Fleet Wood Lane Primary School

ESafety Policy

Date of Policy: Summer 2022

Ratified by Governors Summer 2022

Martin Bamforth

Chair of Governors

Renewal Date Summer 2023

Kindness Respect Confidence Ambition Pride Curiosity

FLEET WOOD LANE SCHOOL

E-SAFETY POLICY

1.0 SCOPE

1.1 This policy outlines the nature, purpose and management of E-Safety at this School.

1.2 **Definitions**

Users: refers to staff, governing body, school volunteers, pupils, students and any other person working in or on behalf of the school, including contractors.

Parents: any adult with a legal responsibility for the child / young person outside the school eg; parent, guardian, carer

School: any school business or activity conducted on or off the School site; eg; visits, conferences etc

Wider School Community: pupils, students, all staff, governing body, parents etc

1.3 Safeguarding is a serious matter; at Fleet Wood Lane School we use technology and the Internet extensively across all areas of the curriculum. Inline safeguarding known as 'E-Safety' is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident; whichever is sooner.

1.4 The primary purpose of this policy is twofold:

- To ensure the requirement to empower the wider school community with the knowledge to stay safe and risk free, is met.
- To ensure risks are identified, assessed and mitigated (where possible), in order to reduce any foreseeability of harm to the student or liability to the School.

1.5 Digital Technology:

The use of digital technology is now seen as an essential part of everyday life. The number of SMS (text) messages and emails sent everyday greatly exceed the population of the planet. Nearly every company, organisation, agency, school and local authority has a presence somewhere on the internet, allowing them to engage different people in different ways. While digital technology can be used in positive ways, it can also be used in extremely negative ways. Paedophiles use this technology to contact, groom and blackmail young people in the virtual world with a view to abusing them in the real world, children and young people are able to anonymously bully classmates and teachers, while adults may find themselves at greater risk of identity theft should they publish too much information about their life onto a social network. The risks are real but many people do not see that activity within a virtual world can have an effect in the real world. Comments posted onto social networking sites have led to staff being disciplined and young people being bullied. Many are also unaware that some activities in the virtual world are criminal offences and can lead to prosecution.

1.6 Social Media:

The use of social media presents new and interesting opportunities for schools to reach out to members of the school community and the general public. Social media enables anyone with a computer and internet connection the quick and easy ability to publish opinion and information, and listen to and engage with those who read it. This presents exciting opportunities for organisations to have conversations with the wider community in order to share news, information on

services, and seek opinions from those with whom they work and serve. Alongside these opportunities it must be recognised that there are risks attached to the use of social media. Distribution of material cannot be controlled. Once posted to an initial target audience, material can be posted anywhere through the networks of each individual in that audience and beyond. It is therefore important that users of social media understand the pitfalls as well as the benefits of the technology. Further information on appropriate, legal and effective use of social media as a communication channel for the Academy, can be found in this Policy.

1.7 The Lincolnshire Safeguarding Children Board has overall statutory responsibility for the safeguarding of the child, and that includes the virtual world as well as the real, and takes seriously the role it has to ensure that member agencies co-operate to safeguard and promote the welfare of children and young people in the locality, and to ensure that they are effective in doing so.

1.8 Primarily E-Safety is used to describe pro-active methods of educating and safeguarding children and young people while they use digital technology. In order for children and young people to remain safe we should educate them not only in the dangers but also inform them who they can contact should they feel at risk and where to go for advice while still promoting the many benefits of using digital technology; thereby empowering them with the knowledge and confidence of well researched good practice and continuing development. The large majority of reported incidents involve children being contacted by adults for sexual purposes, visiting highly inappropriate websites or being bullied by their peers through technology. However it should also be remembered that there have been instances where adults have been the victims through a lack of knowledge of the dangers present and by not applying real world common sense to the vast virtual world available to them on the internet.

