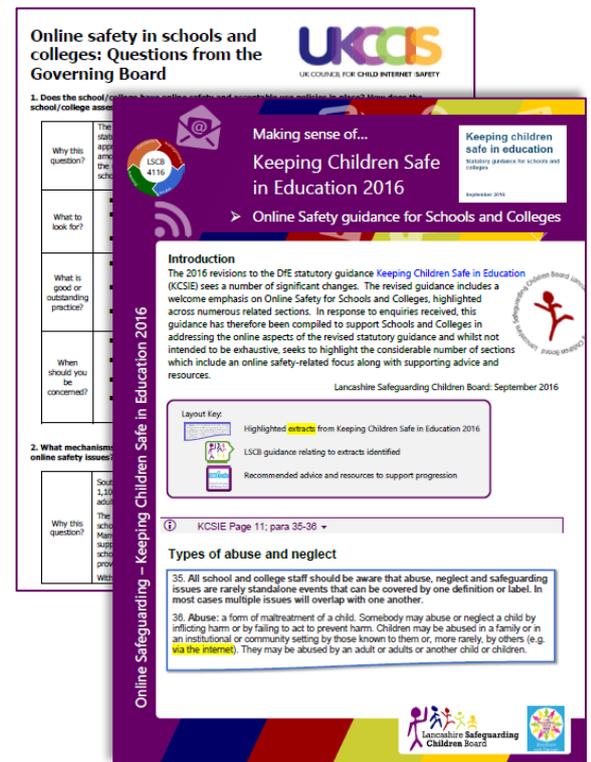
www.lancashiresafeguarding.org.uk/online-safeguarding

Online Safety Governor Checklist
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It is the responsibility of the Governor responsible for Online Safeguarding to ensure that **this document is tabled at least annually** at the termly meeting of the full Governing Body **or at the first meeting following any major incident**.

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1	√	The School/College's Online Safety Policy is in place and has been reviewed and updated in the last 12 months. Links to related policies are embedded (e.g. Child Protection Policy includes reference to Sexting). Comments/Evidence: Online safety policy is reviewed by Curriculum Committee annually in Autumn term. Child protection policy references sexting. Child protection and safeguarding policy is referenced in online safeguarding policy. EG to work with internet provider/website host to embed the links on the website. Date: May 2017
2	√	The pupil/student Acceptable Use/Behaviour Policy is in place and has been revised to accommodate developments in technology and online behaviour. Comments/Evidence: Pupil acceptable use/behaviour policy is reviewed annually and sent home in September. Copies signed by pupils and parents are returned to school and kept in class Date: May 2017
3	√	All staff (teaching/non-teaching/supply) and volunteers are familiar with the Code of Conduct and have signed the AUP. Online Safety forms a part of the induction process for all new staff. Comments/Evidence: Induction pack for all staff references the code of conduct and contains the AUP. All staff have signed the AUP, which are held by the school bursar in the office. Date: May 2017
4	√	The School/College has effective and robust reporting mechanisms in place for Online Safety concerns. All Pupils/Students understand their Online Safety Rights and Responsibilities and clearly understand how to appropriately report concerns. Comments/Evidence: Online safety is taught in all years using the isafe units in the computing curriculum. All classes go over internet safety in Autumn term and Safer internet day held annually in Spring term. All pupils know about Hector (covers screen if they think the content is inappropriate). Have reporting mechanisms Online safety incident log kept by Online Safety Champion. Date: May 2017
5	√	All staff (teaching and non-teaching), volunteers and supply staff clearly understand what to do if an incident occurs or is reported Comments/Evidence: This is detailed in online safety policy, acceptable use policy and code of conduct. Date: May 2017
6	√	All parents/carers are aware of the School/College's Acceptable Use/Behaviour Policy and have received a copy of the internet access permission form and returned their response to School/College. Comments/Evidence: Given out in September – copy signed by pupils and parents is held by class teacher. Date: May 2017
7	√	The School/College regularly reviews its Online Safety provision to ensure currency and effectiveness. Comments/Evidence: Reviewed annually in Autumn term by staff and governors. Date:

