# A7 Online Safety Group Terms of Reference template

Sections that include advice or guidance are written in BLUE. It is anticipated that schools will remove these sections from their final acceptable use document. Schools should review and amend the contents of this agreement to ensure that it is consistent with their Online Safety Policy and other relevant school policies.

### 1. Purpose

To provide a consultative group that has wide representation from the [school] community, with responsibility for issues regarding online safety and the monitoring of the Online Safety Policy, including the impact of initiatives. Depending on the size or structure of the school 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
* Child Protection/Safeguarding officer
* Teaching staff member
* Support staff member
* Online safety lead (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 Online Safety Group to provide advice and assistance where necessary.
2. Group members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.
3. Group 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 Online Safety Group should select a suitable chairperson from within the group. Their responsibilities include:

* Scheduling meetings and notifying group members;
* Inviting other people to attend meetings when required by the group;
* 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 notes are taken at the meetings and that those with any action points are 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 Online Safety Lead (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 meetings
    - learner forums (for advice and feedback)
    - governors meetings
    - surveys/questionnaires for learners, parents/carers and staff
    - parents evenings
    - website/VLE/newsletters
    - online safety events
    - Safer Internet Day (SID) which is held on the second Tuesday in February every year
    - other methods
  + To ensure that monitoring is carried out of internet sites used across the school.
  + To monitor filtering/change control logs (e.g. requests for blocking/unblocking sites).
  + To monitor the safe use of data across the school.
  + To monitor incidents involving online bullying for staff and pupils.

### 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 group 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:

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