

## Safeguarding and School Security Procedures

<b>Identified Risk</b>	IT Suite
<b>Frequency</b>	Daily
<b>Location</b>	IT Suite

<b>Persons at Risk</b>	<b>Pupils</b>	<b>Personnel</b>	<b>Parents</b>	<b>Visitors</b>
	✓	✓		

<b>Procedures adopted</b>	<ul style="list-style-type: none"> <li>Timetable for use agreed by all staff</li> <li>Local Authority/School internet security policy in place</li> <li>Parental consent for internet access</li> <li>All staff and pupils aware of guidelines/ rules for use of equipment</li> <li>All pupils aware of individual user name</li> <li>Ensure correct positioning of equipment and seating</li> <li>Ensure suitable lighting/shades</li> <li>All cables secure and safe</li> <li>Annual PAT testing of all equipment</li> <li>Records of pupils with photosensitive epilepsy</li> </ul>
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<b>Information to be provided to school personnel</b>	<ul style="list-style-type: none"> <li>Safeguarding &amp; Child Protection policy</li> <li>School Security policy</li> <li>Health and Safety policy</li> <li>Health and Safety policies</li> <li>Safeguarding procedures</li> <li>List of pupil names and contact details</li> <li>Timetable for use</li> <li>Local Authority/School internet policy</li> <li>Pro forma for parental consent for internet access</li> <li>Security policy</li> <li>Evacuation procedures</li> <li>List of pupils with epilepsy</li> <li>Information obtained from the British Epilepsy Association regarding photosensitive epilepsy</li> <li>PAT record</li> </ul>
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<b>Assessment carried out by</b>	<b>Designation</b>	<b>Signed</b>	<b>Date</b>
	Headteacher		May 2014