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8 √	ALL users are aware of and understand the use of filtering and monitoring systems in place in the school/college (including software/hardware-based tools where appropriate). Comments/Evidence: Filtering system being used is SurfProtect this is being upgraded to include stormshield (due to be installed summer 2017). The filtering system in use and its features is displayed in each classroom, school office, noticeboard etc. Date: May 2017
9 √	The School/College has an Online Safety Group which utilises the expertise of staff to contribute to and shape Online Safety arrangements. Comments/Evidence: Online safety group consists of Head Teacher/Online safety Champion, computing subject leader and online safety governor. Meet when necessary to discuss changes in online safety. Date: May 2017
10 √	Pupils/students are educated about online safety as part of a broad and balanced curriculum and ensures their views and concerns are reflected in curriculum planning. Comments/Evidence: Online safety is covered in all areas of the curriculum, isafe units from computing curriculum, online safety refreshers held in September, safer internet days and parental online safety training/meetings. Date: May 2017
11 √	The School/College has a Designated Safeguarding Lead with an appropriate Job Description who is responsible for Online Safety Comments/Evidence: Designated Safeguarding Lead is the Head Teacher, who is the Online Safety Champion. Date: May 2017
12 √	A programme of training for all staff is in place and staff are updated on current and emerging risks at least annually. Staff with a specific responsibility for Online Safety have received appropriate training. Comments/Evidence: Staff are updated on risks on an ongoing basis in staff meetings. Formal training by a specialist online safety consultant is held bi-annually (17th May 2017). Date: May 2017
13 √	**Governing Body-specific Actions** An Online Safety Governor has been agreed and is part of the School/College's Online Safety Group. Comments/Evidence: This is the Chair of Governors. Date: May 2017
14 √	Governors are involved in the development of and approve the Online Safety Policy, providing support and critical challenge to the school/college around Online Safety policy and practice. Comments/Evidence: Curriculum committee review the online safety policy annually in the Autumn term. Meeting is minuted and presented to the full governing body meeting. Online safety governor meets as part of the school's online safety group as required. Date: May 2017
15 √	All Governors understand what provision the school/college makes to keep pupils/students safe online and assess its effectiveness Comments/Evidence: All governors have been informed of the school's filtering system and attention brought as to where it is displayed. ICT governor reports at each full governing body meeting and Online safety governor reports if necessary. Date: May 2017

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16 √	**All Governors have received Online Safety education and this is reflected in how the school/college develops its policy and practice.** Comments/Evidence: All governors are invited to the online safety training for parents held bi-annually. Many governors attend online safety training at their children's place of study or their own place of work. All governors are invited to safeguarding training held in September for staff members, online safety features in this training. *Date: May 2017*
17 √	**Governors have ensured appropriate filtering and monitoring systems are in place, are involved in decisions regarding procurement and understand what systems are used.** Comments/Evidence: Online Safety governor is involved in this with the online safety group. Decisions referred to appropriate governor committee for ratification. *Date: May 2017*
18 √	**All Governors understand the statutory requirements of Keeping Children Safe in Education 2016 and the expectations of Governing Bodies and Proprietors.** Comments/Evidence: All governors have received the document (pages relevant to governors have been printed and handed out to all governors) and signed to say they understand parts relating to governance. *Date: June 2017*

Note: The above items are provided to reflect recommended good practice and are not intended to be exhaustive. Further additional items should therefore be added to reflect local arrangements and can be included on the additional blank rows provided below.

+1 √	**Parents are educated in Online Safety.** Comments/Evidence: All parents are invited to Online Safety training at a meeting hosted by an online safety consultant bi-annually. (17th May 2017) Turnout was very good. Online safety advice is handed out to parents when available or necessary. *Date: May 2017*
+2 ☐	<Additional 2>: Comments/Evidence: *Date:*
+3 ☐	<Additional 3>: Comments/Evidence: *Date:*

Checklist completed: Completed and ratified by full Governing Body.

Name (print): Elaine Bilsborough (Chair of Governors)   Signature: *E, Bilsborough*   Date: 12th July 2017