Dear Parents/Carers,

Internet Safety and the Use of Digital Images (Photography and Video)

You will be aware that there have been rapid changes in the technology of image production and that the taking and publishing of pictures is now very simple, often just one click of a button is sufficient to share a picture with many people across the world, with little knowledge of who they are, what they do or who the image will be shared with. This creates a dilemma for schools, as the distribution of images and/or a video is extremely difficult to monitor and/or control.

The school has a duty of care to provide a safe environment for all our children and while we are aware of the risks of image misuse, we firmly believe the school now needs to balance this against the positive values of our children having high quality images of their time in school, which in turn also promotes the school as an exciting, colourful and vibrant place to learn. Appropriate pictures of the school and our children in action, can also act to ensure that the school is the 'hub' of our community, enhancing our reputation further as a centre of excellence.

Please note that our e-Safety procedures and associated documentation, should be read in conjunction with our Anti-Bullying/Cyber Bullying and Safeguarding Policy.

The measures taken in the school's procedures are designed to ensure that the school does everything it can reasonably be expected to do, to protect our children from the potential harm that the misuse of images might cause.

Please read and sign the attached documentation and return to the school with the rest of your application pack.

Yours sincerely,

Mrs Bijal Pandya
Principal

E-Safety Guidance Document

Introduction

At Krishna Avanti Primary School, all policies, procedures and staff guidance reflect the vision of Avanti Schools Trust and act to promote character formation, educational excellence and spiritual insight in a safe and secure learning environment.

Governors and staff recognise that they have a full and active part to play in protecting our pupils from harm at all times. This guidance and associated procedures that underpin our practice, apply to all staff, including: paid staff, volunteers, agency staff, students and anyone working on behalf of Krishna Avanti Primary School.

The use of information technology is an essential part of our daily life - it involves how we as a school gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the learning experience of our children and young people, and can be greatly beneficial to all. However, it can also present challenges in terms of how we use it responsibly and if misused either by an adult or a young person, can be actually or potentially harmful to them.

As a school, Krishna Avanti Primary School believes in supporting all elements of a child's development, creating the support needed so that they can learn to keep themselves safe in a variety of ways. The school makes use of the wealth of technological advances that our children experience as an integral part of their daily practice and acts to provide staff and volunteers with the overarching principles that guide our practice with respect to e-safety.

The welfare of the children/young people who come into contact with our school is paramount in our practice and governs our approaches to the use and management of electronic communications and technology. We recognise that all children - regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity - have the right to equal protection from all types of harm or abuse.

Working in partnership with our children, their parents/carers and other agencies is an essential element of all we do. We act to promote our young people's welfare by helping our young people to be responsible in their approach towards e-safety.

This guidance should be read in conjunction with the schools other Health and Safety and associated Safeguarding policies and procedures as follows:

- Health and Safety
- Staff Handbook
- Child Protection and Safeguarding
- Anti- Bullying and Cyber-Bullying

We will seek to promote e-safety by:

- Assigning our working in partnership with our ICT Support

- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT

- Supporting and encouraging the pupils to use the opportunities offered by mobile phone technology and the internet, in a way that keeps themselves safe and shows respect for others

- Supporting and encouraging parents/carers to do what they can to keep their children safe online and also when using their mobile phones and game consoles

- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people

- Developing an e-safety agreement for use with our pupils, parents/carers

- Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyber- bullying, or the use of ICT to groom a child or to perpetrate abuse)

- Informing parents and carers of incidents of concern as appropriate

- Reviewing and updating the security of our information systems regularly

- Providing adequate physical security for ICT equipment

- Ensuring that user names, logins and passwords are used effectively

- Using only official email accounts provided via the Avanti Schools Trust, and monitoring these as necessary

- Ensuring that the personal information of staff, volunteers and service users (including service users' names) are not published on our website

- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given

- Any social media tools used in the course of our work with children, young people and families will be risk assessed in advance by the member of staff wishing to use them

- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training

- Examining and risk assessing any emerging new technologies before they are used within the organisation

We are committed to reviewing this guidance on an annual basis as an integral part of our Schools Policy and Information List.

E-Safety Rules

All pupils use computer facilities including internet access as an essential part of their learning in school and as a requirement set out by the National Curriculum.

We respectfully request that parents/carers make their children aware of the school's 'Think then Click' rules and sign the attached e-Safety consent form.

<div style="border: 2px solid purple; padding: 20px;">

<div align="center">

THINK THEN CLICK!
These rules help us to stay safe on the Internet

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EYFS/Foundation Phase Rules/Guidance:

- We **only** use the internet when an adult is with us

- We **can** click on the buttons or links when we **know** what they **do**

- We **can search** the Internet with an **adult**

- We **always** ask if we get **lost** on the Internet

- We **can send** and **open** emails **together**

- We **can** write polite and friendly **emails** to people that **we know**

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The school may exercise the right to monitor the use of our computer systems, including access to web-sites, the interception of e- mails and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

E-Safety Parent/Carer Agreement

Name of Pupil:	Class:

Agreement

- I have discussed the e-Safety Rules and Think Then Click! list with my child
- My son/daughter has agreed to abide by the e-Safety Rules at all times
- I have discussed the safe use of the computer, network, mobile phones, Internet access and other new technologies with my child
- I understand that the schools network and Internet access may be monitored
- I agree to thoroughly read the information about the school's approaches towards digital images and the taking of videos at school functions
- I agree to access the Arbor app for parents to keep my consents/permissions complete and updated

Consent for Internet Access

I have read and understood the school e-Safety Rules and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I also acknowledge that the school is **not** responsible for the content of material which is to be found on the Internet.

CONSENT GIVEN (please circle):   YES / NO

| Permissions for the Use of Digital Images: Photography and Video

PLEASE ENSURE THAT YOU LOG ON TO ARBOR TO ENSURE CONSENTS AND PERMISSIONS ARE KEPT UPDATED

* THIS REMAINS THE ONGOING RESPONSIBILITY OF PARENTS/CARERS) *	Please Circle as Appropriate
Are you happy for us to film your child as part of a school performance (e.g. Diwali and Christmas performances, ad hoc workshops run by and within the school) **for internal use and access given to school families only**?	**YES / NO**
May we use your child's image in displays around the school?	**YES / NO**
May we record your child's image or use videos for assessments, monitoring or other educational uses within the school? These images or recordings will be used **internally only**.	**YES / NO**
May we use your child's image in our prospectus and other printed publications that we produce for educational and promotional purposes?	**YES / NO**
May we use your child's image on our official school website?	**YES / NO**
May we use your child's image on our official social media channels, such as Facebook and Instagram?	**YES / NO**
Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend a school event?	**YES / NO**
Do you agree to access the Arbor app for parents to keep your consents/permissions complete and updated?	**YES / NO**

I have thoroughly read the information contained in this document, and understand that it is my ongoing responsibility to inform the school of any changes to my consensual preferences by amending them in the Arbor app.

Child's name: _____ Class: _____

Signed by: _____ Print Name: _____