2.0 NATURE AND PURPOSE

2.1 Within Lincolnshire, the definition of E-safety is *the proactive and reactive measures to ensure the safety of the child, and adults working with the child, whilst using digital technologies*. This extends to policy, training and guidance on the issues which surround risky behaviours, and encompasses the technical solutions which provide further safeguarding tools.

2.2 It should be remembered that digital technology reaches far and wide, not only computers and laptops, but consideration should also be given to technologies such as: iPads, iPods and iPhones; Xbox 360; Playstations; Nintendo Wii; mobile phones and PDA's, and anything else which allows interactive digital communication. E-Safety also:

- concerns safeguarding children and young people in the digital world
- emphasises learning to understand and use new technologies in a positive way
- is less about restriction and more about education about the risks as well as the benefits so we can feel confident online.
- is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

2.3 The Internet is an unmanaged, open communications channel. The World Wide Web, email, blogs and social networks all transmit information using the Internet's communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day. Some of the material on the Internet is published for an adult audience and can include violent and adult content. Information on weapons,

crime and racism may also be unsuitable for children and young people to access. Pupils and staff need to develop critical skills to evaluate online material and learn that publishing personal information could compromise their security and that of others.

2.4 Social Media is the term commonly given to websites, online tools and other Information Technologies (IT) which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. This policy will also apply to any new or emerging technologies or systems which may develop in the future.

Blogs (online diaries) are perhaps the most well-known example of social media, but the term encompasses other platforms. Examples include, podcasts, message boards, social networking, such as Facebook, Twitter, Bebo and MySpace, and content sharing websites such as Flickr and YouTube.

The increasing use of social media exposes organisations to greater reputational risk, either through ignorance or malicious intent, owing to the longevity of material once posted, and the ability of the Web to send information to worldwide audiences within seconds. Whether through print, broadcast or social media, reputation forms a single continuum. This policy contains some highlights of legal issues, such as defamation (libel and slander), around the use of social media.

There are specific safeguarding issues that employees who work closely with children or vulnerable adults need to be aware of. It is recommended that any employee with concerns regarding these service users should seek further advice from their Head Teacher, both for the protection of the Academy community and themselves.

With regards to the use of Social Media, the objective of this policy is to protect the reputation of the Academy by providing a framework for the effective and safe use of social media to promote and develop the Academy's vision, services and achievements.

2.4 Overall, Fleet Wood Lane School has a duty of care to enable pupils to use on-line systems safely. We need to protect ourselves from legal challenge and ensure that staff work within the boundaries of professional behaviour. The law is catching up with Internet developments: for example it is an offence to store images showing child abuse and to use email, text or instant messaging (IM) to 'groom' children. We help to protect ourselves by making it clear to pupils, staff and visitors that the use of Academy equipment for inappropriate reasons is "unauthorised". E-Safety training is an essential element of staff induction and part of an ongoing CPD programme. However, we are aware that a disclaimer is not sufficient to protect us from a claim of personal injury and we endeavour to ensure that all reasonable actions have been taken and measures put in place to protect users. The rapid development and accessibility of the Internet and new technologies such as personal publishing and social networking means that e-Safety is an ever growing and changing area of interest and concern Fleet Wood Lane School's E-Safety policy must reflect this by keeping abreast of the vast changes taking place around us.

3.0 ROLES AND RESPONSIBILITIES

3.1 Governing Body

The Governing Body is accountable for ensuring that our School has effective policies and procedures; as such they will:

- Review this policy at least annually and in response to any e-safety incident
- Ensure that the policy is up-to-date and covers all aspects of technology use within the Academy
- Ensures that e-safety incidents were appropriately dealt with
- Ensure this policy was effective in managing any e-safety incidents

The Governing Body will appoint one governor to have overall responsibility for the governance of e-safety at the School who will:

- Keep up-to-date with emerging risks and threats through technology use
- Receive regular updates from the Headteacher in regards to training, identifies risks and any incidents

