Role of the Online Safety Coordinator:
What are the expectation and what does this look like in schools?
Quotes are taken from 360safe assessor reports

The role of the online safety coordinator (OSC) is key to implementing effective online safety in a school. The characteristics of individuals in the role vary but active commitment to embedding online safety in all parts of school life and a determination to work towards 360safe accreditation have been seen to improve safeguarding and confidence of the whole community to keep children safe online.

Expectation for 360safe accreditation:

The school has a designated Online Safety Coordinator / Officer with clear responsibilities. These include leadership of the Online Safety group, staff training and awareness. Designated persons are responsible for monitoring incidents and handling sensitive issues (including child protection). Many staff take responsibility for online safety. https://360safe.org.uk

Knights Templar First School

"The leadership of online safety at Knights Templar First School is inspirational both in terms of the Online Safety Group, which includes the contribution of the Digital Leaders, and the Online Safety Lead who has demonstrated a determination to move the school forward in this area."

Aspirational level with 360safe review:

The school has a designated Online Safety Coordinator / Officer with clear responsibilities. These include leadership of the Online Safety Group, staff training and awareness, commitment to and coordination of an e-safety programme with the wider community. Designated persons are responsible for monitoring incidents and handling sensitive issues. All staff take active responsibility for online safety. https://360safe.org.uk

St Bartholomew's First School

"Even though there have been challenges due to staff changes and a change of governance, the e-safety leader has taken every opportunity to put online safety at the heart of all technology use across the curriculum and is passionate about its importance."

The eLIM Model Online Safety Policy on eLIM Education Technology website has the following description as the role of the Online Safety Coordinator (OSC)

- Lead the Online Safety working group
- Coordinate work with the school's Designated Safeguarding Lead (DSL)
- Log, manage and inform others of Online Safety incidents and how they have been resolved where this is appropriate
- Meet with Senior Leadership Team and Online Safety Governor to regularly discuss incidents and developments
- Lead the establishment and review of Online Safety policies and documents
- Lead and monitor a progressive Online Safety curriculum for pupils
- Ensure all staff are aware of the procedures outlined in policies relating to Online Safety
- Provide and/or broker training and advice for staff
- Attend updates, subscribe to appropriate newsletters and liaise with the LA Online Safety staff and technical staff

This description must be interpreted in line with the size, age range and ethos of the school. This document provides guidance on each of the bullet points.

Role of the Online Safety Coordinator:
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Lead the Online Safety working group

Effective online safety is seen in schools where the whole school community is involved, and the experience and knowledge of pupils contributes to policy and practise. Leadership cannot be a 'one person' operation.

> **Kingston St Mary Primary School:**
>
> "This shared ownership of e-safety policy and practice, and the headteacher's expectation that it is everyone's responsibility, has led to it being embedded in the life of the school."

The Online Safety group does not have to be large and can be an extension of other groups. It should include the Designated Safeguarding Lead (DSL), other teachers, pupils and a Governor. Many primary schools involve the school council or digital leader groups. Advice about what makes an effective Online Safety Group can be download from eLIM Education Technology website. As stated, it is important that the group meets regularly but this does not mean that work cannot be completed outside of the meetings.

The Coordinator leads the group as the enabler organising the meeting, recording the action points and making sure these are completed.

Coordinate work with the school's Designated Safeguarding Lead (DSL)

There must be synergy between the roles of DSL and OSC. In some schools the responsibility for both is with one person. In other schools the OSC role is ongoing coordination of strategy and the DSL or another member of the Senior Leadership team has overall responsibility.

Whatever the situation, Online Safety should be a subset of safeguarding and coordination between the two roles is essential. This should be through a regular meeting to discuss:

- Issues relating to Online Safety and Safeguarding
  - What happened
  - What was the resolution
  - Can we improve practice
  - Can we improve education
- Communications with the community
- Opportunities for training and education

> **Eastover Primary School:**
>
> "The school has good leadership in relation to Online Safety. The working relationship between the Designated Safeguarding Lead (DSL) and the Online Safety Lead (OSL) is excellent with frequent meetings exploring issues and resolutions."

Log, manage and inform others of Online Safety incidents and how they have been resolved where this is appropriate

There needs to be consideration of the best ways of recording Online Safety and safeguarding issues. All schools should have a log of safeguarding incidents and most schools use the same procedure for Online Safety incidents. If incidents are reported to the OSC then they should also record them on the same system.

