

E-Safety Policy

This policy and the procedures that it underpins apply to all staff, managers, volunteers and anyone working on behalf of German Saturday School Ealing

- to protect children and young people who attend lessons at German Saturday School Ealing and who make use of information technology (such as the internet, tablets, mobile phones) while in our care;
- to provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents;
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online.

We recognise that:

- the welfare of all children who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies;
- 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 children, their parents, guardians and other agencies is essential in promoting children's welfare and in helping them to be responsible in their approach to e-safety;
- the use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can 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.

We will seek to promote e-safety by:

- appointing an e-safety coordinator
- developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
- supporting and encouraging parents and carers to do what they can to keep their children safe online;
- ensuring that all electronically stored data/information about children and their families as well as staff that work at the school are kept in data files that are stored on a local device (school laptop) and password protected to exclude unauthorized access by third parties. Data of children and their families are kept confidential and are only accessed in conjunction with school related correspondences. Access to families' personal data is only granted to the directors of the company;
- ensuring that photos of children are only taken after their written permission has been obtained by a special consent form. These images are held in folders that are password



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protected. All passwords that are used to store personal data are of a minimum length of 8 characters and contain numbers, symbols as well as upper and lower case characters. The passwords are changed periodically to avoid security breaches;

- using passwords for all personal data stored. The passwords are of a minimum length of 8 characters and contain numbers, symbols as well as upper and lower case characters. The passwords are changed periodically to avoid security breaches.
- encouraging the children to use only the schools own tablets during class lessons to support and enhance their learning. Specific vetted program applications (e.g. Duolingo, Deutsche Welle, Goethe Institute) that are deemed appropriate for online language support are uploaded onto each tablet.
- protecting all electronic devices owned by the school from unwanted access and/or malware with appropriate anti-virus software;
- examining and risk assessing any emerging new technologies before they are used within the organization.

Using mobile phones

When using mobile phones (or other devices) to communicate by voice, video or text, we will take the following precautions to ensure all children's safety:

- The use of mobiles phones is not permitted during lesson and/or break time. Mobile phones must be switched off or put on silence until the children are dismissed from their lesson;
- staff will avoid having children's personal mobile numbers and will instead seek contact through a parent or guardian;
- if teachers need to communicate with the children during the week they should sent an email to the children's parents or guardians and should copy in one member of the management committee;
- staff should not 'friend' or 'follow' any children who are attending the German Saturday School Ealing from personal accounts or social media.

The name of our e-safety co-ordinator is: *Eva Sturt*

This policy was reviewed on behalf of the Management Committee

Anette Bennett and Eva Sturt

Directors

22.07.2025