3.2 **Headteacher**

- The Headteacher will report to the Governing Body.
- The Headteacher has overall responsibility for e-safety within our School.
- The Headteacher is the E-Safety Officer at Fleet Wood Lane.
- Aspects of the day-to-day management of e-safety may be delegated to the IT Subject Leader and the Administrator.
- The Headteacher will ensure that:
    - E-safety training throughout the School, is planned and up-to-date and appropriate to the recipients; eg; pupils, all staff, Senior Leadership Team, Governing Body, parents etc.
    - They receive appropriate training in order to undertake the day-to-day duties.
    - All e-safety incidents are dealt with promptly and appropriately.

3.3 **The Headteacher, as E-Safety Officer**, will also:

- Keep up-to-date with the latest risks to children whilst using technology; familiarise themselves with the latest research and available resources for Academy and home use.
- Review this policy regularly and bring any matters to the attention of the IT Subject Leader and the Governing Body.
- Advise the Governing Body on all e-safety matters.
- Engage with parents and the wider school community on e-safety matters at the School and/or at home.
- Liaise with the local authority, IT technical support and other agencies as required.
- Ensure any technical e-safety measures in the School (eg; Internet filtering software behaviour management software) are fit for purpose through liaison with the local authority and/or IT Technical Support.
- Make themselves aware of any reporting function with technical e-safety measures; ie; internet filtering reporting function; and liaise with the E-Safety Governor to decide on what reports may be appropriate for viewing.

3.4 **IT Technical Support**

Technical Staff are responsible for ensuring that:

- The IT technical infrastructure is secure. This will include:
    - Anti-virus is fit-for-purpose, up-to-date and applied to all capable devices
    - Windows updates are regularly monitored and devices updated as appropriate
    - Any e-safety technical solutions such as Internet filtering, are operating correctly
    - Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the e-safety officer / headteacher

3.5 **All Staff**

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the headteacher.
- Any e-safety incident is reported to the E-Safety Officer / Headteacher (and an e-safety report is made). If you are unsure, the matter is to be raised with the E-Safety Officer / Headteacher, to make a decision.
- The reporting flowcharts contained within this e-safety policy are fully understood.
- They have read this policy and the Acceptable Use Policy and signed (and dated) the separate sheet to say they have understood all the details. This should be completed annually.

3.6 **All Pupils**

The boundaries of use of IT equipment and services in this School are made clear to pupils and any deviation or misuse of IT equipment or services, will be dealt with in accordance with the Behaviour and Anti-Bullying Policy.

E-Safety is embedded into our curriculum; pupils will be given the appropriate advice and guidance by staff. Similarly all pupils will be fully aware of how they can report areas of concern whilst at the School or outside of it.

3.7 **Parents and Carers**

Parents play the most important role in the development of their children; as such the School will ensure that parents have the skills and knowledge they need to ensure the safety of children outside the School environment. Through parents evenings, school newsletters and the Academy website; the School will keep parents up-to-date with new and emerging e-safety risks and will involve parents in strategies to ensure that students are empowered.

Parents must also understand the School needs to have rules in place to ensure that their child can be properly safeguarded. As such, Parents will sign the Acceptable Sue Policy before any access can be granted to Academy IT equipment or services.

4.0 ACTION AND MANAGEMENT: GENERAL

4.1 Information technologies are developing rapidly and can leave staff unsure of best practice or how to discuss E-Safety issues with pupils. Further advice can be sought from Lincolnshire Safeguarding Board.

4.2 The trust between pupils and Academy staff is essential to education but very occasionally it can break down. This is not new, but has been highlighted by better awareness of human failings and greater respect for children. Nationally, CEOP was set up by the Home Office to "safeguard children's online experiences and relentlessly track down and prosecute offenders" and their work should be acknowledged and built upon by all schools.