The DSL and OSC should establish protocols of how these incidents are dealt with. The incidents should be discussed at the regular meeting.

> **Oaklands Primary School**
>
> "With the monthly reporting of website visits and the incidents reports the school monitor the situation not only in school but outside of school. Monitoring is reported to governors and influences what happens in the school."

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Somerset Bridge Primary

"The commitment to online safety from all members of the school community is demonstrated by the effective use of CPOMS reporting tool. This can be accessed to record safeguarding concerns by everyone in the staff team; although only the Child Protection leads, and governor can see all the information recorded. Actions taken are added and members of staff tagged where they need to be informed about an issue. Actions are followed up and reinforced through assemblies, emphasis within online safety lessons and ongoing conversations with parents, children and members of staff. The data is monitored and will provide a year on year comparison of issues and actions.

Meet with Senior Leadership Team and Online Safety Governor to regularly discuss incidents and developments

This is part of the work with the DSL and Online Safety group work. Where regular online safety group meetings are not continuing for any reasons, it is essential that a meeting is arranged once a half term with the DSL and SLT to discuss concerns and new technology that has become available.

Lead the establishment and review of Online Safety policies and documents

The school should have an Online Safety Policy and associated Acceptable User Policies. These can be based on models provided by agencies but must be customised to the school. Normally the policies are reviewed on a annual or bi-annual basis as instigated by the Governors.

The OSC needs to be aware of the renewal dates and make sure that other policies (Safeguarding, Behaviour, Data Protection etc) reflect changes.

Lead and monitor a progressive Online Safety curriculum for pupils

Hayesdown First School

"Children talk with knowledge and passion about their online safety learning. They are very clear about what to do if they see something they're not sure about and spoke confidently about using the SMART rules in the classroom and at home. The group are clearly enjoying the challenge of supporting their peers. When discussing cyberbullying, children spoke about how they would report incidents to their teacher and how they would behave appropriately when communicating online. They also spoke about online gaming and the challenges of age-inappropriate gaming: "I always get my Mum or Dad to help me choose a game, so they know what I'm playing is safe".

The OSC should enable the staff to teach a progressive Online Safety curriculum. They should establish a curriculum plan that details the teaching and other events that take place across the school year. From this plan resources for each class should be provided.

The responsibility of the OSC extends to monitoring the delivery through staff and pupil interviews, looking at displays in classrooms, and could include class observations.

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Ensure all staff are aware of the procedures outlined in policies relating to Online Safety

Policies and procedure should be part of the staff handbook and staff induction procedures. However, for policy to become part of the practise of the school, it must be part of professional development sessions and ongoing discussion in staff meetings.

New staff need to be introduced to those responsible for online safety.

Where a specific incident affects pupils or staff, this should be shared appropriately with staff and changes to procedure and policy agreed.

> Somerset Bridge Primary School
>
> "The policy is put into practise through reinforcement at staff meetings for teaching and support staff … The e-safety coordinator has an active role in a teaching union which has contributed to them managing the passing on of information and knowledge in a way that has increased the confidence of staff without them being intimidated by too many demands."

Provide training and advice for staff

> Kingston St Mary Primary
>
> "Training for staff has been part of INSETs and is included on staff meeting agendas under the safeguarding item. Both the previous and current e-safety lead attended a day course to support development of e-safety in a primary school. Teaching Assistants have received training as part of their meetings to inform them about concerns and the process of reporting.
>
> A governor attended e-safety training and gave feedback to the main governors' meeting."

The school should provide regular training for staff. It is part of the OSC responsibilities to deliver this training using either eLIM or other agencies. An audit of staff confidence is available within Somerset's ActiveBYTE resources to establish training needs.

We recommend that all staff receive updated Online Safety training at least once every two years. This can either be provided by the OSC, eLIM or other agencies.

Attend updates, subscribe to appropriate newsletters and liaise with the LA Online Safety staff and technical staff

The OSC needs to stay up to date with issues.
- eLIM produce a monthly Online Safety newsletter that you can sign up to by following this link http://eepurl.com/boBrzD
- Stay up to date with information from the Safer Internet Centre.
- There will also be regular updates from Somerset Safeguarding officers.

eLIM run Online training events and share information at Technology/Computing lead update meetings.