

INFORMATION ON REGISTERING YOUR SCHOOL FOR ACCREDITATION

07

THE FOLLOWING LIST INDICATES THE INFORMATION REQUIRED FOR A SCHOOL TO REGISTER FOR E-SAFETY ACCREDITATION

Schools can register online by going to <http://ngfl.northumberland.gov.uk/e-safety/accred> - By registering schools are eligible for:

- Certificates for pupils who have undertaken training;
- Use of the e-safe logo on school documents
- A plaque for the school to display indicating they are a Northumberland e-safe school.

ACCREDITATION NEEDS RENEWING ON A THREE YEARLY BASIS.

INFORMATION REQUIRED WHEN REGISTERING ONLINE:

1. Name of designated person for e-safety
2. e-mail contact information:
3. Name of School
4. Date of e-safety training undertaken by designated person (either CEOPS or L.A. provided)
5. The school has the following minimum policies in place:
 - a. Acceptable use policy for pupils Y N
 - b. Acceptable use policy for staff Y N
 - c. A whole school e-safety policy Y N
6. These documents were ratified by the governing body on the following dates:
 - a.
 - b.
 - c.
7. NSCB incident report flowchart has been adopted by the school and information disseminated to all staff and governors Y/N
8. The school has ensured the PCE is installed on all computers used on the school network:
 - a. Pupil laptop, netbook and desktop computers Y N
 - b. Staff computers, including laptops that go home Y N
 - c. Admin computers Y N
9. e-safety training has been provided for the following groups:
 - a. Pupils Y N
 - b. Staff - teaching Y N
 - c. Staff - non teaching Y N
 - d. Governors Y N
 - e. Parents and the community Y N
10. The school will be asked to email a list of pupils requiring certificates

PROMOTING E-SAFETY IN NORTHUMBERLAND SCHOOLS