4.3 Within Lincolnshire a member of staff who flouts security advice or uses ICT technology for inappropriate reasons risks dismissal. All staff of Fleet Wood Lane School, read and sign this E-Safety Policy on appointment and annually thereafter. Staff thereby accept that the School can monitor network and internet usage to help ensure staff and pupil safety. The Headteacher, The ICT Governor and the Schools Service Provider regularly monitor the school's filtering systems and are informed immediately if any breaches in E-Safety are made. Records of such breaches are kept by the Headteacher. If appropriate; access to internet and / or email can be terminated for a fixed period of time and / or the Police may be informed. If staff believe that someone (child or adult) is breaching this E-Safety Policy, they are to inform the Headteacher immediately.

If there is any suspicion of illegal activity staff should NEVER investigate themselves but must report to Lincolnshire Police as soon as possible.

4.4 Pupils are not allowed to bring in mobile phones or other communication technology, unless specific agreements have been made between the Headteacher (or Senior Teacher) and the Parents. These mobiles must be left in the front office.

4.5 Where new technologies have been bought by the School (such as iPads); staff will be asked to sign an 'Acceptable Use' document, which details how such technologies must be used in order to ensure the safety of both pupils and staff.

5.0 ACTION AND MANAGEMENT: School STAFF

5.1 **Internet access** - You **must not** access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.
It is recognised that under certain circumstances inadvertent access may happen. For example, a school researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to a member of the Senior Management Team so that it can be logged.

Access to any of the following should be reported to Lincolnshire Police: images of child abuse (sometimes incorrectly referred to as child pornography). These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative; adult material that potentially breaches the Obscene Publications Act; criminally racist material in the UK.

5.2 **Social networking** – is blocked until such a time where pupils and staff have received sufficient education in the dangers and are able to safeguard themselves online. If social networking is used, then there is a strict policy with regards to security of personal details, rather than relying on the default settings. We also ensure that any age restrictions are adhered to (many social networking sites have a minimum age of 13 years). Staff should fully acquaint themselves with the privacy settings that are available on any social networking profile in order that profiles are not publicly available.

Members of staff should never knowingly become "friends" with students on any social networking site or engage with pupils on internet chat.

5.3 **Use of Email** - All members of staff should use their professional email address for conducting school business. Use of school email for personal/social use is at the discretion of the Headteacher.

5.4 **Passwords** - Staff should keep passwords private. On no account should a member of staff allow a student to use a staff login.

5.5 **Data Protection** - Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse

5.6 **File sharing -** technology such as peer to peer (P2P) and bit torrents is not permitted on the Lincolnshire School's Network.

5.7 **Personal Use** - Staff are not permitted to use IT equipment for personal use unless the Headteacher and Governors have agreed this. If personal use is permitted, consideration will be given as to 'the boundaries of acceptance'.

5.8 **Images and Videos** - Staff and pupils should not upload onto any internet site images or videos of themselves or other staff or pupils without consent.

5.9 **Use of Personal ICT** - use of personal ICT equipment is at the discretion of the Headteacher and Governors in consultation with the School's Service Provider. Any such use will be stringently checked for up to date anti-virus and malware checkers.

5.10 **Viruses and other malware** - any virus outbreaks are to be reported to the Academy's Service Provider as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

Staff should note that internet and email may be subject to monitoring

6.0 ACTION AND MANAGEMENT: PUPILS

6.1 Through E-Safety discussions with pupils, we must help the pupils to understand that the use of IT within schools has enormous benefits to education, however there are reasons why the Academy and the local authority must put some restrictions in place, such as:

- IT equipment is very expensive to buy and maintain;
- the School and the local authority have a duty of care to ensure that children are safe and that they are not exposed to illegal or inappropriate content.

6.2 Pupils are informed that their internet and email use may be subject to monitoring and if they deliberately try to breach the School's E-Safety systems, access to internet and / or email can be terminated for a fixed period of time and / or the Police may be informed.

