

## 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>	• Timetable for use agreed by all staff
	• Local Authority/School internet security policy in place
	• Parental consent for internet access
	• All staff and pupils aware of guidelines/ rules for use of equipment
	• All pupils aware of individual user name
	• Ensure correct positioning of equipment and seating
	• Ensure suitable lighting/shades
	• All cables secure and safe
	• Annual PAT testing of all equipment
	• Records of pupils with photosensitive epilepsy

<b>Information to be provided to school personnel</b>	• Safeguarding & Child Protection policy
	• School Security policy
	• Health and Safety policy
	• Health and Safety policies
	• Safeguarding procedures
	• List of pupil names and contact details
	• Timetable for use
	• Local Authority/School internet policy
	• Pro forma for parental consent for internet access
	• Security policy
	• Evacuation procedures
	• List of pupils with epilepsy
	• Information obtained from the British Epilepsy Association regarding photosensitive epilepsy
	• PAT record

<b>Assessment carried out by</b>	<b>Designation</b>	<b>Signed</b>	<b>Date</b>
	Headteacher		May 2014