



E-Safety: Self-evaluation Tool for Independent Specialist Colleges - 2012

This self-evaluation tool is based on the Ofsted e-Safety quick self-evaluation tool. A grading on a scale from 1 (Outstanding) to 4 (Inadequate) is used.

Below the statements for each section there is space to input examples of evidence. Responses should reflect that learners may be in a residential setting and will need consistency of individualised support across a range of settings.



	<p>4 Not evident OR has inconsistent use across the college</p>	<p>3 Requires Improvement: in the early stages of implementation but not yet embedded</p>	<p>2 Good: some attention still required but working in the right direction</p>	<p>1: Outstanding: All in place</p>
<p>Training (staff, parents and carers, volunteers and other stakeholders)</p>	<p>Some staff have received training but there is little evidence of cascading information down.</p> <p>There is little impact on what the staff, parents and carers and volunteers know or understand and they are not able to support learners with their use of technology.</p>	<p>Training has taken place for most of the college and results are starting to be seen in all sessions and in the residential setting.</p> <p>Staff, governors, parents and carers and volunteers help learners to be and/or feel (where appropriate) secure when using technology.</p>	<p>Parents and Carers have received information/training materials about e-Safety.</p> <p>A Governor’s training session has been delivered.</p> <p>External trainers and specialists are brought into the college or staff attend external training, to update other staff and learners on e-Safety developments.</p> <p>Staff, parents and carers and volunteer’s awareness and understanding of e-Safety is evident. They have a sound understanding of the content and purpose of the e-Safety policy and the AUP.</p> <p>They are able to support learners in their use of technology and assess the potential risks of using technology and know how to</p>	<p>All stakeholders have been trained (staff, governors, parents/carers) including those in the local community where learners attend (e.g. work experience and work placements, other educational environments). At least one member of staff must have had accredited training.</p> <p>Staff have a sound understanding of e-Safety and can confidently manage risks and support learners on an individual basis with their use of technology.</p> <p>There is synergy between stakeholders in terms of e-Safety support for learners.</p>



			manage them.	
Self Evaluation Evidence				



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<p>Learner Engagement (this will need to be assessed on an individual basis) Standards and Assessment</p>	<p>Where appropriate:-</p> <p>Learners lack awareness that they need to stay safe when using technology.</p> <p>Learners do not feel safe.</p> <p>Learners do not feel supported.</p>	<p>Where appropriate:-</p> <p>Learners seem to understand that they need to stay safe online.</p> <p>Learners are aware that there are reporting procedures and consequences if they act unsafely.</p>	<p>Where appropriate:-</p> <p>Learners respect the facilities on offer to them and are confident with e-Safety.</p> <p>Learners feel safe when using technology</p> <p>Learners feel supported when using technology.</p> <p>Learners know who to tell if they feel unsafe.</p> <p>Learners know what the consequences will be if they act unsafely.</p>	<p>Where appropriate:-</p> <p>Learners are outstanding and mature in their use of technology, including new and emerging technologies.</p> <p>Learners know and understand the reporting procedures.</p> <p>Learners know and understand the Acceptable Use Policy (AUP) and have had the opportunity to contribute to policies and rules.</p>



Self Evaluation Evidence				
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<p>Learning and Teaching</p>	<p>The college relies on filtering systems and password security to make sure the learners are safe.</p> <p>The Acceptable Use Policy (AUP) is the responsibility of the ICT Subject Leader / ICT Co-ordinator.</p> <p>Knowledge of the reporting procedures is not embedded.</p>	<p>The college has 3-4 standard e-Safety lessons that are delivered during the year. Absent staff or those educated off-site will also get the information.</p> <p>The e-Safety Policy is amended when there is a breach and takes into account what has happened.</p>	<p>There are appropriately differentiated lessons covering aspects of e-Safety for learners across all subjects (not just in ICT) and in all settings i.e residential, work experience/placement, external education, training and support.</p> <p>When incidents occur, the college reviews and amends its policies and delivery accordingly to ensure that e-Safety is effectively addressed.</p>	<p>The whole college has a policy of managing and being responsible for the system.</p> <p>All learners are taught how to behave proactively and responsibly.</p> <p>The college is rigorous in its revision and monitoring of the curriculum and its interaction with technology.</p> <p>Incidents that arise are actioned appropriately. Actions taken have positive outcomes.</p> <p>e-Safety is embedded in learning and teaching practice</p>



Self Evaluation Evidence				
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<p>Leadership and Management</p>	<p>The college has an AUP that the learners sign at the beginning of the year but it is not referred to again.</p> <p>Incidents are logged but changes to policy are not made as a result of incidents.</p> <p>Staff are unaware of the AUP.</p> <p>Staff would not know what to do if an incident happened.</p>	<p>AUPs are signed and adhered to (including Parents/Carers).</p> <p>The e-Safety Policy is discussed and reviewed at Governor’s meetings.</p> <p>All incidents are logged and dealt with quickly. A named person is responsible for the incident log.</p> <p>The SEF has e-Safety included but is not in any real depth.</p> <p>Parents and carers have received information/training materials but this does not appear to have had significant impact.</p> <p>There are still avoidable incidents in and out of college. (Note an increase in reported incidents may be as a result of increased</p>	<p>The college reviews its AUP regularly. Parents and carers, Governors, Learners and Staff are all involved in developing and agreeing the policy.</p> <p>The college has an evaluative comment in the SEF regarding e-Safety.</p> <p>All staff are trained and aware of what to do when there is an e-Safety incident (i.e. reporting procedures).</p> <p>Staff are aware of the different classifications of incidents and how these should be addressed.</p> <p>E-safety policies, procedures and resources meet the needs of all stakeholders.</p>	<p>All actions taken are based on rigorous self-assessment which embeds e-Safety across all areas.</p> <p>This has an outstanding impact on e-Safety across the college community in that here is:</p> <p>An holistic understanding and approach to e-Safety;</p> <p>A commitment to e-Safety;</p> <p>E-Safety is embedded in policy and practice and is everyone’s responsibility.</p> <p>Policies and procedures are rigorous and written in plain English.</p> <p>Report Abuse buttons should be in place.</p>



		awareness of reporting procedures and risk).		
<p>Self Evaluation Evidence</p>				



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 by JISC TechDis
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