6.3 Through formal and informal E-Safety and general IT lessons, the children are helped to understand that:

Use of the Internet - the internet is provided to help with learning activities such as research, online activities, online educational games and many other things. The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This would include pornography, discrimination, racial or religious hatred. If you are unsure, or if you come across anything you feel is inappropriate, you should turn your computer monitor off and let your teacher know. Never try to bypass the security by using proxy sites, these are all monitored.

User Areas - your user area is provided for you to save School work. It is not to be used to save music or other files that you have brought in from home.

Social Networking - if social networking (for example Bebo, Facebook, Flickr) is allowed at home, you should never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself, videos and pictures can easily be manipulated and used against you.

You should never make negative remarks about the School or anyone within the School. Always keep your personal information private to invited friends only and never post personal information such as your full name, date of birth, address, school, phone number etc. Consider using a nickname and only inviting people you know.

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right, follow your instincts and report it to an appropriate adult.

Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

Security - you should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to stop others from hacking into other people's accounts.

Copyright - you should never take information from the internet and use it as your own. A lot of information is copyright, which means that it is owned by somebody else and it is illegal to use this information without permission from the owner. If you are unsure, ask your teacher.

Etiquette - many schools provide students with email accounts, or let students post on things like blogs. Always be polite and don't swear. Consider what you are saying, and how it might be read by somebody else. Without emoticons it is difficult to show emotions in things like emails and blogs, and some things you write may be read incorrectly.

Mobile Phones - Some modern mobile phones offer the same services as a computer, i.e. Facebook, YouTube, email access etc. This can be a great way of keeping in touch with your friends and family. But, in the same way that some internet services can be used inappropriately, the same is true with mobile phones.

Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else. In some circumstances this can be an illegal act.

10.0 USEFUL WEBSITES

- CEOP is a part of the UK police force dedicated to the eradication of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages on their website. www.ceop.gov.uk
- IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content. www.iwf.org.uk
- BBC - a fantastic resource of e-safety information for the younger child. www.bbc.co.uk/cbbc/help/web/staysafe
- Cybermentors is all about young people helping and supporting people online. www.cybermentors.org.uk
- Digital citizenship is about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy - using your online presence to grow and shape your world in a safe, creative way, and inspiring others to do the same. www.digizen.org

11.0 STAFF TRAINING

Fleet Wood Lane considers E-Safety to be an important part of Safeguarding Children and Young People, therefore the E-Safety Officer (Headteacher), the IT Subject Leader, and the School's Server Provider regularly take advice from the Local Authority and external agencies such as CEOP and inform or train staff (and/or pupils) as appropriate; eg; when new 'threats' are perceived or new technologies are created.

12.0 PARENTAL INVOLVEMENT

12.1 If, during the regular monitoring of the E-Safety of the School, patterns of inappropriate usage of the School's computer system by pupils is discovered; parents may well become involved by meeting with the Headteacher. In such circumstances, the School's 'Behaviour and Anti-Bullying' Policy may be followed.

12.2 If new 'threats' are perceived, parental information workshops may be set up and/ or information leaflets sent out; to inform parents and assist them in ensuring that their children are 'kept safe'.

