# **Appendix A7 from Online Safety Policy Templates**

4

# **A7 School Policy Template – Online Safety Group Terms of Reference**

### 1. Purpose

To provide a consultative group that has wide representation from the [schools] community, with responsibility for issues regarding online safety and the monitoring the online safety policy including the impact of initiatives. Depending on the size or structure of the schools this group may be part of the safeguarding group. The group will also be responsible for regular reporting to the Full Governing Body.

### 2. Membership

1. The online safety group will seek to include representation from all stakeholders. The composition of the group should include (N.B. in small schools one member of staff may hold more than one of these posts):  
   [add/delete where appropriate]

* SLT member/s
* Designated SafeTeaching staff member
* Support staff member
* Online safety coordinator (not ICT coordinator by default)
* Governor
* Parent/Carer
* ICT Technical Support staff (where possible)
* Community users (where appropriate)
* *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.*

1. 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. Committee members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.
3. Committee members must be aware that many issues discussed by this group could be of a sensitive or confidential nature
4. 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. Their responsibilities include:

* Scheduling meetings and invitations to meetings
* 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 meeting notes are taken, with action points and distributed as necessary

### 4. Duration of Meetings

Meetings shall be held [insert frequency] for a period of [insert number] hour(s). A special or extraordinary meeting may be called when and if deemed necessary.

### 5. Functions

These are to assist the DSL/OSL (or other relevant person) with the following [add/delete where relevant]:

* 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 co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of online safety. This could be carried out through [add/delete as relevant]:
* Staff training/meetings/briefings
* Learner forums (for advice and feedback)
* Governors meetings
* Surveys/questionnaires for learners, parents/carers and staff
* Parent/carer sessions
* Website/Newsletters
* Online safety events
* Internet Safety Day (annually held on the second Tuesday in February)
* With the IT Service Provider and Governor, to carry out checks on filtering and monitoring systems
* To monitor filtering/change control logs (e.g. requests for blocking/unblocking sites).
* To monitor incidents involving online bullying

### 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 [insert name of organisation] have been agreed

Signed by (SLT):

Date:

Date for review:

### Acknowledgement

This template terms of reference document is based on one provided to schools by Somerset County Council

Copyright of these policy templates is held by SWGfL. Schools/colleges and other educational institutions are permitted free use of the policy templates for the purposes of policy review and development. Any person or organisation wishing to use the document for other purposes should seek consent from SWGfL ([onlinesafety@swgfl.org.uk](mailto:onlinesafety@swgfl.org.uk)) and acknowledge its use.

Every effort has been made to ensure that the information included in this document is accurate, as at the date of publication in September 2023. However, SWGfL cannot guarantee its accuracy, nor can it accept liability in respect of the use of the material.

© SWGfL 2023