13.0 APPENDIX

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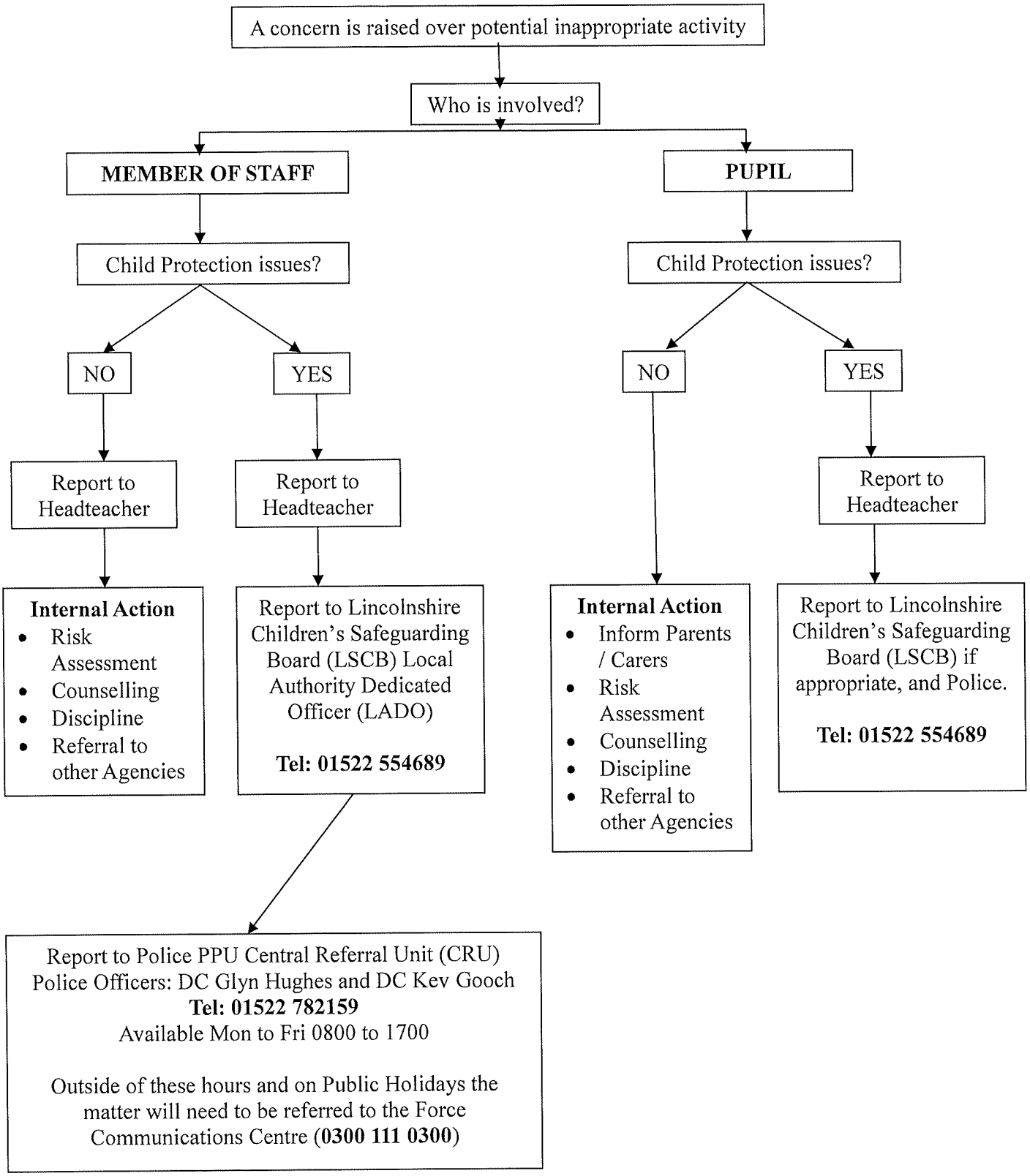
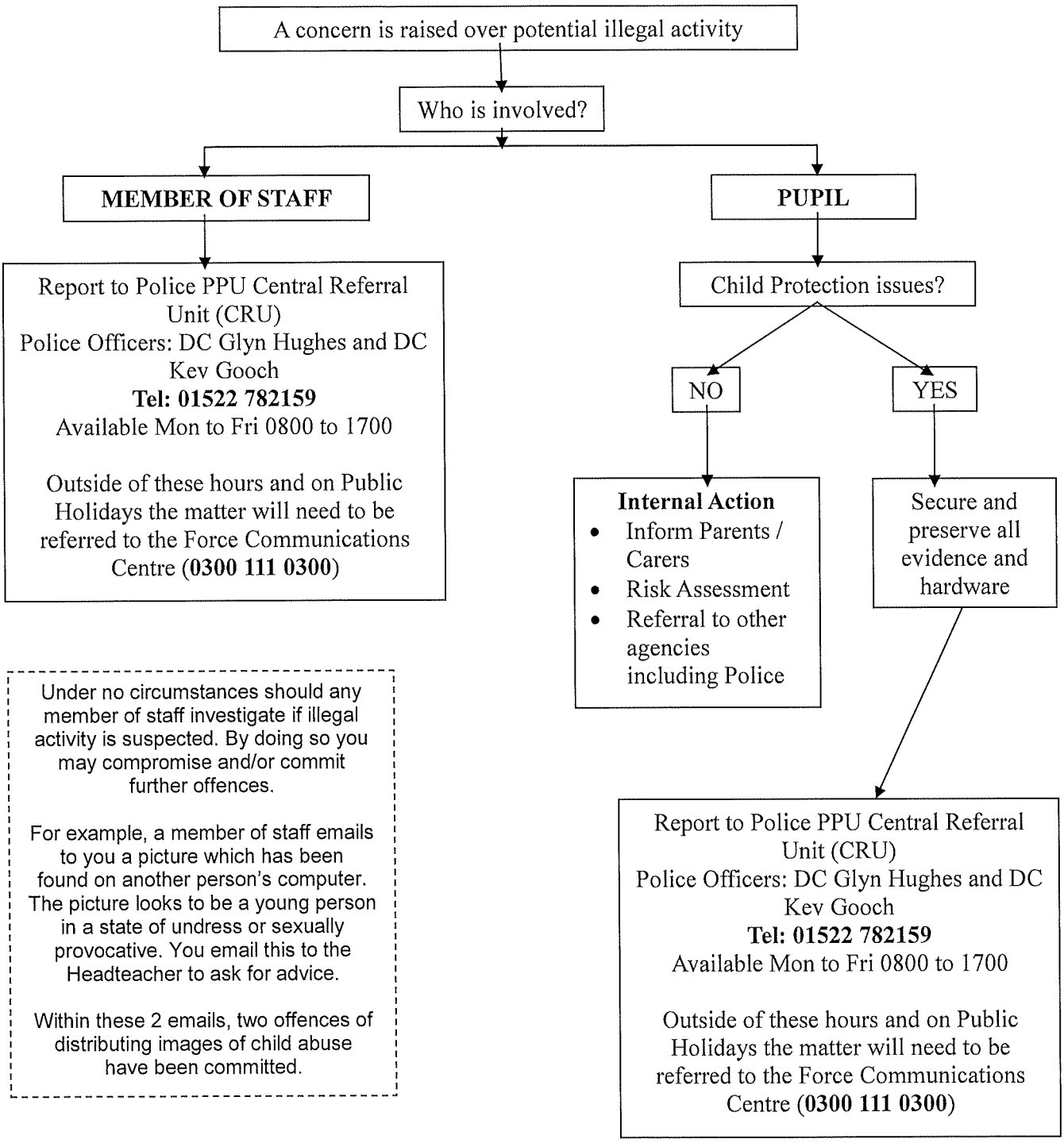
IT Acceptable Use Policy (Staff)	Page 13
IT Acceptable Use Policy (Pupils)	Page 14
E-Safety Incident Log Sheet	Page 15

INAPPROPRIATE ACTIVITY FLOWCHART



ILLEGAL ACTIVITY FLOWCHART



FLEET WOOD LANE SCHOOL – I PAD and loan laptop ACCEPTABLE USE POLICY

- Users must use protective covers for their iPads
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- iPad batteries are required to be charged and be ready to use in school.
- It is a user's responsibility to keep their iPad safe and secure.
- The use of social networking sites on the iPad is prohibited (other than those put onto the iPad by the Headteacher or ICT Subject Leader; such as Twitter, Messenger and Skype)
- Synching the iPad to iTunes or iCloud will be maintained by the ICT Subject Leader or Headteacher.
- No application or other software should be installed without the approval of the ICT Subject Leader or Headteacher.
- Personal photographs of family and friends should not be stored on the iPad.
- Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.

I understand and will abide by the above iPad Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked. I understand that loss or theft of my assigned iPad is my responsibility as well as any neglect toward the iPad.

Name:_____

Date:_____

Signed:_____

iPad/laptop Number: _____

Serial Number: _____

FLEET WOOD LANE INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY: STAFF

Internet Access
You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.
Inadvertent access must be treated as an e-safety incident which must be reported to the E-Safety Officer/Headteacher and an incident sheet completed.

Social Networking
Staff using Social Networking for personal use, should never undermine the School, its staff, parents or children. Staff should not become 'friends' with pupils on social networking sites.

Use of Email
Staff are not permitted to use Academy email addresses for personal business. All email should be kept professional. Staff are reminded that School data, including emails, is open to Subject Access requests under the Freedom of Information Act.

Passwords
Staff should keep passwords private from pupils.

Data Protection
If it is necessary for you to take work home or off-site, you should ensure that your device (laptop, USB pen drive, iPad etc) is encrypted. On no occasion should data concerning personal information be taken offsite on an unencrypted device.

Personal Use of Academy IT
You are not permitted to use School IT equipment for personal use unless specific permission has been given from the Headteacher, who will set the boundaries of personal use.

Images and Videos
You should not upload onto any internet site or service, images or videos of yourself, other staff or pupils, without consent. This is applicable professionally (in the School) or personally (eg; staff outings).

Use of Personal IT
Use of personal IT equipment is at the discretion of the Headteacher. Permission may be sought stating the reason for using personal equipment; a risk assessment will be carried out by IT support and the E-Safety Officer / Headteacher.

Viruses and other Malware
Any virus outbreaks are to be reported to the IT Support Service as soon as it is practicable to do so, along with the name of the virus (if known) and actions already taken by the Academy.

E-Safety
Like health and safety, e-safety is the responsibility of everyone to everyone. As such you are expected to promote positive e-safety messages in all use of IT, whether you are with other member of staff or with pupils.

Note: All Internet and email activity is subject to monitoring.

FLEET WOOD LANE SCHOOL
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY: PUPILS

I promise:

- To only use the School IT for schoolwork that the teacher has asked me to do.
- Not to look for, or show other people things that may be upsetting.
- To show respect for the work that other people have done.

I will not:

- Use other people's work or pictures without permission to do so.
- Damage the IT equipment. If I accidentally damage something, I will tell my teacher.
- Share my password with anybody. If I forget my password, I will let my teacher know.
- Use other people's usernames or passwords.
- Share personal information online with anyone.
- Download anything from the Internet unless my teacher has asked me to.

I will:

- Let my teacher know if anybody asks me for personal information online.
- Let my teacher know if anybody says or does anything to me online, that is hurtful or upsets me.
- Be respectful to everybody online; I will treat everybody the way that I want to be treated.

I understand:

- That some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand:

- If I break the rules in this Charter, there will be consequences of my actions and my parents may be told.

Signed: _____ **(Parent / Carer)**

Signed: _____ **(Child)**

Date: _____

E-Safety Incident Log

Number: ***(Office Use)***	**Reported by:** ***(name of Staff Member)***	**Reported to:** *(eg; HT / Administrator/DHT)*
	When:	**When:**
Incident Description: *(describe what happened; who was involved (staff/pupils) and what action was taken).*		
Review Date:		
Result of Review:		
Signature: (Headteacher)		**Date:**

Thursday 5th May & Friday 6th May

LO: Publishing a Spring Poem

Thursday 5th May & Friday 6th May

LO: Publishing a Spring Poem

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